



## **1. Purpose**

Township of Southgate acknowledges it has a statutory duty to take all reasonable precautions to protect employees, contractors, volunteers, visitors, and all other individuals onsite. Protecting employees from injury or occupational disease due to accidents or incidents is a continuing objective. We make every effort to provide a safe and healthy work environment for all staff, whether they work onsite at Township of Southgate or remotely in a private residence for the organization. We believe all accidents are preventable and that active participation at all levels helps ensure accidents are avoided. Supervisors and workers must refrain from any actions or activities that could jeopardize the health and safety of others and must work to reduce the risk of injury.

The Township of Southgate is committed to promoting a safe and healthy workplace for all employees, contractors, volunteers, and visitors. In pursuit of this commitment, the organization develops, implements, and enforces policies and procedures that promote and provide a healthier, safer work environment. The Township of Southgate understands the importance of safety to the wellbeing and productivity of all employees and strives to safeguard the workplace against injury and malfeasance through negligence.

This policy outlines the responsibilities of all parties to maintain a safe and healthy work environment. Township of Southgate complies with all applicable workplace health and safety legislation.

## **2. Scope**

This policy applies to all Township of Southgate (Southgate) employees, members of Council, volunteers, members of the public and contractors.

## **3. Definitions**

- a. "Employer"** – for the purpose of this Policy is the Township of Southgate.
- b. "The Act"** – Occupational Health and Safety Act as amended.

## **4. Communication**

The Township of Southgate encourages open communication on health and safety issues. Open communication is essential to providing an accident-free and productive work environment.

- Employees who voice or identify a health and safety concern are not subject to reprisal or retaliation.
- Health and safety comments are reviewed by leadership and the Joint Health and Safety Committees. Leadership and/or the Joint Health and Safety Committee will initiate an investigation into each reported or potential hazard.



- Employees should inform their supervisor or manager of any matter they perceive to be an actual or potential workplace hazard.
- Communication can be written or verbal and may be anonymous if so desired.

## **5. Responsibilities**

Employers must:

- Provide appropriate personal protective equipment (PPE) and clothing and ensure its use;
- Maintain the equipment in good condition, ensuring it fits properly and is appropriate to the circumstances, taking all relevant factors into account;
- Provide information and instruction related to all real and potential workplace hazards to workers, advise workers of results of occupational health and safety reports, provide competent supervision, and take every reasonable precautions to protect the health and safety of all workers;
- Review all health and safety policies annually, make revisions where necessary, and develop and maintain a program to implement its policies;
- Communicate and cooperate with the joint health and safety committee, directors and any other legislative required party on matters related to workplace health and safety;
- Post a copy of this policy, a copy of the OHSA along with any explanatory materials prepared by the Ministry, a copy of an annual summary from the Workplace Safety and Insurance Board (WSIB), and the names and work locations of health and safety committee members in the workplace or in a readily accessible electronic format in accordance with the OHSA;
- Adhere to any legislative requirements related to biological, chemical, and physical agents in the workplace, such as maintaining records, monitoring levels and exposure, and providing instructions and training; and
- Provide appropriate training programs related to occupational health and safety.

Supervisors must:

- Always promote a safe and healthy workplace and take every precaution to protect the health and safety of workers they supervise;
- Use or wear PPE appropriately and when required, and ensure workers use and wear PPE that fits properly and is appropriate to the circumstances, having regard to all relevant factors; and
- Advise workers of any real or potential hazards or dangers to their health and safety the supervisor is aware of, and when required provide written instruction on procedures to maintain a healthy and safe workplace.



Employees must:

- Work in compliance with all occupational health and safety policies and procedures;
- Report all missing or defective PPE, any contravention of the OHSA the worker becomes aware of, and the existence of any real or potential hazards they discover in the workplace to the Direct Supervisor;
- Inform their supervisor or the company if they feel there is a risk of worker opioid overdose;
- Use appropriate PPE as required;
- Never remove or alter any PPE without providing an adequate replacement or alternative;
- Report when provided PPE does not fit properly or is not appropriate to the circumstances; and
- Never operate any equipment or work in a way that could endanger themselves or another worker, and never engage in pranks or unnecessary boisterous conduct while in the workplace.

## **6. Training**

All employees will be trained on this policy during the new hire orientation or as required.

## **7. Evaluation**

This policy will be reviewed on an annual basis as legislated and updated as necessary. The CAO shall sign an annual health and safety statement once the policy has been reviewed.

## **8. Related Policies and Legislation**

- a.** Occupational Health and Safety Act, R.S.O. 1990, c. O.1
- b.** Township of Southgate Policy #33B: Violence & Harassment Policy



**Schedule A**  
**Southgate Health & Safety Annual Policy Statement**

The Township of Southgate is committed to providing protection of all employees from injury or occupational disease. The Township of Southgate will make every effort to provide a safe, healthy work environment. All management, supervisors and workers must be dedicated to the continuing objective of eliminating hazards that may result in personal injury and illness.

It is the responsibility of the Township to provide safe equipment, safe working conditions, safety training and create a culture of health and safety. All employees are expected to help us create a positive safety culture and help minimize hazards and risks within our workplace. Safe work practices and procedures will be clearly outlined in the Township's Health and Safety Manual for all employees to follow.

Employees are expected to be familiar with the Occupational Health and Safety Act and to abide by all safety regulations and policies and to work safely at all times so as not to endanger themselves or other workers. It is also the responsibility of every employee to report all unsafe or unhealthy conditions and to ensure that safe and healthy work conditions are maintained.

The objective of our Occupational Health & Safety Policy is to provide and maintain a safe and healthy workplace and to eliminate hazards that result in injuries or illness in the workplace.

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**Chief Administrative Officer**

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**Date**