

<b>TOWN OF MIDDLETON CODE E - OCCUPATIONAL HEALTH &amp; SAFETY</b>	
<b>Subject: Safety Responsibility</b>	<b>Number: 1.2</b>
<b>Coverage: Staff, OH&amp;S, Council, &amp; Contractors</b>	<b>Approved by: OH&amp;S, Council, &amp; CAO</b>
<b>Effective Date : March 3, 1997</b>	<b>Revision Date:</b> August 4 1998 March 5, 2007 June 2, 2014

### ***Policy Statement***

The following policy expresses the Town's commitment to the safety and well being of its employees and establishes the health and safety responsibilities of all parties in the workplace.

### ***Objectives***

#### **1.0) General**

- 1.1) The Town of Middleton is committed to a strong safety program that protects its staff, property, and the public from accidents. An injury and accident free workplace is our goal. Through continuous safety and loss control effort, we can accomplish this.
- 1.2) Employees at every level, including management, are responsible and accountable for the Town's overall safety initiatives. Complete and active participation by everyone everyday in every job is necessary for the safety excellence the Town expects.
- 1.3) Health and safety is not added to an employee's job. It is an inherent part of that job and a full time component of each individual's responsibilities.

#### **2.0) Responsibilities**

The Town recognizes that all workplace parties have a responsibility for safety. All employees and contractors shall know and understand their specific responsibilities:

##### **2.1) Directors and Management**

- a) Provide a safe and healthy workplace.
- b) Establish and maintain a health and safety program.
- c) Ensure that workers are properly trained.
- d) Report accidents and injuries to WCB and Department of Labour as required.
- e) Provide first aid facilities and training.
- f) Provide workers with health and safety information.
- g) Monitor the strength of the program by ensuring inspections are carried out regularly, meeting with Supervisors, and taking corrective action.
- h) Provide the leadership and resources necessary to make the program work.
- i) Ensure that all operations comply with the Occupational Health and Safety Act, Regulations, and the Program.
- j) Ensure that all contractors and sub-contractors are obliged by contract to comply with the Occupational Health and Safety Act, regulations, and Town program.

- k) Consult and cooperate with the Occupational Health and Safety Committee.
- l) Demonstrate commitment to accident prevention and loss control.
- m) Consider accident prevention and safety performance when evaluating employees, especially supervisors.
- n) Acquaint new employees with the Occupational Health and Safety Act, regulations, the program, safe work practices, and hazards.

2.2) **Foreman and Lead Hand**

- a) Be responsible for on-site accident prevention and loss control.
- b) Ensure that protective equipment, safety materials, and emergency response supplies are provided.
- c) Ensure that protective equipment required by regulations and the program is used and maintained properly by workers and that workers understand the reasons for its use.
- d) Instruct personnel in proper work practices, ensure they are followed, and update instruction as needed or required by the program.
- e) Check work practices and work areas and take corrective action where required.
- f) Consult and cooperate with the Occupational Health and Safety Committee.
- g) Report accidents and injuries to Senior Management/Authorities as required by the program and regulations.
- h) Ensure all injuries are treated and reported.
- i) Investigate accidents (with committee) and take action to prevent recurrence.
- j) Monitor the health and safety performance of contractors and sub-contractors.
- k) Monitor contractors and sub-contractor compliance with the Occupational Health and Safety Act, regulations, and Town policies and take corrective action.
- l) Monitor safety behaviour and performance of individuals and crews.

2.3) **Workers**

- a) Work in accordance with the Occupational Health and Safety Act, regulations, and safe work practices to ensure their own health and safety and the health and safety of others.
- b) Work in accordance with the safety program.
- c) Work in a manner that will not endanger fellow employees and the public.
- d) Report unsafe conditions.
- e) Report injury or illness immediately.
- f) Help new employees recognize job hazards and follow safe work procedures.
- g) Cooperate with or participate on the Occupational Health and Safety Committee.

2.4) **Contractors and Sub-Contractors**

- a) Adhere to the Town's program requirements, in particular, inspections and safety meetings.
- b) Identify hazards prior to the work beginning and implement appropriate controls.
- c) Monitor site conditions in their area and take corrective action.
- d) Consult and cooperate with the Town Occupational Health and Safety Committee.
- e) Report accidents and injuries immediately to the Town of Middleton.

- f) Request help in dealing with hazards created by the Town, other employers, or the public.
- g) Adhere to Contractor/Sub-Contractor policy 5.1.

### **References**

Province of Nova Scotia - *Occupational Health and Safety Act*.


### **Previous Policies**

The previous policy "Town of Middleton -Safety Policy" amended by Council on March 5, 2007 is hereby amended.

### **Certification**

**THIS IS TO CERTIFY** that this policy was duly passed by a majority vote of the whole Council at a duly called Council meeting held on the 2<sup>nd</sup> day of June, 2014.

**GIVEN** under the hand of the CAO and under the seal of the Town of Middleton this 2<sup>nd</sup>-day of July, 2014.

  
Rachel L. Turner  
Chief Administrative Officer