

**TOWN OF MIDDLETON  
CODE E - OCCUPATIONAL HEALTH & SAFETY**

**Subject: Safety Rules**

**Number: 1.3**

**Coverage: Staff, OH&S, Council, & Contractors**

**Approved by: OH&S, Council, & CAO**

**Effective Date : August 10, 1998**

**Revision Date: March 5, 2007**

***Rationale***

The following policy establishes safety rules on all Town worksites to ensure that the well being of all employees is protected.

***Policy Statement***

- 1) All Town employees shall read the Occupational Health and Safety Act and be aware their rights and responsibilities described in the Act.
- 2) Before commencing work for the town, all employees shall read and agree to follow the *Town Safety Responsibility Policy*, *Personal Protective Equipment Policy* and the *Code of Ethics*.
- 3) While on any Worksite employees shall:
  - a) Report all unsafe acts, unsafe conditions and "near misses" to immediate supervisors.
  - b) Immediately report accidents causing injury or damage to immediate supervisors.
  - c) Performed all tasks in accordance with safe work practices, job procedures and supervisor's direction.
  - d) Maintain good housekeeping in the work area.
  - e) Operate vehicles and equipment according to regulations and Town standards.

***References***

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

Town of Middleton Policy E.1.1 *Safety Responsibility Policy*

Town of Middleton Policy E.3.2 *Personal Protective Equipment*

Town of Middleton Policy D.3.2 *Code of Ethics*

***Previous Policies***

The previous policy 10/4 "Town of Middleton Safety Rules" approved on August 10, 1998 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 5<sup>th</sup> day of March, 2007.

**GIVEN** under the hand of the CAO and under the seal of the Town of Middleton this 26<sup>th</sup> day of April, 2007

M. Daine Acting CAO  
Raymond C. Rice  
Chief Administrative Officer