

## 1.0 Statement

The Town of Mahone Bay is committed to providing a healthy and safe working environment and to actively work toward the prevention of occupational illness and injury. To express that commitment, the Town has issued this policy on workplace safety.

## 2.0 Purpose

The Town of Mahone Bay will promote a culture where employees are supported and encouraged to contribute to health and safety programs and initiatives. As an employer, the Town will create and maintain a safe and healthy workplace and demonstrate due diligence by sharing the responsibility for the health and safety of persons at the workplace. The Town will take every reasonable precaution to provide a safe and healthy working environment by applying and abiding by the Nova Scotia Occupational Health and Safety Act and all relevant Regulations.

## 3.0 Scope

This policy will apply to all Town employees and at all work sites for which the Town is responsible.

## 4.0 Responsibilities

1. Council is responsible to adopt an Occupational Health and Safety Policy and instruct staff to adhere to its principles.
2. The Chief Administrative Officer is responsible to ensure the Town is protected by an effective, legally compliant Occupational Health and Safety Program that has been developed in consultation with the Safety Representative.
3. Town Managers will implement all relevant parts of the Occupational Health and Safety Program and will ensure that all Town work sites are safe and that employees are adequately trained and advised of actual or potential hazards.
4. Town employees will cooperate with management in implementing the Occupational Health and Safety Program and will follow all occupational health and safety processes and procedures, taking steps to protect their health and that of other persons at or near the workplace, including reporting any hazards to their Manager.

5. The Safety Representative will monitor the implementation of the Occupational Health and Safety Program and advise the CAO of any way the Program may be improved.

## 5.0 General

1. The Town will make available safety procedures and rules and ensure that all employees have access to the Nova Scotia Occupational Health and Safety Act, applicable regulations, and any other necessary safety documents.
2. The Town will appoint a Safety Representative from among the employees.
3. The Town will identify hazards and where possible eliminate the possibility of occupational illness or injury
  - a. Where it is not possible to eliminate a hazard, the Town will make safety training, equipment, devices, and materials for personal protection available to relevant staff.
4. The Town will ensure employees receive necessary safety training.

Clerk's Annotation for Official Policy Book	
Date of notice to Council Members of Intent to Consider [minimum 7 days notice]	<u>October 28, 2021</u>
Date of Passage of Policy	<u>November 9, 2021</u>
_____	_____
Town Clerk	Date

