

<b>Corporate Policies and Procedures</b>			
<b>DEPARTMENT:</b> Human Resources			<b>POLICY #:</b> G-01
<b>POLICY:</b> Occupational Health and Safety			
<b>DATE:</b> NOV/89	<b>REV. DATE:</b> OCT28/09	<b>COVERAGE:</b> All Employees	<b>PAGE #:</b> 1 of 2

**POLICY STATEMENT:**

The County of Renfrew recognizes that the health and safety of employees is of primary importance in all municipal operations. Protection of employees from injury or occupational disease is a major continuing objective. The County will make every effort to provide a safe, healthy work environment.

**PROCEDURE:**

1. The County promotes a safe work environment and provides information, instruction, and supervision on occupational health and safety as required.
2. All supervisors and employees must be dedicated to the continuing objective of reducing risk of injury.
3. The Chief Administrative Officer/Clerk will designate a Health and Safety Coordinator. The duties of the Coordinator include:
  - (a) Ensuring that each division/workplace has a functioning Health and Safety Representative/Committee in accordance with legislation.
  - (b) Ensuring that each committee has at its disposal current legislation pertaining to Health and Safety.
  - (c) Making recommendations to the Chief Administrative Officer/Clerk of a committees' failure to function according to legislated standards.
4. The duties of Department Heads and supervisors include the following:
  - (a) Ensure that employees use the personal protective equipment (PPE) that the County requires.
  - (b) Ensure that machinery and equipment are safe and that employees work in compliance with established safe work practices and procedures.
  - (c) Ensure that employees receive adequate training in their specific work tasks to protect their health and safety.
  - (d) Advise employees of the existence of any potential or actual danger to their health or safety, of which the supervisor is aware.

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- (e) Take every precaution, reasonable in the circumstances, for the protection of an employee.
  - (f) Be familiar with the provisions of the *Occupational Health and Safety Act*.
5. The duties of employees include the following:
    - (a) Employees must use the personal protective equipment (PPE) that the County requires and follow health and safety policies and procedures.
    - (b) Work in compliance with the law and with safe work practices and procedures established by the County.
    - (c) Report to his/her supervisor the absence of, or defect in, any equipment or protective devices or the existence of any hazard of which he/she has knowledge.
    - (d) Operate equipment and machines safely and conduct himself/herself in a safe manner.
  6. Safety information is provided to employees through established lines of departmental organization.
  7. In all departments, the supervisors will transmit safety information to their employees either through group meetings or by discussion with individual employees.
  8. Safety suggestions made by employees to their supervisors are referred to the Department Head. All suggestions will be considered.