



## The Corporation of the Town of Tecumseh

Corporate Services & Clerk

**To:** Policies and Priorities Committee

**From:** Laura Moy, Director Corporate Services & Clerk

**Date to Council:** October 9, 2018

**Report Number:** CS-2018-16

**Subject:** Health and Safety Policy No. 7 Annual Review

---

### Recommendations

It is recommended:

**That** Health and Safety Policy No. 7, as reviewed for the year 2018, in accordance with Section 25(2)(j) of the *Occupational Health and Safety Act*, **be approved**;

**And that** Health and Safety Policy No. 7, **be posted** in all Municipal Buildings.

### Background

Section 25(2)(j) of the *Occupational Health and Safety Act, R.S.O. 1990, c.0.1. (Act)*, states an employer shall “prepare and review at least annually a written occupational health and safety policy and develop and maintain a program to implement that policy.”

### Comments

#### Health and Safety Policy No. 7

The Health and Safety Policy states The Corporation of the Town of Tecumseh (Corporation) is committed to health and safety and recognizes it must form an essential part of the Corporation’s operations. A major ongoing objective is to protect employees from workplace injury or illness. The Corporation must make every effort to provide a healthy and safe work environment for all of its employees. All directors, managers and workers must be dedicated to the objective of reducing the risk of injury and illness.

As the employer, the Corporation is ultimately responsible for the health and safety of all of its workers.

The Chief Administrative Officer and Members of Council are committed to taking every reasonable precaution to protect workers from harm.

Directors and Managers are accountable for the health and safety of workers under their supervision and are responsible for ensuring that machinery and equipment are safe, and that workers follow established safe work practices and procedures.

All employees must receive adequate training in their specific work tasks to protect their health and safety. All employees have received the training necessary for their respective positions within the Corporation.

Every employee, sub-contractor and employee of a sub-contractor must also protect his/her own health and safety by following the law, and the Corporation's safe work practices and procedures. Additionally, they must report all hazards immediately to a Director and/or Manager.

In accordance with the Act, the Health and Safety Policy has been reviewed by the Joint Health & Safety Committee. The Policy has also been examined by the Corporation's Health & Safety Consultant, Dunk & Associates.

There have been no recommended changes to the Policy for 2018.

It is recommended that the Policy, as reviewed for the year 2018 in accordance with Section 25(2)(j) of the *Occupational Health and Safety Act*, be approved and posted in all workplaces.

A copy of the Health and Safety Policy is attached as [Appendix 1](#).

## **Consultations**

Joint Health and Safety Advisory Committee  
Dunk & Associates, Health & Safety Consultant

## **Financial Implications**

There are no direct cost implications associated with these Policies. Good health and safety practices/procedures, as well as employee training, all help to prevent workplace injuries. Workplace injuries can create financial implications as a result of loss of work and employee health care.

## Link to Strategic Priorities

Applicable	2017-18 Strategic Priorities
<input checked="" type="checkbox"/>	Make the Town of Tecumseh an even better place to live, work and invest through a shared vision for our residents and newcomers.
<input checked="" type="checkbox"/>	Ensure that the Town of Tecumseh's current and future growth is built upon the principles of sustainability and strategic decision-making.
<input checked="" type="checkbox"/>	Integrate the principles of health and wellness into all of the Town of Tecumseh's plans and priorities.
<input checked="" type="checkbox"/>	Steward the Town's "continuous improvement" approach to municipal service delivery to residents and businesses.
<input checked="" type="checkbox"/>	Demonstrate the Town's leadership role in the community by promoting good governance and community engagement, by bringing together organizations serving the Town and the region to pursue common goals.

## Communications

Not applicable

Website

Social Media

News Release

Local Newspaper

This report has been reviewed by Senior Administration as indicated below and recommended for submission by the Chief Administrative Officer.

Prepared by:

Sue White  
Administrative Assistant to Director Corporate  
Services & Clerk

Reviewed by:

Laura Moy, Dipl. M.M., CMMIII HR Professional  
Director Corporate Services & Clerk

Recommended by:

Tony Haddad, MSA, CMO, CPFA  
Chief Administrative Officer

<b>Attachment Number</b>	<b>Attachment Name</b>
1	Health and Safety Policy No. 7