

THE CORPORATION OF THE TOWN OF SMITHS FALLS

BY-LAW NO. 8223-2009

A BY-LAW TO ADOPT A HEALTH AND SAFETY POLICY

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WHEREAS it is the policy of the Corporation of the Town of Smiths Falls to provide a safe, healthy working environment for its employees, to protect property from damage and loss, and to promote the safety of all employees and the public in municipal operations; and

WHEREAS it is recognized that accidents, causing injuries to employees and others, damage to equipment and inefficiencies in operations, are preventable; and

WHEREAS safety and health hazards and potential loss situations in workplaces can be minimized through leadership of the management team, however, support and cooperation by all employees with the corporate Safety and Health / Loss Control Policies, Programme and Procedures is necessary for success in this endeavour. This comprehensive programme forms an integral part of the activities and operating procedures of each Department; and

WHEREAS all employees are encouraged to participate, cooperate and support the healthy and accident free work place. Individually and collectively, all employees have a role and responsibility in working towards the Corporate Safety and Health Objectives to provide safe, healthy and productive workplaces for themselves and safe and efficient service to our customers, the General Public.

NOW THEREFORE the Council of the Corporation of the Town of Smiths Falls enacts as follows:

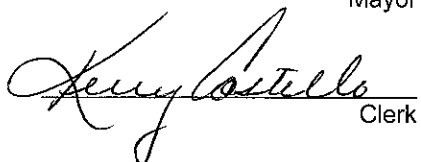
1. THAT the Health & Policy statement attached hereto as Schedule A is hereby adopted as the Town of Smiths Falls Health & Safety Policy.
2. THAT the Chief Administrative Officer be authorized to sign the Smiths Falls Health and Safety Policy on behalf of the Council of the Town of Smiths Falls.
3. THAT By-laws 7727-2003 and 7747-2003 are hereby repealed.
4. THAT the provisions of this by-law shall come into force and take effect upon the passing thereof.

Read a first and second time this 21st day of April 2009

Read a third time and passed this 21st day of April 2009



Mayor



Clerk



HEALTH & SAFETY POLICY

"The employer shall prepare and review at least annually a written occupational health & safety policy and develop, and maintain a program to implement that policy."

S.25(2)(j)

The Town of Smiths Falls is committed to the health and safety of its employees, customers and the public in general. It is our aim to design a system that can be operated and maintained safely by and for our employees and the customers we serve.

The health and well being of every employee is of primary importance and our ultimate objective is to eliminate injuries and loss, both at work and at home. It is in the best interest of all parties to consider health and safety in every activity.

OBJECTIVES:

- The Town of Smiths Falls, as a major continuing objective, will make every effort to provide its employees with:
 - A healthy and safe environment in which to work.
 - A safety committee which includes management, which will meet a minimum of every three (3) months with the minutes recorded.
 - Adequate training and appropriate tools and equipment.
 - Health & Safety Policy Handbook (Appendix A)
 - Health & Safety Procedure Manual (Appendix B)

RESPONSIBILITIES:

- Supervisors will be held accountable for the health and safety of workers under their supervision. Supervisors are responsible to ensure the workplace, equipment and machinery are safe and that all workers, work in compliance with established safe work practices and procedures. Workers must receive adequate training in their specific work tasks to protect their health and safety.
- Each employee is expected to utilize the training, tools and equipment provided to

their best advantage. In addition, each employee should consider it a personal responsibility to maintain a positive attitude with respect to health and safety matters and to promote/follow safe work practices at all times.

GENERAL/SPECIFIC RULES:

- The Town of Smiths Falls employees will adhere to the Occupational Health & Safety Act, as well as our own specific health and safety guidelines and procedures.

DISCIPLINE:

- Failure to comply with this Safety Policy could result in disciplinary action.

MAINTENANCE & IMPLEMENTATION:

- Council shall annually review the Health and Safety Policy.
- Technical amendments to Appendix A and B to the policy shall be done by the Health and Safety Committee on an as needed basis. Any policy changes within those documents shall be presented to a Director/C.A.O. for recommendation to Council as needed.
- Implementation shall be in accordance with the Health and Safety Policy and the supporting documents.

Signed by:

Kim Miskelly

Co-Chair JHSC

Sarah E Cooke

Co-Chair JHSC

[Signature]

Employer

Reviewed this 20 day of April 2009 at the Town of Smiths Falls

Adopted via By-law 8223-2009