

*HEALTH AND SAFETY POLICY*

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**1. PURPOSE**

The adoption of this Policy is a requirement of the Nova Scotia Occupational Health and Safety Act. It is required to be reviewed on a yearly basis. This Policy is a commitment by the Municipality to co-operate with its employees to provide a workplace where the personal health and safety of all employees is of primary concern and importance. The objective of this commitment is to minimize the number of workplace injuries and illnesses through effective safety programs and procedures. The enduring goal will be zero accidents in the Municipal workplace.

**2. POLICY**

- 2.1.** The Municipality is committed to providing a healthy and safe work environment for its employees and will take every precaution reasonable in the circumstances to ensure the health and safety of its employees while at work. This will include the provision of appropriate training, equipment and facilities to conduct work safely and the identification of hazards in the workplace.
- 2.2.** The Municipality, through all levels of management, will co-operate with the Joint Occupational Health and Safety Committee and employees to create a healthy and safe work environment.
- 2.3.** The Municipality and its employees will ensure that safety is not compromised or placed in competition with issues of operating convenience.

**3. DEFINITIONS**

Note: Words that are italicized in this Policy are defined in the Nova Scotia Occupational Health and Safety Act and will carry the same meaning in this Policy.

**"Act"** means Occupational Health and Safety Act of the Province of Nova Scotia.

**"Workplace"** means any place where an employee is or is likely to be engaged in any *occupation*, and includes any vehicle or mobile equipment used, or likely to be used, by an employee in an occupation.

**4. RESPONSIBILITIES**

The Chief Administrative Officer will:

- ensure that the Municipality has in place an effective occupational health and safety management system;

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- appoint a Safety Coordinator(s) who will be responsible for promoting, fostering and enforcing safety at all Municipal workplaces. This may be in conjunction with other responsibilities of a Municipal employee;
- Ensure all relevant training is scheduled (as necessary), documented, tracked, kept up-to-date and stored in the personnel file as per the Personnel File Policy.

Directors, managers, and supervisory personnel will:

- ensure that employees, under their supervision, follow this Policy;
- ensure that employees use safe work practices and receive training to protect their health and ensure the safety of equipment and facilities.

Employees of the Municipality are responsible for safety in the workplace and are required to:

- take every reasonable precaution in the circumstances to protect their own health and safety and that of others at or near the workplace;
- cooperate with the Municipality, other employees and the Joint Occupational Health and Safety Committee;
- Follow all applicable health and safety regulations;
- Report any observed workplace hazards.

## 5. REPEAL

The Health and Safety Policy, COOH-001.00, dated February 14, 2017 of the former Municipality of the District of West Hants and the Occupational Health and Safety Policy dated February 12, 2019 of the former Town of Windsor are hereby repealed.

I, Rhonda Brown, Municipal Clerk of the West Hants Regional Municipality, the Province of Nova Scotia, do hereby certify that this is a true copy of the Policy as adopted by the Council of the West Hants Regional Municipality at a meeting duly called and held on the **23<sup>rd</sup>** day of **June, 2020**.

R.N. Brown  
Municipal Clerk

<i>Adoption</i>	
<i>Notice to Council:</i>	June 9, 2020
<i>Approval:</i>	June 23, 2020
<i>Description:</i> Initial approval of Health and Safety Policy, RCOOH-001.00.	