



## ***Town of Trenton***

POLICY NO. ADM-20200818

APPROVED: 2020-08-18

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# **OCCUPATIONAL HEALTH & SAFETY POLICY**

## **Scope**

This policy will apply to the facilities owned and operated by the Town of Trenton and is adopted under authority of Section 48 (3) of the Municipal Government Act.

## **Policy**

1. The Town of Trenton is committed to providing a healthy and safe work environment for Town of Trenton employees and preventing occupational illness and injury.
2. As the employer, the Town of Trenton is responsible for the health and safety of all Town of Trenton employees. The Town will make every effort to provide a healthy and safe work environment.
3. Managers and supervisors will be trained and held responsible for ensuring that the employees under their supervision follow this policy. They are accountable for ensuring their employees use safe work practices and receive training to protect their health and safety. Managers and supervisors also have a general responsibility for ensuring the safety of equipment and facilities.
4. The Town of Trenton, through all levels of management, will co-operate with the Joint Occupational Health and Safety Committee, or the representative and employees to create a healthy and safe work environment. Co-operation should also be extended to others, such as contractors, owners, officers, residents, etc.
5. The employees of the Town of Trenton will be required to support this health and safety initiative and to co-operate with the Joint Occupational Health and Safety Committee or their representative and with others exercising authority under the applicable laws.
6. It is the duty of each employee to report to their supervisor or manager, as soon as possible, any hazardous condition(s), injury, accident, or illness related to the workplace.
7. Employees must protect their health and safety by complying with applicable Acts and Regulations and to follow policies, procedures, rules, and instructions as prescribed by the Town of Trenton.

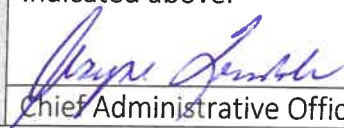


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8. The Town of Trenton will establish and maintain a high degree of safety by reducing and/or eliminating hazards wherever possible. Personal protective equipment (PPE) will be worn where required and the Town will enforce this requirement through its Administration and staff.
9. The Town of Trenton recognizes the employee's duty to identify hazards and supports and encourages employees to play an active role in identifying hazards and to offer suggestions or ideas to improve the health and safety program.
10. In accordance with Nova Scotia Department of Environment and Labour-OH&S Division, Section 27 (1)(d), this policy will be reviewed on an annual basis.
11. The Town of Trenton will initiate, develop and maintain an OH&S Committee along with an OH&S manual that will embrace the intent of this policy, the terms of reference for the OH&S Committee, logistics of the Committee, along with the guidelines and processes to define the obligations of all parties.

		<u>CAO's Annotation for Official Policy Book</u>	
Policy Number:	ADM-20200818	Date of Notice to Council Members of Intent to Consider (Minimum 7 Days):	<u>July 29, 2020</u>
Council Approval:	<u>2020/ 08/ 18</u> Y M D	Date of Passage of Current Policy:	<u>August 18, 2020</u>
Effective Date:	<u>2020/ 08/ 18</u> Y M D	I certify that this Policy was adopted by Council as indicated above.	
Supersedes Date:	<u>2008/ 03/ 11</u> Y M D		<u>Aug 18, 2020</u>
		Chief Administrative Officer	Date