

Health & Safety Policy Statements



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Health & Safety Policy	October 15, 2019	150-2019	1	2
Subsection	Repeals By-Law Number		Policy Number	
Policy Statement	27-2012		HS-01	

Purpose

A written Health and Safety Policy Statement, a Workplace Violence Prevention Policy Statement, and a Workplace Harassment Policy Statements are requirements under the Occupational Health and Safety Act. These policy statements show the employer's commitment to health and safety and help establish the health and safety culture in the workplace.

Responsibility

All City of Kenora employees are expected to be familiar with the Health and Safety Policy Statement, the Workplace Violence Prevention Policy Statement, and the Workplace Harassment Policy Statement and to follow their responsibilities as outlined in each.

Procedure

A. General

1. The Health and Safety Policy Statement, the Workplace Violence Prevention Policy Statement, and the Workplace Harassment Policy Statement will be in writing and each will include a declaration of commitment to health and safety in the workplace and each will identify general responsibilities for all workplace parties.
2. The Health and Safety Policy Statement, the Workplace Violence Prevention Policy Statement, and the Workplace Harassment Policy Statement will each be reviewed by the Senior Management Team to ensure that each continues to accurately reflect the beliefs of the Senior Management Team. This review will be done at least once each year.

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3. Upon completion of the review the Health and Safety Policy Statement, the Workplace Violence Prevention Policy Statement, and the Workplace Harassment Policy Statement will be sent to a meeting of Council where each will be approved and endorsed.
4. The approved Health and Safety Policy Statement, the Workplace Violence Prevention Statement, and the Workplace Harassment Policy Statement will be signed by the Mayor and the Chief Administrative Officer and dated as of the date of approval.

B. Posting Requirements

The Health and Safety Policy Statement, the Workplace Violence Prevention Policy Statement, and the Workplace Harassment Policy Statement will be posted on all Health and Safety bulletin boards within the City of Kenora. Confirmation of this posting will be included as part of regular workplace inspections. Missing or damaged statements will be replaced without delay.

Training

The Health and Safety Policy Statement, The Workplace Violence Prevention Policy Statement, and the Workplace Harassment Policy Statement will be reviewed with all new employees as part of their orientation and with all other employees at least once each year. This review will be documented.

Definitions

Senior Leadership Team – The Senior Leadership Team represents the highest level of management for City of Kenora employees and will include the incumbents in each of the following positions: Chief Administrative Officer, Manager of Administration/City Clerk, Manager of Finance/Treasurer, Manager of Operations and Infrastructure, Manager of Community Services, Manager of Development Services, Manager of Human Resources, and Manager of Fire and Emergency Services.

References

The Occupational Health and Safety Act (Ontario) – Section 25 (2) (j), (k)