

# ***TOWN OF ANNAPOLIS ROYAL***

## **POLICY**

**Title:**

Policy on **OCCUPATIONAL HEALTH AND SAFETY**

**Policy No.:**

**Supersedes:** N/A

2001-1

Effective Date: November 19, 2001

Approval By Council Motion No.

**Scope:**

This policy will apply to the Town of Annapolis Royal and its employees.

**Definitions:**

N/A

**Policy Statement:**

The Town of Annapolis Royal is committed to providing a healthy and safe work environment for its employees and preventing occupational illness and injury. To express this commitment, we issue the following policy on occupational health and safety.

As the employer, the Town Council is responsible for the health and safety of its employees in the workplace and will make every reasonable effort to provide a healthy and safe work environment. The Town Council is dedicated to the objective of eliminating the possibility of injury and illness.

The Town Council is committed to taking all reasonable precautions to prevent harm to workers.

All Managers and supervisors will be given appropriate training and held responsible for ensuring that any employees under their supervision follow this policy. All managers and supervisors are held accountable for ensuring that colleagues and employees use safe work practices and receive appropriate training to protect their health and safety.

The Town will co-operate with the Safety Representative and employees to create a healthy and safe work environment.

The employees of the Town will be required to support this organization's health and safety initiative and co-operate with the Safety Representative and with others exercising authority under

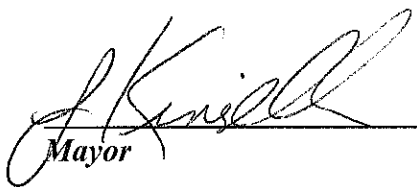
the applicable laws.

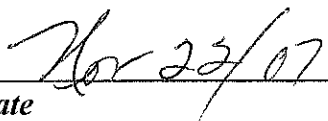
It is the duty of each employee to report to the supervisor as soon as possible any hazardous conditions, injury or illness related to the workplace. Also employees must protect their health and safety by complying with applicable acts and regulations and to follow policies, procedures, rules and instructions prescribed by the Town.

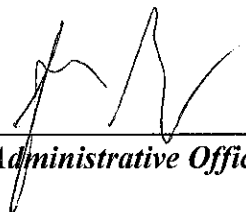
The Town recognizes the employees' duty and responsibility to identify hazards and supports and encourages employees to play an active role in identifying hazards and offering suggestions or ideas to improve the health and safety program.

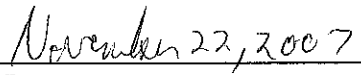
**Endorsement:**

This policy has been developed with the cooperation of the employees and is endorsed by the Town Council for the Town of Annapolis Royal. The policy was reviewed with staff on August 19, 2004.

  
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*Mayor*

  
\_\_\_\_\_  
*Date*

  
\_\_\_\_\_  
*Chief Administrative Officer*

  
\_\_\_\_\_  
*Date*