

POLICY NO. 21/97

POLICY TITLE: Village of Bentley Safety Policy

DATE ADOPTED: January 13, 1998

PURPOSE: To establish policies and procedures for safe work practices, hazard control, incident reporting and maintenance of equipment.

To develop a Safety Program Manual for the Village of Bentley.

**POLICY
STATEMENT:**

This municipality is committed to the protection from accidental loss of all its resources, including employees and physical assets.

Employees at every level, including management, are responsible and accountable for the municipality's overall safety initiatives. Complete and active participation by everyone, everyday, in every job, is necessary for the safety excellence the municipality expects.

Management supports coordination of safety among all workers on all job sites.

All employees will be equally responsible for following safe work practices and procedures as set out in the Safety Manual and as set out in the Occupational Health and Safety Act Regulations.

Our safety program will involve:

- providing mechanical and physical safeguards to at least the industrial standards
- conducting a program of safety inspections to find and eliminate unsafe conditions and practices, to control health hazards and to comply with the safety and health standards for every job
- training all employees in good safety practices

- provide or aid in providing necessary personal protective equipment or clothing

- the documenting of every accident or incident and investigating and reviewing to determine what caused it and what needs to be done to correct the problem so that it will not happen again

- developing and enforcing safety rules and requiring that employees cooperate with these rules as a condition of employment

We recognize that the responsibility for safety are shared:

- the employer has the responsibility for leadership of the safety program, and for providing the safeguards required to ensure safe conditions

- supervisors are responsible for developing proper attitudes toward the safety program, in themselves and in those they supervise and for ensuring that all operations are performed with the utmost regard for the safety of all personnel involved

- employees are responsible for wholehearted, genuine cooperation with all aspects of the safety program, including compliance with all rules and regulations, and for continually practicing safety while performing their duties.

The safety information in this policy and Safety Program Manual does not take precedence over Occupational Health and Safety Regulations. All employees are responsible for making themselves familiar with the Occupational Health and Safety Act Regulations.


MAYOR


CHIEF ADMINISTRATIVE OFFICER