



Health and Safety Policy #002

Date of Approval by Council:	October 9, 2024
Resolution Number	2024000175

Signature of Approval of CAO: Ky Rude

Policy Statement

The Village of Andrew is committed to ensuring the health and safety of its employees as well as protection of the environment. The Village of Andrew will make reasonable provision for the protection from workplace hazards, the prevention of accidents and injury, the promotion of workplace health and safety, and in addition the overall physical, psychological, and social wellbeing of its Employees, in compliance with the Occupational Health and Safety Act, Regulations and Code.

An effective health and safety program requires a combined effort by Council, the CAO, Employees and Contractors. All are bound by safety policies and applicable regulations and the failure of Employees to adhere to the policy, may result in discipline, as per the Village of Andrew's Employment Policy.

Purpose

The purpose of this policy is to provide a commitment for the provision of health and safety to the Village of Andrew operations.

Procedures

As part of the broader health and safety management system, the Village of Andrew will:

1. Identify, assess and responsibly manage health, safety and environmental risks in all its activities, equipment and facilities.
2. Comply with legal requirements and, where justified, develop more stringent Village standards.
3. Design, construct, operate and maintain facilities in a fiscally and morally responsible manner.
4. Provide Village employees with information concerning the safe use of Village facilities and equipment.
5. Conduct regular reviews and evaluations to assess compliance with this policy and continuously improve Village performance.

6. Provide orientation and training as required.
7. Establish a physically safe working environment by:
 - a. Village Office
 - i. Video monitoring through security cameras
 - ii. Locking doors as required
 - iii. Entrance door sensor alarm to identify patrons entering the building
 - iv. Check in process with the CAO or alternate, by telephone or text, if required to work alone
 - b. Public Works Shop
 - i. Entrance door sensor alarm to identify entrance to building
 - ii. Check in process with the CAO or alternate, by telephone or text, if required to work alone
8. Be open to suggestions, concerns and ideas from employees on ways to improve the organization's health and safety program.
9. Require all incidents to be reported in writing to assess risks, training and hazard elimination if possible.
10. Village employees will subscribe to all safety practices and procedures enunciated in any Act, Regulation or Code or as subscribed by the Worker's Compensation Board.
11. Outside Workers and when required, Inside Workers, when working and using any type of equipment, will use the appropriate Personal Protective Equipment (PPE), when required, including but not limited to:
 - a. Hard Hats;
 - b. Proper hearing protection;
 - c. Safety glasses;
 - d. Gloves
 - e. Reflective clothing (ie: vest);
 - f. CSA approved work boots;
 - g. Coveralls or a vest with Village logo.

12. The above listed PPE will be paid for/reimbursed by the Village with the exception of work boots (f) in which a \$200 allowance will be allotted to each Outside Worker annually once a proof of purchase is submitted. If an Employee leaves their employment with the Village, they may be subject to paying back a portion of this allotment through a deduction of their final pay.
13. The Village will comply with all Workplace Hazardous Material Information Systems standards and practices.
14. An employee, injured while working, will immediately report the injury to their Supervisor and will complete all required forms, including but not limited to Worker's Compensation Board and incident report, as soon as practicable.
 - a. Refusal to complete such forms may result in discipline, in accordance with the Village's Employment Policy.
15. All employees are accountable for and will immediately report to their Supervisor the loss, damage or theft of any property or monies in their care or control that is owned, leased or in the care and control of the Village.