

Council Policy No.:	CP2016-010
Council Policy Name:	Occupational Health and Safety Policy
Date Approved by Council:	June 28, 2016
Date revision approved by Council:	
Related SOP, Management Directive, Council Policy, Forms	<p>Management Directives: Occupational Health and Safety; Workplace Violence and Harassment; Health and Safety – Accident/Incident Reporting and Investigation; and Respiratory Protection</p> <p>SOP's: Accident Incident Reporting; Health and Safety – First Aid</p>

Policy Statement and Rationale:

The Corporation of the City of Kawartha Lakes (City) is committed to the provision of a safe and healthy work environment for its employees.

Scope:

This policy applies to all City of Kawartha Lakes employees, including full-time, part-time, seasonal, temporary, contract employees, students and interns, elected officials, volunteers and contractors unless superseded by another policy.

Policy:

1. General Principles

- 1.1 The City shall maintain directives, procedures and processes consistent with the expectations of the Occupational Health and Safety Act or any other applicable legislation.
- 1.2 Workplace harassment or violent behaviour will not be tolerated from any person in the workplace. Incidents of workplace harassment or violence will be grounds for disciplinary action, including dismissal.

- 1.3 Management is responsible for creating and maintaining a safe and health workplace.
- 1.4 All employees are expected to be involved and held accountable for their area of responsibility in the improvement of occupational health and safety performance.
- 1.5 The City shall manage risk by implementing management systems to identify, assess, monitor and control hazards and review performance.
- 1.6 The City shall liaise with contractors to ensure compliance with the City's Occupational Health and Safety Policy and government legislation.
- 1.7 The City shall have Joint Health and Safety Committees.

2. Responsibilities

- 2.1 Council is responsible to establish the City's Occupational Health and Safety philosophy through this policy.
- 2.2 The Chief Administrative Officer (CAO) is accountable to approve the detailed Management directives that establish the operational framework.
- 2.3 Corporate Services is responsible to ensure that the City's Policy and Management Directive are adhered to.

Revision History:

Proposed Date of Review:

Revision	Date	Description of Changes	Requested By
0.0	01/20/2021	Updated Policy Template	
1.0	03/08/2022	Updated statement related to workplace harassment and violence	Workplace Health and Safety Coordinator