



## Health and Safety Policy

**Approved: 2019-02-19**

***Moved by Commissioner Pitcher***

*"I move that the Village of Bible Hill approve the Health and Safety Policy as presented."*

***Seconded by Commissioner Kennedy***

***Motion carried***

## **Purpose**

1. This policy is a commitment by the Village to co-operate with its employees and volunteers to provide a workplace where the personal health and safety of each employee and volunteer is of primary concern and importance. The objective of this commitment is to minimize the number of workplace injuries and illnesses through effective safety programs and procedures. The enduring goal shall be zero accidents in the workplace.

## **Definitions**

2. In this policy:
  - a. Terms that are defined in the Nova Scotia Occupational Health and Safety Act shall carry the same meaning in this policy.
  - b. "Act" means Occupational Health and Safety Act of the Province of Nova Scotia.
  - c. "Near miss" means an incident in which no property damage or personal injury was sustained, but where, given a slight shift in time or position, damage or injury easily could have occurred.
  - d. "Occupational Health and Safety Committee" means the committee responsible for dealing with matters of occupational health and safety as established and defined by the Village Personnel Policy.
  - e. "Village" means the Village of Bible Hill.
  - f. "Workplace" means any place where an employee or volunteer is or is likely to be engaged in his or her occupation or volunteer activities and includes any vehicle or mobile equipment used or likely to be used by an employee or volunteer in his or her occupation or volunteer activities.

## **Principles Supporting Policy**

1. The health and safety of Village employees and volunteers is of utmost importance to the Village and the prioritization of safe practices is critical to the wellbeing of employees and volunteers.
2. The adoption of this policy by the municipality is a requirement of the Nova Scotia Occupational Health and Safety Act.

## **Terms of Policy**

### **Policy Statements**

3. This policy shall provide for the following:
  - a. The Village is committed to providing a healthy and safe work environment for its employees and will take every precaution reasonable in the circumstances to ensure the health and safety of its employees and volunteers while performing their employment or volunteer duties. This will include the provision of appropriate training, equipment and facilities to conduct work safely and the identification of hazards in the workplace.
  - b. The Village will co-operate with the Occupational Health and Safety Committee and all employees and volunteers to create a healthy and safe work environment.
  - c. The Village and its employees and volunteers shall ensure that safety is not compromised or placed in competition with issues of operating convenience.

### **Responsibilities**

4. The Occupational Health and Safety Committee, in consultation with Clerk and Treasurer, shall:
  - a. ensure that the Village has in place an effective occupational health and safety system;
  - b. promote and foster safety in all Village workplaces;
  - c. ensure that Provincial and Federal legislation pertaining to occupational health and safety is followed;
  - d. request such information as the committee considers necessary to identify existing or potential hazards with respect to conditions, devices, equipment, and machines of the workplace;
  - e. recommend changes to the Health and Safety Policy where considered appropriate;
  - f. keep all staff and Commissioners informed of the safety performance of Village employees and volunteers;
  - g. assist in the development and promotion of health and safety programs / practices throughout the workplace, ie: on the job training programs;
  - h. perform regular reviews of existing health and safety policies, programs, and practices; and

- i. investigate existing practices and conditions which have caused, or have the potential to create, a hazard to the safety and/or health of employees and volunteers and make recommendations for their correction.
5. The Clerk and Treasurer and supervisory personnel shall:
  - a. ensure that any unsafe working practices or conditions are immediately corrected;
  - b. ensure that employees and volunteers under their supervision follow this policy;
  - c. provide health and safety information to their employees through distribution of written materials, group meetings (when needed), or discussion with individual employees;
  - d. ensure that employees and volunteers use safe work practices and receive appropriate training to protect their health and safety and the safety of those under their supervision;
  - e. ensure the safety of equipment and facilities; and
  - f. suggest changes to the Health and Safety Policy.
6. Employees and volunteers of the Village are responsible for safety in the workplace and are required to:
  - a. take every reasonable precaution in the circumstances to protect their own health and safety and that of others at or near the workplace;
  - b. cooperate with the Village, other employees and volunteers and the Occupational Health and Safety Committee;
  - c. follow all applicable health and safety regulations;
  - d. report any observed workplace hazards; and
  - e. report all incidents and any near miss to the Occupational Health and Safety Committee.

**General**

7. Suggestions can be made by employees to their supervisor or the Occupational Health & Safety Committee. All practical suggestions will be taken into consideration by the Occupational Health & Safety Committee.

8. All such conditions reported shall be studied and corrected either through the elimination of the hazard or through proper job instruction and adequate supervision.
9. The ability to perform work assignments safely shall be a factor in the selection and retention of employees.
10. In positions where particular capabilities or skills are necessary for the safe and healthy completion of duties, these capabilities and/or skills shall be considered in the staffing process.
11. Smoking, including second-hand smoke, can pose a significant threat to the health of all employees, both smokers and non-smokers. Therefore, the Village will promote a smoke-free working environment. All areas of the workplace (including all Village parks, green spaces, playgrounds, and trails) will be considered non-smoking areas for Village employees and volunteers in accordance with the Nova Scotia Smoke-free Places Act.
12. Where there is any conflict between the policy adopted by the Village and the policies set forth in the appropriate collective agreement, or policies set forth in a statute of the Provincial or Federal government, collective agreements or the Provincial or Federal statute shall supersede such other policies.

**Policy Document Attestation**

Date of Notice to Village Commission of Intent to Consider: 2019-02-12

Date of Passage of Policy: 2019-02-19

I certify that this Policy was adopted by Village Commission as documented above:

*Leslie Carmel*  
Chair

*February 26 - 2019*  
Dated

*W. Phillip Bell, CPA, CA*  
Clerk and Treasurer

*2019-02-26*  
Dated