

**Municipality of the District of Clare
Health and Safety Policy**

Scope

This policy will apply to the Municipality of the District of Clare and all of its locations. The policy shall be reviewed, signed by the CAO, re-issued and posted annually.

Policy

The Municipality of the District of Clare is committed to providing a safe and healthful work environment for its employees and is dedicated to the objective of eliminating the possibility of injury and illness. To express that commitment, we issue the following policy.

As CAO, I give you my personal promise to take all reasonable precautions to prevent harm to our employees, contractors and the public.

The Municipality of the District of Clare through all levels of management will co-operate with the Joint Occupational Health and Safety Committee (JOHSC) and employees to create a safe and healthful work environment. This same co-operation will be extended to others such as contractors, owners, OHS Officers and others having responsibility for health and safety in the workplace.

Managers and supervisors will be trained and held responsible for ensuring that the employees under their supervision, follow this policy, use safe work practices and receive training to protect their health and safety. Managers and supervisors also have a general responsibility for ensuring the safety of the worksites, equipment and facilities.

The employees of The Municipality of the District of Clare are required to support this organization's health and safety program and to co-operate with the Occupational Health and Safety Committee and with others exercising authority under the applicable laws. Management commits to working in a spirit of consultation and co-operation with the employees in achieving the Municipality's health and safety initiatives.

It is the responsibility of all personnel employed by the Municipality to report to their supervisor or member of the JOHSC as soon as possible, any hazardous conditions, injury, accident, or illness related to the workplace. Also, employees must protect their own health and safety and that of their co-workers and the public by complying with applicable Acts and Regulations and to follow policies, procedures, rules and instructions as prescribed by the Municipality of the District of Clare.

The Municipality of the District of Clare will, where possible, eliminate, mitigate and implement appropriate controls to hazards in the workplace. If that is not possible or sufficient and where there is a requirement, employees will be required to use all appropriate safety equipment, clothing, devices and materials for personal protection.

The Municipality of the District of Clare recognizes the employee's duty to identify hazards and supports and encourages employees to play a role in identifying hazards and to offer suggestions or ideas to improve their health and safety program.

Date: _____

Stéphane Cyr, CAO