MUNICIPALITY OF THE COUNTY OF ANNAPOLIS **POLICY AND ADMINISTRATION MANUAL**	**AM – 2.7.1**
Section **Health and Safety**	**Subject** **Occupational Health and Safety**

1. APPLICATION

This policy will apply to all employees of the Municipality of the County of Annapolis.

2. AUTHORITY

Section 27 of the *Occupational Health and Safety Act*, as amended

Subsection 48 (3) of the *Municipal Government Act*, as amended

3. TERMS OF POLICY

The personal health and safety of each employee of the Municipality of the County of Annapolis is of primary importance. The prevention of occupationally induced injuries and illnesses is of such consequence that it will be given priority over operating productivity where necessary. To the greatest degree possible, management will provide all the mechanical and physical facilities required for personal safety and health in keeping with appropriate standards.

The County will maintain a health and safety program conforming to the acceptable practices of organizations of this type. To be successful, such a program must start with proper attitudes toward injury and illness prevention on the part of both supervisors and employees. It also requires cooperation in all health and safety matters, not only between supervisor and employee, but also between each employee and his or her co-workers. Only through such a cooperative effort can a safety program be established and preserved in the best interest of all concerned.

Our objective is a health and safety program that will reduce the number of injuries and illnesses to an absolute minimum, not merely in keeping with, but surpassing, the best experience of operations similar to ours. Our goal is zero accidents and injuries.

Our health and safety will include:

(1) Providing mechanical and physical safeguards reasonable and appropriate to the circumstances.

(2) Conducting an ongoing program of health and safety inspections to protect employees by identifying and eliminating unsafe working conditions and practices.

(3) Controlling health hazards, and complying fully with the health and safety standards for every job.

(4) Training all employees in good health and safety practices.

(5) Providing necessary personal protective equipment (PPE's) and instructions for its use and care.

(6) Developing and enforcing health and safety rules and requiring that employees cooperate with these rules as a condition of employment, recognizing that the responsibilities for health and safety are shared.

(7) Reporting near misses and investigating every accident, promptly and thoroughly, to find out what caused it and to correct the problem so that it will not reoccur.

(8) The employer accepts the responsibility for leadership of the health and safety program, for its effectiveness and improvement, and for providing the safeguards required to ensure safe conditions.

(9) Supervisors and those in charge of workers are responsible for developing the proper attitudes toward health and safety in themselves and in those they supervise, and for ensuring that all operations are performed with the utmost regard for the safety and health of all personnel involved.

(10) Employees are responsible for wholehearted, genuine cooperation with all aspects of the health and safety program, including compliance with all rules and regulations, and for continually practising safety while performing their duties.

(11) The safety information in this policy does not take precedence over the *Nova Scotia Occupational Health and Safety Act* and Regulations.

(12) The Joint Occupational Health and Safety Committee shall annually review this policy and, if deemed appropriate or necessary, provide recommendations for changes or updates.

Municipal Clerk's Annotation for Official Policy Book

I certify that this policy was adopted by Municipal Council as indicated below:

Seven (7) Day Notice ..... ***November 14, 2017***
Council Approval ..... ***November 21, 2017***
Reviewed - no changes ..... ***October 24, 2019***
Re-adopted - no changes ..... ***December 15, 2020***

Carolyn Young — **December 16, 2020**

Municipal Clerk — Date

*At **Annapolis Royal** Nova Scotia*

Amendments: Nov. 21, 2017 – In Sub-section 3 (12) added the word "Joint"