

Section/Number: Occupational Health and Safety - 001	Approval Date: (DD/MM/YY)
Subject: Accident Prevention	Amendment Dates:
<p>Policy</p> <p>The personal health and safety of each employee and visitor is of primary importance. To the greatest degree possible, the Community Government will provide for the personal safety and health of employees and visitors on or using Community Government facilities.</p>	
<p>Definitions</p> <p>The Community Government will maintain an accident prevention program conforming to best practices. To be successful, such a program must start with proper attitudes toward injury and illness prevention on the part of both supervisors and employees.</p> <p>It also requires cooperation in all safety and health matters, not only between supervisor and employee, but also between each employee and his/her co-workers. Only through such a cooperative effort can an accident prevention program be established, preserved and successful.</p> <p>The accident prevention program aims to reduce the number of injuries and illnesses to an absolute minimum. Our goal is zero accidents and injuries.</p>	
<p>Guidelines</p> <p><b>The Accident Prevention Program</b></p> <ol style="list-style-type: none"> <li>1. The accident prevention program will involve: <ol style="list-style-type: none"> <li>1.1. conducting a program of safety and health inspections to find and eliminate unsafe working conditions and practises, to control health hazards, and to comply fully with the safety and health standards for every job.</li> <li>1.2. training all employees in good safety and health practises.</li> <li>1.3. providing necessary personal protective equipment with instruction for its use and care.</li> <li>1.4. developing and enforcing safety and health rules and requiring that employees cooperate with these rules as a condition of employment.</li> <li>1.5. investigating every accident promptly and thoroughly to find out the cause and to correct the problem so that it won't happen again.</li> </ol> </li> </ol>	

**Responsibilities for Safety and Health**

2. Responsibilities for safety and health are shared.
  - 2.1. The Community Government accepts responsibility for leadership of the accident prevention program, for its effectiveness and improvement, and for providing the safeguards required to ensure safe conditions.
  - 2.2. The Senior Administrative Officer and Supervisors are responsible for developing the proper attitudes toward safety and health 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.
  - 2.3. Employees are responsible for wholehearted, genuine cooperation with all aspects of the accident prevention program, including compliance with all rules and regulations and for continually practising safety while performing their duties.
  - 2.4. The employer will establish an "Occupational Health and Safety Committee" to provide an opportunity for management and staff to identify and resolve health and safety problems in a cooperative spirit.

## Attachments

N/A

## References

N/A