

Section/Number: Occupational Health and Safety - 008	Approval Date: (DD/MM/YY)
Subject: Workplace Safety	Amendment Dates:
<p>Policy</p> <p>The Community Government and its employees will take all reasonable steps to ensure safe and healthy workplaces and working conditions.</p>	
<p>Definitions</p> <p>N/A</p>	
<p>Guidelines</p> <ol style="list-style-type: none"> 1. The Senior Administrative Officer (SAO) and his/her designates must take reasonable measures and precautions to make sure that working conditions are safe for employees and visitors. 2. The SAO and/or his/her delegate is responsible for ensuring a safe workplace for employees by: <ol style="list-style-type: none"> 2.1. Monitoring workplace conditions 2.2. Limiting entry to authorized personnel only 2.3. Correcting safety hazards. 3. To ensure that employees are performing their duties in a safe manner the SAO and/or his/her designate will take the following actions: <ol style="list-style-type: none"> 3.1. Ensure buildings and equipment meet required safety codes 3.2. Provide protective clothing and proper safety devices as required 3.3. Monitor employee's performance 3.4. Provide training on safety procedures 3.5. Correct problems as required. 4. Employees are responsible for not engaging in behavior that is hazardous to the health and safety of themselves or others. <ol style="list-style-type: none"> 4.1. Any employee who engages in activities that create a health or safety hazard will be subject to discipline up to and including dismissal. 5. Employees have the right to refuse work where it poses a health or safety hazard to themselves or others <ol style="list-style-type: none"> 5.1. If employees perceive that their work is hazardous to their health and safety they can refuse to work. 5.2. Employees must immediately make health and safety concerns known to their supervisor. 5.3. The SAO will not discipline any employee who refuses to work in unsafe conditions. 	

6. When an employee perceives there to be a health or safety hazard in the workplace, the employee will:
 - 6.1. Immediately inform other employees near the unsafe working conditions of the potential danger.
 - 6.2. Immediately report the circumstances of the unsafe working conditions to their supervisor.
7. If the SAO receives notice that an employee refuses to work, the SAO will investigate the reported unsafe working conditions and take action as required.
8. The SAO will not allow impaired employees or visitors, or persons who pose a safety risk to themselves or others, to remain at the workplace.
 - 8.1. The SAO must take reasonable steps to make sure the impaired employee or visitor has safe passage to an appropriate destination.
9. If an employee reports to work showing signs of impairment, the employee's supervisor will document all information about the perceived impairment including:
 - 9.1. The date, time and location
 - 9.2. The behavior and mannerisms of the employee in question
 - 9.3. The name of any witnesses
 - 9.4. An explanation of how the employee presents a safety risk.
10. The employee's supervisor will prevent the employee from entering or remaining at the work site and explain the following to the employee.
 - 10.1. The employee's condition prevents him/her from performing the duties in a safe and proper manner.
 - 10.2. The employee cannot return to the work site until the employee is fit to carry out duties in a safe and proper manner.
11. The SAO will decide on Corrective Action based on the Corrective Action Policy.

Attachments

N/A

References

N/A