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## OHS POLICY STATEMENT

The adoption of this policy by the Town of Kentville is a requirement of the Nova Scotia Occupational Health and Safety Act. It is required to be reviewed on a yearly basis. The policy has been developed cooperatively with Town management, the Joint Occupational Health and Safety Committee of the Town, and Town employees.

### **Purpose and Goal**

This policy is a commitment by the Town of Kentville to co-operate with its employees to provide a workplace where the personal health and safety of each Town employee 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 Town of Kentville workplace.

### **1.0 Policy Statements**

This policy shall provide for the following:

- 1.1 The Town 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 while at work. This will include the provision of appropriate training, equipment, and facilities to conduct work safely and the identification of hazards in the workplace.
- 1.2 The Town, through all levels of management, will co-operate with the Joint Occupational Health and Safety Committee and employees to create a healthy and safe work environment.
- 1.3 The Town and its employees shall ensure that safety is not compromised or placed in competition with issues of operating convenience.

### **2.0 Definitions**

Note: Words that are italicized in this policy are defined in the Nova Scotia Occupational Health and Safety Act and shall carry the same meaning in this policy.

- a. "Town" means the Town of Kentville, a body corporate.
- b. "Act" means Occupational Health and Safety Act of the Province of Nova Scotia.
- c. "Workplace" means any place where an employee is or is likely to be engaged in any occupation, and includes any vehicle or mobile equipment used, or likely to be used, by an employee in an occupation

### **3.0 Responsibilities**

#### **3.2 The Chief Administrative Officer:**


May appoint a Safety Coordinator who shall be responsible for promoting and encouraging safety in all Town workplaces (this may be in conjunction with other responsibilities of a Town employee).

**3.3 Department heads, managers, and supervisory personnel will:**

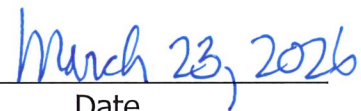
- a. ensure that employees, under their supervision, have reviewed and implemented the OHS program
- b. ensure that employees use safe work practices and receive training to protect their health and safety and that of their co-workers.
- c. ensure the safety of equipment and facilities

**3.4 Employees of the Town are responsible for safety in the workplace and are required to:**

- a. become familiar with the Act and the Town OHS program
- b. take every reasonable precaution in the circumstances to protect their own health and safety and that of others at or near the workplace
- c. cooperate with the Town, other employees and the Joint Occupational Health and Safety Committee
- d. follow all applicable health and safety regulations
- e. report any observed workplace hazards



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Chief Administrative Officer, Chris McNeill



\_\_\_\_\_  
Date



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Mayor Andrew Zebian



\_\_\_\_\_  
Date