

| POLICY | |
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| Policy Number: HS2020-002 | Date Approved: April 2009 |
| Department: Health and Safety | Date Reviewed: October 2020 |
| Chief Administration Officer (CAO) Responsibilities | |

1. Policy Statement

The Corporation shall ensure the CAO is competent and understands their imposed duties and responsibilities as defined under Section 25, 26, 27 and 28 of the Occupational Health and Safety Act, standards and other applicable regulations. The CAO of the Town of Kirkland Lake shall be held accountable for responsibilities as defined.

2. Purpose

The Chief Administrative Officer (CAO) for the Town of Kirkland Lake (the Corporation) shall ensure all health and safety obligations are being met through promoting and overseeing a comprehensive workplace health and safety program.

3. Scope

Not Applicable

4. Definitions

Not Applicable

5. Policy & Procedures

The CAO has specific responsibility for:

- Approval of the Corporation’s rules and other actions to implement the Occupational Health & Safety Act and policies on health and safety;
- Preparation of reports to the Council on any instances where, pursuant to the Occupational Health & Safety Act:

- An order is issued by the relevant Ministry or other regulatory agency and there is not full compliance within the specified time;
- Employees refuse to work for reason of danger to their health or safety;
- Management decides not to implement a recommendation of the Safety Committee established pursuant to the Occupational Health & Safety Act.

The CAO has the overall responsibility for ensuring the development and maintenance of the health and safety program and that all managers reporting to the CAO are implementing the program competently.

The CAO shall ensure the individuals assigned to coordinate health and safety activities have experience and knowledge in the applicable safety legislation, incident investigation, workplace inspections and certification training and/or health and safety designation.

The CAO shall:

- Appoint competent Department Heads and Supervisors;
- Include an evaluation on the performance of the Department Heads in the area of health and safety in an annual performance assessment;
- Allocate a budget for the health and safety program, to ensure that the working environment is maintained in a healthy and safe condition;
- Establish health and safety performance objectives and priorities;
- Develop and demonstrate a positive health and safety attitude and working environment;
- Assign an individual to coordinate the health and safety activities of the workplace;
- Conduct a complete workplace inspection on an annual basis;
- Require notification of all incidents/near misses and accidents through health and safety incident investigation reports;
- Require design input and pre-start review before new/modified equipment or operation is put into service;

- Ensure the Corporation's health and safety program meets or exceeds legislated requirements;
- Implement an emergency plan and ensure that all employees have been properly trained to comply;
- Respond in writing to formal written recommendations from the Safety Committee within 21 days of receiving them;
- Ensure training of all employees in safe work practices and job safety requirements;
- Ensure information sessions are conducted as required;
- Ensure incident investigations are conducted as required;
- Ensure employee safety observations are completed as per health and safety inspections and pre-use inspection policy;
- Ensure compliance with all rules, procedures, safe work and hygiene practices, health and safety standards and use of personal protective equipment are enforced;
- Ensure employees are aware of any known hazards or potential danger to the employee's health and safety;
- Ensure the inspection and maintenance program for equipment/machinery in the workplace is being followed;
- Ensure an annual evaluation of Department Heads, supervisors and employees' safety performance is completed and provide regular feedback and instruct employees as warranted.

6. Summary

An annual performance review is to be conducted to measure each of the above listed responsibilities will be performed by the Council. Success shall be noted, and recommendations will be documented for further.

Legislation/Standards/Regulations

Section 25 & 26 of The Occupational Health and Safety Act, R.S.O. 1190, Section 25 and 26

LEGISLATION / STANDARDS

- Occupational Health & Safety Act
- Town of Kirkland Lake Health and Safety Policies and Regulations