

POLICY	
Policy Number: HS2020-005	Date Approved: April 6, 2009
Department: Health and Safety	Date Reviewed: October 2020
Department Head Responsibility Policy	

### 1. **Policy Statement**

The Corporation shall ensure Department Heads are competent and understand their duties and responsibilities as required and mandated by legislation, regulation, standards, policies and protocols. The Corporation shall hold all Department Heads accountable for their defined responsibilities. The Corporation is committed to maintaining a healthy and safe workplace.

### 2. **Purpose**

To ensure Department Head(s) of the Town of Kirkland Lake (the Corporation) are competent, know and understand their imposed duties and responsibilities with respect to workplace health and safety.

### 3. **Scope**

Not Applicable

### 4. **Definitions**

#### **Department Head**

A person who has charge of a workplace or authority of supervisors and employees.

#### **Competent Person**

A person who is qualified based on knowledge, expertise, training and experience to organize work and manage performance. A competent person is familiar with acts, legislation, regulations and standards that apply to the workplace and has the knowledge of any potential or actual danger that may compromise health or safety.

## 5. Policy & Procedures

### **All Department Heads shall ensure performance and shall:**

- Ensure that all obligations under the Occupational Health and Safety Act are met by having a complete understanding of the Town of Kirkland Lake Health & Safety Program to satisfy the requirements of *Due Diligence* in the workplace.
- Conduct and participate in training, information sessions, meetings, tail-gate meetings, and safety talks relevant to health and safety in the workplace;
- Ensure training of all employees in safe work practices and job safety requirements;
- Conduct monthly workplace inspections;
- Conduct incident, complaint and work refusal investigations;
- Provide induction training to new and transferred employees and reinforcement/refresher training to all employees including consistently providing information, instruction and supervision;
- Enforce all rules, procedures, safe work and hygiene practices, health and safety standards and use of personal protective equipment;
- Ensure employees are aware of the existence of any known hazards or potential danger to the employee's health and safety;
- Respond and correct identified and known unsafe/substandard acts and conditions;
- Ensure reporting and investigating all incidents/accidents resulting in personal injury and/or property damage;
- Ensure employees have all the proper equipment, material and protective devices to complete job tasks properly and safely and that the devices are in good condition;
- Ensure the inspection and maintenance program for equipment/machinery in the workplace is being followed;
- Informing senior management of any known occupational health and safety concerns;
- Annually evaluate supervisors and employees' safety performance and provide regular feedback, including corrective measures and commend supervisors and employees as warranted;

- Take every reasonable precaution necessary to ensure a healthy and safe workplace;
- Co-operate with the Safety Committee;
- Appoint competent supervisors;
- Establish a budget for health and safety and return to work activities.

## **6. Summary**

An annual performance review shall be conducted to measure each of the above listed responsibilities.

An annual report will be produced by the Health and Safety Coordinator outlining the results of the annual review. Success will be noted and recommendations will be documented for further review.

### **Legislation/Standards/Regulations**

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