



POLICY	
Policy Number: HS2020-006	Date Approved: April 2009
Department: Health and Safety	Date Reviewed: October 2020
Employee Responsibility	

### 1. **Policy Statement**

The Corporation is committed to providing and maintaining a healthy and safe workplace by enforcing the same health and safety standards for all employees. All employees shall exercise their responsibilities in accordance to applicable legislation and the Corporation's specific policies and protocols pertaining to the workplace.

Employees shall be held accountable for their responsibilities and an annual performance review will evaluate their success. Employees shall comply with the Corporation's health and safety initiatives. Violations of applicable legislation, standards, policies and protocols, shall be subject to progressive disciplinary action up to and including termination.

### 2. **Purpose**

The purpose of this policy is to ensure that the employees understand their responsibilities and comply with legislation, standards and Town of Kirkland Lake's (the Corporation) health and safety policies and procedures.

### 3. **Scope**

This Policy applies to all employees of The Corporation of the Town of Kirkland Lake.

### 4. **Definitions**

Not Applicable

### 5. **Policy & Procedures**

**All employees shall:**

- Work in compliance with all applicable legislation, standards and policies;

- Know, understand and work in a safe manner following safe operating practices and procedures;
- Know and adhere to all workplace specific responsibilities, policies and protocols;
- Know, understand and follow established rules and procedures for handling hazardous materials;
- Know and understand the consequences of health and safety violations and understand they may be subject to the Corporation's progressive discipline process;
- Wear the required personal protective equipment and maintain the equipment in good working order;
- Use all safety devices, and guards provided;
- Not be in possession of, drinking of, or being under the influence of alcohol or reporting to work under the influence of the same;
- Not be in possession of, purchase, transfer of possession, or being under the influence of an intoxicating substance such as illegal drugs or the misuse of prescription drugs, or reporting to work under the influence of the same;
- Not remove or make ineffective any protective device required;
- Immediately report to their manager or supervisor any:
  - Defects in any personal protective equipment;
  - Defective safety devices, guards, or equipment that they are assigned to use;
  - Defective lighting, equipment, ventilation, floor, railing, guard, or structure;
  - Unsafe condition, unsafe acts, practices or procedures;
  - Injuries or incidents that might have caused any injury;
  - Incident that has caused or might have caused any property damage;
  - Immediate or potential hazards.
- Use only the tools, equipment, materials, and perform processes where trained and authorized;
- Use tools, equipment and materials only in the manner intended;
- Regularly inspect work area, and keep the workplace safe and orderly;
- Maintain good housekeeping at all times in their assigned work areas;

- Refrain from any horseplay or any other unacceptable or unsafe conduct;
- Cooperate with the Safety Committee.

### **Communication**

Health and Safety responsibilities shall be communicated to all employees during their initial orientation upon hire, and through periodic training and meetings. All employees shall participate in all applicable health and safety training.

## **6. Summary**

### **Training**

Each employee must complete training as required.

### **Evaluation**

An annual performance review to measure each of the above listed responsibilities will be performed by the Department Heads and/or supervisors.

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

The Occupational Health and Safety Act, R.S.O. 1190, Section 28