

POLICY	
Policy Number: HS2020-007	Date Approved: June 2018
Department: Health and Safety Policy	Date Reviewed: October 2020
Health & Safety Coordinators Responsibilities	

1. **Policy Statement**

As part of the "*Internal Responsibility System*", the Corporation will appoint a Safety Coordinator who will report directly to Management to oversee the implementation of the Health and Safety Program.

The CAO will ensure that the Safety Coordinator has the necessary tools and equipment to perform their duties as assigned in the workplace.

This will be accomplished through training on applicable Safety Legislation, Hazard Identification, Incident Investigation and Planned Workplace Inspections or any required Safety Certification training program.

2. **Purpose**

To clearly define the roles and responsibilities of the Safety Coordinator within the Town of Kirkland Lake (the Corporation) workplaces.

3. **Scope**

The Safety Coordinator's name and usual work location shall be posted on the Safety Board so he/she is familiar to all employees.

4. **Definitions**

Not Applicable

5. **Policy & Procedures**

Safety Coordinator

- Participate as a member of the Workplace Safety Committee, as practicable.
- Assist with the performance of the monthly workplace inspections, if requested.

- Assist with incident/accident investigations, if requested.
- When requested, act as a company liaison with regulatory agencies such as the Workplace Safety and Insurance Board, The Ontario Ministry of Labour or the Ministry of Environment, and other programs as directed by the Employer.
- Be a known resource to all employees regarding their rights and obligations in health and safety.
- Work with all levels of Management and Employees to coordinate the health and safety activities.
- Conduct H&S responsibilities as outlines in the job descriptions and the Corporation's Health & Safety policies.

6. Summary

Evaluation

An annual performance review to measure each of the above listed responsibilities will be performed by the Safety Coordinator's Direct Supervisor or the CAO.