



City of  
Peterborough

## Occupational Health and Safety Policy

<b>Department:</b>	Corporate Services
<b>Division:</b>	Human Resources
<b>Section/Function:</b>	N/A
<b>Approval Level:</b>	Council
<b>Effective Date:</b>	2015-04-13
<b>Revision #:</b>	2

### 1.0 Purpose

- 1.1. To ensure that all City facilities and workplaces are in compliance with the **Occupational Health and Safety Act** and regulations.
- 1.2. To ensure that every reasonable precaution will be taken to provide for a healthy and safe work environment.

### 2.0 Application

- 2.1. This Policy applies to City employees, elected officials and appointees acting on behalf of the City, consultants, contractors, students, volunteers, interns, visitors and the public, and involved all City facilities and properties.

### 3.0 Definitions/Acronyms

**Accident** - An unplanned workplace occurrence which results in unintended Injury, illness, fire, death or property damage.

**Act** - The Occupational Health and Safety Act and its regulations.

**City** - The Corporation of the City of Peterborough, its employees, elected officials, agencies, boards and commissions.

**Injury** - Any physical or functional abnormality or loss which results from a workplace Accident or Occupational Disease. Such injuries may result in lost time and/or a requirement for medical aid or first aid.

**Occupational Disease** - A work related disease as defined by the **Workplace Safety and Insurance Act, 1997**, and as determined by the Workplace Safety Insurance Board.



## **4.0 Policy Statement(s)**

- 4.1.** The City of Peterborough is committed to promoting health and safety in the workplace by endeavouring to prevent Accidents, Injuries and occupational illnesses. The City shall achieve this by:
- .1 Providing safe equipment, competent supervision, and adequate safety education for all employees.
  - .2 Developing Health and Safety Programs to address risks, and providing necessary training.
  - .3 Posting a signed Occupational Health and Safety Policy Statement, as required by the Act, and ensuring that activities are conducted in accordance with posted Policy Statement.

## **5.0 Appendix, Related Documents & Links**

Note: All references refer to the current version, as may be amended from time to time.

### **5.1. Pertinent Resources:**

- Occupational Health and Safety Act & Regulations  
<https://www.ontario.ca/laws/statute/90o01>
- Workplace Safety and Insurance Act, 1997  
<https://www.ontario.ca/laws/statute/97w16>
- Posted Occupational Health and Safety Policy Statement
- Report CSHR09-003 Occupational Health and Safety Policy and Workplace Discrimination and Harassment Policy
- Committee of the Whole Report No. 7 of a meeting of April 6, 2009
- Minutes of the City Council Meeting of April 14, 2009

### **5.2. Related Policies:**

- N/A

### **5.3. Related Procedures:**

- Health and Safety Procedures (under development)



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### 5.4. Related Forms:

- N/A

### 5.5. Miscellaneous:

- N/A

## 6.0 Amendments/Reviews

Date (yyyy-mm-dd)	Section # Amended	Comments
2009-04-06	N/A	Committee of the Whole Report No. 7 of a meeting of April 6, 2009 endorsed Report CPHR09-003 recommending approval of the Occupational Health and Safety Policy.
2009-04-14	N/A	Policy approved by Council.
2013-01-01	N/A	Revision #1 - No changes were made to the content of the Policy. Policy revised to move to new Policy Template (i.e. Policy Statements moved to Section 2.0, Application moved to Section 3.0, Definitions moved to Section 4.0) and to move to new protocol for showing defined terms (i.e. capitalizing the first letters).
2013-05-08	N/A	Review of Policy completed by HR – No changes required. Next Review date set for 2015.
2015-05-08	N/A	Review of Policy completed by HR. No changes required to Policy. Effective date of Policy amended to reflect review even though no changes made to Policy. This is to demonstrate compliance with Ministry of Labour requirements to complete annual reviews. The Posted Policy Statement is also reviewed/Updated annually to ensure compliance. Next Review Date set for 2016.
2021-12-01	N/A	Revision #2 – No changes were made to the content of the Policy. Policy moved to updated Policy Template; (Section 2.0 moved to Section 4.0, Section 3.0 moved to Section 2.0, Section 4.0 moved to Section 3.0). Links in Section 5.1 - Pertinent Resources have been updated. Policy document format has been updated to become compliant with the Accessibility for Ontarians with Disabilities Act (AODA) Regulation 191/11 Integrated Accessibility Standards.



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**Next Review Date:**

**2016-01-01**