

**TOWN OF LOCKEPORT
POLICY STATEMENT**

Policy #GG-006

HEALTH & SAFETY

**Effective Date:
July 11, 2011**

Revision Date:

This policy will apply to the Town of Lockeport and all of its operations.

The Town of Lockeport is committed to providing a healthy and safe work environment for its employees and to preventing occupational illness and injury. To express that commitment, we establish the following policy on occupational health and safety.

As employer, the Town of Lockeport is responsible for the health and safety of its employees. The Town will make every effort to provide a healthy and safe work environment. We are dedicated to the objective of eliminating the possibility of injury and illness.

The Clerk/Treasurer and Mayor, as officers of the Town of Lockeport, are committed to taking all reasonable precautions to prevent harm to workers.

Managers and supervisors will be trained and held responsible for ensuring that the employees under their supervision follow this policy. They will be held accountable for ensuring that employees use safe work practices and receive training to protect their health and safety. Managers and supervisors also have a general responsibility for ensuring the safety of equipment and facilities.

The Town of Lockeport, through all levels of management, will cooperate with its employees to create a healthy and safe work environment. Cooperation will also be extended to others such as contractors, owners, officers, etc.

The employees of the Town of Lockeport will be required to support this organization's health and safety initiative and to cooperate with others exercising authority under the applicable laws.

It is the duty of each employee to report to their supervisor or manager, as soon as possible, any hazardous conditions, injury, accident or illness related to the workplace.

Also, employees must protect their health and safety by complying with applicable Acts and Regulations and by following policies, procedures, rules and instructions as prescribed by the Town of Lockeport.

The Town will, where possible, eliminate safety and health hazards, reducing the need for personal protective equipment. If that is not reasonably possible, and where warranted by the Town, employees will be required to use safety equipment, clothing, devices and materials for personal protection.

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Article 4 Section 2 (b) of the Collective Agreement between International Brotherhood of Electrical Workers, Local 1928, and the Town of Lockeport states:

The Town reserves the right to discipline and discharge employees for just cause. Without restricting this general right, it is agreed that the following offences warrant discharge:

(b) Reporting to work under the influence of alcohol or drugs or being under the influence of alcohol or drugs while on duty;

The Town recognizes the employees duty to identify hazards and supports and encourages employees to play an active role in identifying hazards and to offer suggestions or ideas to improve the health and safety program.

Town Clerk/Treasurer's Annotation For Official Policy Book

Date of Notice to Council Members

Of Intent to Consider (7 days minimum): April 6, 2011

Date of Passage of Current Policy: July 11, 2011

I certify that this Policy was adopted by Council as indicated above.

Joyce Y. Young

Town Clerk/Treasurer

July 12, 2011

Date