
DEPARTMENT: ALL DEPARTMENTS**TITLE:** **SAFETY POLICY**Minutes reference date: 19 January 1998, 25 May 2015

POLICY STATEMENT

The Town of Amherst and its employees are committed to providing a healthy and safe work environment to prevent occupational illness and injury. To express that commitment, we issue the following policy on occupational health and safety.

As the employer, the Town of Amherst is responsible for the health and safety of its employees and will make every effort to provide a healthy and safe work environment. Training will be provided for each job function and reviewed annually. We are dedicated to the objective of preventing injuries and illness at the workplace.

Working safely for the Town of Amherst is expected of each employee. All employees will be held accountable for ensuring the use of safe work practices to the extent of their responsibility and authority. All employees also have a general responsibility for ensuring the safety of equipment and the work place conditions.

The Town will co-operate with the Departmental Health and Safety Committees and the employees to create a healthy and safe work environment. Co-operation will be extended to and expected from all other contractors, sub-contractors, suppliers, officers, etc.

The employees of the Town of Amherst are expected to support this organization's health and safety program and to co-operate with the Departmental Health and Safety Committees and with others exercising authority under the *Occupational Health and Safety Act*.

It is the duty of each employee to safely correct, where possible, any hazardous conditions, and, if unable to do so, to report it immediately to the Safety Committee and/or Management.

Also, all employees must protect their health and safety by complying with applicable Acts and Regulations as prescribed by law and to follow policies, procedures, rules and instructions as prescribed by the Town of Amherst.

The Town and its employees will, where possible, eliminate hazards. If this is not possible, recognize the hazard and control with suitable work practices and procedures. Employees must use safety equipment, clothing, devices and materials for personal protection as required by the job function.

The Town and the Departmental Health and Safety Committees expect employees to play an active role in identifying hazards and to offer suggestions or ideas to improve the health and safety program.