


<p><b>TOWN OF KIRKLAND LAKE</b></p>	<p><b>SAFETY POLICY &amp; PROCEDURE</b></p>	<p>Issued: 13 June 2006 Reviewed &amp; Revised: 22 June 2009</p>
	<p>Approved by: <b>Nancy Allick</b> Title: <b>C.A.O.</b> Signature: _____ Date _____</p>	<p>Approved by: <b>Joseph Kmyta</b> Title: <b>Fire Chief</b> Signature: _____ Date _____</p>
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<p><b>Subject: HEALTH AND SAFETY POLICY</b></p>		

The Corporation of the Town of Kirkland Lake is fully committed to the health and safety of each employee and contractors in accordance with the Contractors Safety Policy. These aims shall be met through the operation of an effective Health and Safety Program, which will ensure compliance with all applicable safety Acts and regulations, and the prevention of injuries, accidents and industrial diseases along with the protection of property, equipment and the provision of services to our citizens.

**Corporation Responsibilities:**

The Corporation of the Town of Kirkland Lake will ensure that the safety policy and procedures and all applicable safety Acts and regulations are communicated and followed.

**Managers/Supervisors Responsibility:**

1. Provide all employees with appropriate safety instructions and in turn demonstrate safe work practices.
2. Ensure all contractors are in compliant with the Contractors Safety Policy.
3. Follow the Corporation of the Town of Kirkland Lake safety policy, procedures and all applicable Acts and regulations.
4. Ensure that the management is notified of health, safety and environmental issues, which require their attention.
5. Report all critical injuries accidents to the applicable Director and regulatory agency, MOL, WSIB, etc. In accordance with the Occupation Health and Safety Act, Section 51
6. Management shall ensure that all reported unsafe conditions are eliminated, accidents are investigated and appropriate follow-up action is taken.

## **Employees Responsibility:**

Every employee has an obligation to report any condition that is applicable to the safety and security of the Corporation of the Town of Kirkland Lake and/or its contractors and employees.

Each employee has primary responsibility for his/her own safety and is personally responsible to:

1. Perform work in a safe and efficient manner, following the Corporation of the Town of Kirkland Lake health and safety policies, procedures and all applicable safety Acts and regulations.
2. Employees shall report to their supervisor all work-related injuries and near misses.
3. Take corrective action within the employee's ability to eliminate hazards, unsafe conditions and practices and make suggestions and/or recommendations for corrective action.
4. Wear required safety apparel in accordance with legislated standards and the instructions of the Supervisor.
5. Only operate machinery or equipment for which the employee is adequately trained.

**TAKE TIME TO PERFORM EVERY JOB OR SERVICE,  
IN A SAFE AND EFFICIENT MANNER**

Approved by: Council

Date: August 10, 2009