

Policy: Safety Policy

Section: Public Works Operations

Policy #2020-06

Resolution #20-328

Effective Date: December 23, 2020

1. INTENT

To mandate regular safety meetings for public works staff, ensure all safety standards are being met by public works staff, ensure consistent communication between public works and council, and provide an opportunity for all municipal staff to be involved in safety training and planning.

2. PROCEDURES

Public works staff must have regular safety meetings on a monthly basis. The topics discussed, members in attendance, and any issues raised will be recorded. These minutes will be forwarded to the Human Resources/Finance committee on a quarterly basis.

Twice yearly, public works and office staff will take part in a joint safety seminar, with an opportunity to air complaints, and receive training on safety issues and practices.

Municipal employees will follow all applicable standards set in *The Workplace Safety and Health Act*, as well as wear all protective equipment provided by the municipality in accordance with the current Collective Agreement.