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**Procedure Title:** Health & Safety Policy  
**Policy:** 3900-02  
**Adopted:** September 18, 2018  
**Amended:**

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## **POLICY STATEMENT:**

The Village of Mannville recognizes the need to take all reasonable steps to ensure the health and safety of its employees and contractors. The purpose of this policy is to provide employees and contractors clear standards and procedures for ensuring the safety of themselves and others.

### **1.0 DEFINITIONS**

- 1.1 Accidents/Incident** is any event that causes or had potential to cause, death, injury or damage to any person or thing.
- 1.2 Chief Administrative Officer** is the Chief Administrative Officer of the Village of Mannville.
- 1.3 Contractor** shall mean any person or company contracted by the Village of Mannville to perform or provide any service.
- 1.4 Employee** is any person on the payroll of the Village of Mannville for which the Village submits monthly remittance to Canada Revenue Agency but does not include any elected official.
- 1.5 Hazard** is any identified potential risk to the safety of any person or thing.
- 1.6 Health and Safety Manual** is the Health and Safety Manual adopted by the Village of Mannville.
- 1.7 Incident Report** is the form designed to submit the report of any accident/incident and is attached to and forms part of this policy.
- 1.8 Management** is the Public Works Superintendent and Golf Course Manager of the Village of Mannville.
- 1.9 Safe Work Practices** are the written methods within the Health and Safety Manual outlining how to perform a task with minimum risk to people, equipment, materials, environment, and processes.

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## **2.0 PROCEDURES**

- 2.1 This policy applies to all employees and contractors.
- 2.2 The Village of Mannville Health and Safety Manual is to be followed at all times.
- 2.3 **No job will commence unless it can be completed safely.**
- 2.4 All accidents/incidents are preventable.
- 2.5 The employees of the Village of Mannville are to be provided a copy of the Health and Safety Manual before the commencement of any work.
- 2.6 All employees and contractors are responsible for safety while working.
- 2.7 Safety Hazards will be eliminated whenever possible.
- 2.8 Employees will receive training to assist them with safe work practices.
- 2.9 All accidents/incidents shall be reported, in writing, using the Incident Report attached to this policy to Management and the Chief Administrative Officer to be evaluated to understand the cause of the occurrence.
- 2.10 Work that must be completed under hazardous conditions must be made as safe as possible for employees/contractors.
- 2.11 The Chief Administrative Officer and Management is responsible for enforcing the Health and Safety Policy.

**END OF PROCEDURE**