



Hamlet of Fort Liard

PERSONNEL POLICY and PROCEDURES

Subject: OCCUPATIONAL HEALTH AND SAFETY

PURPOSE

The Hamlet of Fort Liard ("Hamlet") is committed to providing and maintaining a healthy and safe working environment for its workers recognizing that workplace injuries and illness are preventable and unacceptable.

The purpose of the *Occupational Health and Safety Policy* is to guide and direct all employees to work safely and to prevent injury to themselves and others and establish a safe workplace.

To ensure the Hamlets goal and objectives are met employees are responsible for workplace health and safety and working in accordance with adherence to applicable legislation. Reasonable steps must be taken to prevent accidents and safety is never sacrificed for expedience.

Management will ensure take appropriate actions to manage a health and safety program to provide for a healthy and safe work environment and implement safe work procedures.

APPLICATION

This policy applies to all Hamlet employees.

Where there is any conflict between this policy and policies set forth in a statute of the territorial or federal government, territorial or federal statute shall supersede the provisions of this policy.

POLICY

1. The employer and employees comply with the Safety Act, Occupational Health and Safety ("OHS") Regulations and hamlet safe work procedures.
2. The employer will take preventative action to avoid injuries related to workplace conditions. Periodical risk assessments and job hazard analysis will discover what is likely to harm employees
3. Employers and employees must recognise the need for personal protective equipment and will be required to use safety equipment, clothing, and devises for personal protection.
4. Employees will be required to support the Hamlets health and safety initiative and attend and participate in health and safety meetings.
5. Employees and supervisors are required to report any hazardous conditions, injury, accident, or illness related to the workplace.

- Supervisors will ensure a safe work environment and make sure that workers use safe work practices and receive training to protect their health and safety.

PROCEDURES

- If a supervisor or manager becomes aware of an unsafe work condition work will cease or workers removed from the site until measures have been taken to ensure the job site is now safe.
- All accidents; even when there is no time off, will be reported and documented, and a report filed with hamlet administration and WSCC.
- All accidents will be investigated to determine the cause of the incident so that appropriate action can be taken to prevent a recurrence.
- Employees will wear supplied protective equipment and use safety equipment and devices.
- Safety meetings will be held a minimum of four times annually and minutes of each meeting recorded and filed.
- Employees will be provided with paid leave to attend mandatory workplace safety training.
- Workers who refuse to do work which they believe is unusually dangerous will inform their supervisor and give reasons for refusing work. Attempts will be made to resolve the situation. If the situation is not resolved the issue will be submitted to the SAO for adjudication.
- Employees who do not follow health and safety instructions and practise will be subject to disciplinary action in accordance with the *Progressive Discipline Policy*.

REPEAL

- This policy is effective January 24, 2020 and the *Occupational Health and Safety Policy* and amendments prior to that date are repealed.

This policy shall not be interpreted to contradict or violate a statute or regulation of the Federal or NWT Governments or the Hamlet Employment Bylaw.

The Hamlet Council will regularly review this policy and make any amendments considered appropriate.

Approved Motion: 2020-17