



FORTFRANCES

HEALTH AND SAFETY POLICY
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POLICY 5.1

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Revised: 2025-10-27
Authorized: By-Law 80-25
Superseded:

1. PURPOSE

The Corporation of the Town of Fort Frances (“The Town”) is vitally interested in the health and safety of our employees. Protecting them from occupational injury and illness is a major continuing objective. The Town will make every effort to provide a safe, healthy work environment as indicated by acceptable industry practices and compliance with legislative requirements.

All managers, supervisors and employees must be dedicated to the continuing objective of reducing the risk of injury in the workplace.

2. EMPLOYER COMMITMENT

The Town, as an employer, is ultimately responsible for worker health and safety and will strive to control any workplace hazards which may result in fires, security losses, damage to property, and occupational injuries and illness.

Accidental loss can be controlled through sound management practices in combination with active employee participation and engagement.

The Town will ensure that remote staff are provided with appropriate health and safety guidance, including ergonomic support and access to virtual safety resources.

Required safety documents (e.g., OHSA, Health & Safety at Work poster, JHSC member list) will be posted electronically in formats accessible to all employees.

3. SUPERVISOR RESPONSIBILITIES

Supervisors will be held accountable for the health and safety of staff under their supervision. They are responsible for ensuring that machinery and equipment are safe, and that employees work in compliance with established safe work practices and procedures.

Employees must receive adequate training in their job-specific tasks to protect their health and safety.

Supervisors must also ensure that virtual harassment and remote work risks are addressed in training and supervision.

4. EMPLOYEE RESPONSIBILITIES

Every employee must protect their own health and safety by working in compliance with the law, and with safe work practices, and procedures established by the Town.

This includes reporting incidents of virtual harassment and ensuring safe practices while working remotely.

5. JOINT HEALTH AND SAFETY COMMITTEES (JHSC)

JHSC members may participate in meetings virtually, ensuring accessibility and compliance with remote work standards. Virtual participation ensures JHSC members can attend regardless of location, supporting remote work policies and maintaining compliance and engagement.

6. TRAINING AND AWARENESS

All managers, supervisors, and employees must follow their legal duties under the *Occupational Health and Safety Act*, supported by appropriate training and instruction.

Authorized employees are expected to properly apply safety standards and procedures.

All employees will receive updated training on:

- Workplace violence and harassment, including virtual misconduct.
- Applicable safety measures for remote work
- Accessing electronic safety documents.
- Hygiene and sanitation standards for shared facilities.

7. HEALTH AND SAFETY ORIENTATION PROCEDURE

Orientation: During employee orientation, the Human Resources Manager reviews essential safety policies, including PPE use, individual responsibilities, incident reporting, and workplace conduct. Supervisors then provide a department-specific overview, covering facility layout, emergency equipment locations, first aid stations, safety bulletin boards, and housekeeping rules. They also demonstrate job-specific safety procedures and ensure employees understand department-specific guidelines and PPE requirements.

WHMIS Training: All employees receive general WHMIS training covering hazardous materials, labeling, safety data sheets (SDS), and health hazards. In addition, workplace-specific training is provided annually or whenever new hazardous products are introduced. SDS for all hazardous materials must be available at each workplace, accessible to all employees, and kept up to date (less than three years old).

First Aid: The Town ensures compliance with applicable regulations by providing necessary first aid training, supplies, and equipment. This includes maintaining readiness for workplace injuries and emergencies.

Personal Protective Equipment (PPE): Employees are supplied with all required PPE before beginning work and are trained in its proper use and maintenance. This ensures safety standards are met and equipment is used effectively.

Fire and Emergency Procedures: Employees are shown the locations of fire alarm pull stations and fire extinguishers and receive instruction on how to use them. Emergency evacuation procedures are also taught, with practice drills conducted at least once a year to ensure preparedness.

Training Programs: Health and Safety Committee members, senior management, and supervisors are encouraged to attend relevant seminars and workshops to stay informed and ensure legislative compliance.

8. COMMUNICATION

The Town is committed to maintaining ongoing, effective communication between supervisors and workers regarding workplace health and safety. Regular training and instruction are essential to ensure workers are informed about safety standards, procedures, and practices.

- Supervisors deliver scheduled safety talks; workers are expected to attend.
- Human Resources and Senior Managers ensures supervisors have time and support to fulfill their duties.
- A list of safety topics is created with input from the Health & Safety Committees.
- A discussion schedule is posted in the workplace and may be updated as needed.
- Attendance for safety talks is documented and available to the committee upon request.

9. ENFORCEMENT, COMPLIANCE AND DISCIPLINE

Employees are not held accountable for safety-related actions or omissions unless they've been properly informed of hazards, legal requirements, safety procedures, and received relevant training.

- Once trained, workers are responsible for following safety protocols.
- Accountability is enforced through progressive discipline, which may include:
 - Re-training
 - Review of safety procedures
 - Verbal or written warnings
 - Suspension
 - Dismissal

10. POLICY REVIEW

This policy will be reviewed annually and revised as necessary to reflect legislative changes, workplace conditions, and feedback from employees and safety committees.

11. APPLICABLE LEGISLATION AND REFERENCES

This policy is guided by the following legislation and legal frameworks:

- *Occupational Health and Safety Act (OHSA), R.S.O. 1990, c. O.1*
- *Bill 190 – Working for Workers Five Act, 2024*
- *Bill 30 – Working for Workers Seven Act, 2025*
- Ontario Regulation 297/13 – Occupational Health and Safety Awareness and Training
- Ontario Regulation 833 – Control of Exposure to Biological or Chemical Agents