

## **Occupational Health and Safety Policy**

As an employer, the Town of Port Hawkesbury is responsible for the health and safety of our employees and therefore will use this policy to assist us in meeting our responsibilities of protecting our employee's health and safety.

The Town of Port Hawkesbury will make every effort to provide a healthy and safe work environment in our workplaces for all employees. All supervisors and employees must be dedicated to reducing the risk of injury and illness. Our employees are our most valuable assets, and it is our priority that every employee return home unharmed to their families at the end of each workday.

Supervisors will be held accountable for the health and safety of employees under their supervision. Management and supervisors will ensure that employees follow established safe work practices and procedures.

Employees must protect their own health and safety and that of others by following Nova Scotia Occupational Health and Safety Legislation and the Town of Port Hawkesbury Occupational Health and Safety Program and safe work practices and procedures, and further will participate in matters relating to Occupational Health and Safety through collaboration with management and the Joint Occupational Health and Safety Committee (JOHSC) and reporting all near misses, hazard identifications, and all incidents to their immediate supervisor

The above will be accomplished by implementing the following:

- Development and implementation of an active Occupational Health and Safety Program.
- Establishment and continued operation of Joint Occupational Health and Safety Committee (JOHSC).
- Continued cooperation and collaboration with the (JOHSC) to ensure employee participation in workplace safety.
- Establishment and continued implementation of written safe work procedures, practices, and policies.
- Training of all staff and management in matters necessary to their health and safety and the health and safety of persons at or near the workplace; and

The Town of Port Hawkesbury management and employees will ensure to consider health and safety in every activity. The Town of Port Hawkesbury recognizes and supports the employees' duty to work safely, participate in hazard identification, report on any hazardous conditions, near miss, injury, accident, or illness related to the workplace, and encourage their participation in improving the Health and Safety of the workplace.

Commitment to health and safety must be demonstrated at every level of the organization.

Policy Review Notification: June 3<sup>rd</sup>, 2025  
Policy Review Date: June 3<sup>rd</sup>, 2025  
Approved by Council: June 17, 2025

I certify this to be a true copy of the Council Procedural Policy as adopted by the  
Town Council of Port Hawkesbury at a Public Meeting held



Terry Doyle, P. Eng.  
Chief Administrative Officer