



TOWN OF CARLYLE

POLICY MANUAL

POLICY DESCRIPTION:

Occupational Health & Safety

POLICY NUMBER: PER 0020**DATE APPROVED:** May 6, 2009**DATE REVISED:** October 12, 2011

Purpose of Policy: To inform employees and the public of the Town's commitment to provide a healthy and safe work environment for all staff.

1. Further to Town Policy PER 0010, the Town of Carlyle will strive to meet its commitment to Occupational Health and Safety by:
 - Meeting or exceeding all applicable laws and regulations;
 - Making workplace safety a primary consideration in all activities;
 - Maintaining a safe and healthy work environment;
 - Establishing and communicating the health and safety responsibilities of all workplace employees, contractors and visitors;
 - Ensuring employee accountability for safe and healthy behavior, to work in accordance with legislation, Town policies and procedures;
 - Requiring all levels of supervision to ensure that safe and healthy working conditions are provided and maintained;
 - Providing adequate training to employees in order to carry out their duties safely;
 - Requiring contractors and their workers to meet and exceed the Town's health and safety standards;
 - Promptly reporting and eliminating or controlling any health and safety hazards identified;
 - Developing safe and healthy procedures that are easily accessible and understood;
 - Reviewing health and safety measures and procedures at least annually, in light of current practice, knowledge and science.
2. All Town of Carlyle operations will strive to be a model of high quality health and safety practices. The following principles have been established to guide management and all employees in their daily activities. We believe that:
 - A safe and healthy environment is a benefit to employees, visitors and the community.
 - All injuries and occupational illnesses are preventable;

- Safe work practices are a job requirement for every position in the Town of Carlyle and must be integrated into every activity;
- Off the job safety and health is important;
- Employees must be trained adequately;
- To achieve excellence, management must demonstrate leadership and set the example in its commitment to safety and health;
- Involvement in safe and healthy practices develops knowledge, increases awareness of hazards, and helps prevent incidents of illness, injury and environmental harm.