

# The Municipality of the County of Victoria

## Safety Policy

The Municipality of the County of Victoria is committed to a strong safety program that protects its staff, its property, and the public from accidents.

Employees at every level, including management, are responsible and accountable for the Municipality's overall safety initiatives. Complete and active participation by everyone, everyday, in every job is necessary for the safety excellence the company expects. Management supports coordination of safety among all workers.


Management supports participation in the program by all employees and provides proper equipment, training and procedures. Employees are responsible for following all procedures, working safely, and wherever possible, improving safety measures.

An injury and accident free workplace is our goal. Through continuous safety and loss control effort, we can accomplish this.

\* The safety information in this policy does not take precedence over the Occupational Health and Safety Act. All employees should be familiar with the Occupational Health and Safety Act.

Signed:   
**Bruce Morrison, Warden**

Dated: Feb 15/10

Signed:   
**A. W. (Sandy) Hudson, CAO**

Dated: February 15, 2010

# The Municipality of the County of Victoria

## ASSIGNMENT OF RESPONSIBILITY AND ACCOUNTABILITY FOR SAFETY

### CHIEF ADMINISTRATIVE OFFICER

- |  |  |
|--|--|
| 1. Establish a safety policy             | 7. Correct unsafe conditions           |
| 2. Provide a safe work place             | 8. Provide first aid                   |
| 3. Maintain a safety program             | 9. Investigate accidents               |
| 4. Ensure the proper training of workers | 10. Report injuries to WCB             |
| 5. Ensure PPE is available               | 11. Ensure compliance with regulations |
| 6. Ensure regular inspections completed  | 12. Set a good example                 |

### SUPERVISORS/DIRECTORS/DEPT. HEADS/FOREMAN

- |                                  |                               |
|----------------------------------|-------------------------------|
| 1. Promote safety awareness      | 7. Enforce safety rules       |
| 2. Establish safe work practices | 8. Inspect all hazards        |
| 3. Instruct workers              | 9. Investigate all accidents  |
| 4. Correct unsafe practices      | 10. Ensure proper maintenance |
| 5. Detect troubled employees     | 11. Comply with regulations   |
| 6. Correct unsafe conditions     | 12. Set a good example        |

### WORKER/EMPLOYEE

- |                              |                                      |
|------------------------------|--------------------------------------|
| 1. Use safe work practices   | 5. Report any injury                 |
| 2. Report unsafe conditions  | 6. Comply with rules and regulations |
| 3. Correct unsafe conditions | 7. Make safety suggestions           |
| 4. Report unsafe acts        | 8. Set a good example                |