



Municipality of Port Hope

Staff Report

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Report Title: Health and Safety Policy annual review

Report to: Finance Committee

Date of meeting: January 10, 2023

Report Author:

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Department responsible:

Finance

Report Number: FS-01-23

Recommendation:

That a Resolution be presented to Council to adopt:

- 1) The revised Health and Safety Policy Statement (Attachment 1).
- 2) The revised Workplace Violence, Harassment and Discrimination Policy, (Attachment 2).

Highlights:

- The Health and Safety Policy Statement and the Workplace Violence, Harassment and Discrimination Policy are reviewed annually by the Joint Health and Safety Committee ("JHSC") as a requirement under the Occupational Health and Safety Act ("OHSA").

Background:

The Health and Safety Policy Statement and the Workplace Violence, Harassment and Discrimination Policy were brought forward to the Committee of the Whole meeting on December 20, 2022 and Council made recommendations for the latter policy to be revised.

The recommendations have been incorporated into the Policy in article 1.6, 1.7, 4.1 and 4.2 for Council's consideration.

The Health and Safety Policy Statement has not been changed and is attached for Council's approval to adopt.

Discussion:

The OHSA outlines the requirements for Health and Safety in an organization, stating responsibilities of the Employer, Supervisor and Worker. The revised health and safety

documents have considered the applicable legislation and the recommendations of the trained JHSC members.

Financial Considerations:

There are no financial considerations for this Report.

Communication and Public Engagement:

Once approved by Council, the Health and Safety Policy Statement is signed by the Chief Administrative Officer, and both this document and the Workplace Violence, Harassment and Discrimination Policy are posted on the Health and Safety bulletin boards in all the facilities.

The Workplace Violence, Harassment and Discrimination policy will be updated in the Human Resources Manual and circulated to all employees for their awareness and confirmation of having read the revised policy.

The operational health and safety procedure changes will be added to the electronic version of the Manual in the network drive for employees to access at anytime.

Conclusion:

On an annual basis the JHSC review the two attached documents and review procedures from the Health and Safety Manual. This process and the communication of the documents annually, reinforces the importance of health and safety in the organization and for all who work in the Municipality.

Attachments:

Attachment 1 - Health and Safety Policy Statement

Attachment 2 - Workplace Violence, Harassment and Discrimination Policy