**SUBJECT:** **HEALTH AND SAFETY POLICY**

**Policy No:** **2026-25**

**Date:** **November 3, 2026**

**Review Date:** **November 2027**

**Pages:** **2**

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## PURPOSE

To ensure that all Library employees are committed to and exposed to a safe working environment where health and safety is always a top priority.

## POLICY

### Application

This policy applies to all Library employees including, but not limited to, full-time, part-time, contract, seasonal, casual, student/co-op employees, long-term volunteers, and Board Members. For the purposes of this policy, the reference to “employees” will include all individuals outlined in the statement above.

### Guidelines

The Innisfil Public Library Board abides by the Town of Innisfil’s current Corporate Health & Safety Policy CP.11.2.2 (Appendix 1) and the Town of Innisfil’s current Health & Safety Policy Statement signed August 5, 2026 (Appendix 2). This alignment is facilitated through the Library's active representation on the Town's Joint Health & Safety Committee, with the understanding that the Library CEO maintains full organizational authority over Library staff.

Approved by the Innisfil Public Library Board, November 3, 2026, Motion Number: 2026.52

Supersedes Policy #2025-16, approved on October 20, 2025. Motion #2025.55; and Policy #2025-03, approved on January 20, 2025, Motion #2025.05; and policy #2023-18, approved on September 18, 2023, Motion #2023.66; and Policy #2022-27. approved October 17, 2022, Motion #2022.78; and Policy #2021-21, approved December 13, 2021, Motion #2021.94; and Policy #2020-24, approved September 21, 2020, Motion #2020.70 &  Policy #2019-17, approved September 16, 2019, Motion#: 2019.58 &

Policy #2018-14, approved September 17, 2018, Motion #2018.67; &
Policy #2017-16, approved October 16, 2017, Motion #2017.75; &
Policy #2016-23, approved November 21, 2016, Motion #2016.95; &
Policy #2015-18, approved November 16, 2015, Motion #2015.88; &
Policy #2015-09, approved June 15, 2015, Motion #2015.61; &
Policy #2014-14, approved June 16, 2014, Motion #2014.46; &
Policy #2013-07, approved June 17, 2013, Motion #2013.69; &
Policy #2012-06, approved May 22, 2012, Motion #2012.41; &
Policy #2011-13, approved May 16, 2011, Motion #2011.37.

# Appendix 1

# Corporate Policy

One Town One Team

**CP.11.2.2**

**Section:** People and Talent

**Subsection:** Health Safety and Wellness

**Subject:** Corporate Health and Safety Policy

**Approval Authority:** Oliver Jerschow, CAO

**Effective Date:** July 21, 2022

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## 1. Policy Statement

The Town of Innisfil is committed to the health and safety of our workers and providing a healthy and safe work environment. Our goal is a healthy, injury-free workplace for all workers.

As the employer, the Town is ultimately responsible for the health and safety in the workplace and will take every precaution reasonable in the circumstances for the protection of a worker. The Town is committed to complying with safety requirements under the *Occupational Health and Safety Act (OHSA)* and Regulations.

The Town is further committed to continue improvement as part of a safety focused culture through engagement, awareness, education, and training. A safe working environment is a top priority for everyone involved in a work activity and workers' own personal commitment to safety will ensure that injury to persons and damage to property are minimized.

## 2. Purpose

The purpose of this policy is to demonstrate the Town's commitment to the continuing objectives of workplace safety and eliminating hazards and "near misses", which will greatly reduce the risk of injury and illness. In addition, this policy will outline the health and safety accountabilities and responsibilities of all workplace parties.

## 3. Definitions

Workplace – is defined under as "any land, premises, location or thing at, upon, in or near which a worker works".

Employer – is defined as a person who employs one or more workers or contracts for the services of one or more workers and includes a contractor or subcontractor who performs work or supplies services and a contractor or subcontractor who undertakes with an owner, constructor, contractor, or subcontractor to perform work or supply services.

Supervisor – is defined under the Occupational Health and Safety Act (OHSA) and Regulations as a person who has charge of a workplace or authority over a worker.

Worker (Also referred to as Employee in Town of Innisfil policies) – is defined under the Occupational Health and Safety Act (OHSA) and Regulations as any of the following:

a. A person who performs work or supplies services for monetary compensation.
b. A secondary school student who performs work or supplies services for no monetary compensation under a work experience program authorized by the school board that operates the school in which the student is enrolled.
c. A person who performs work or supplies services for no monetary compensation under a program approved by a college of applied arts and technology, university, private career college or other post-secondary institution.
d. Such other persons as may be prescribed who perform work or supply services to an employer for no monetary compensation.

Competent Worker – is defined under the Occupational Health and Safety Act (OHSA) and Regulations as:

a. Qualified because of knowledge, training, and experience to perform the work,
b. Familiar with the Occupational Health and Safety Act and with the provisions of the regulations that apply to the work, and
c. Having knowledge of all potential or actual danger to health or safety in the workplace.

Competent Person - is a defined term under the Occupational Health and Safety Act (OHSA) and Regulations as:

a. Is qualified because of knowledge, training, and experience to organize the work and its performance,
b. Is familiar with the Occupational Health and Safety Act and the regulations that apply to the work, and
c. Has knowledge of any potential or actual danger to health or safety in the workplace.

Internal Responsibility System (IRS) – is defined as the underlying philosophy of Occupational Health and Safety Legislation in Canada. It's foundation is that everyone in the workplace – workers and employer – is responsible for their own safety and the safety of others.

Joint Health and Safety Committee (JHSC) – is defined as a forum for bringing the internal responsibility system into practice. The Joint Health and Safety Committee (JHSC) consists of workers and management representatives who meet on a regular basis to deal with health and safety issues.

Town of Innisfil Director – is defined as a person who has charge of a workplace or authority over a Manager, Supervisor, or worker within an assigned service area.

Psychological Health and Safety in the Workplace - is defined under the CSA Standards as: workplace that promotes workers' psychological well-being and actively works to prevent harm to worker psychological health including in negligent, reckless, or intentional ways. Psychological health is related to mental health, which is also defined as a state of well-being in which the individual realizes his or her own abilities, can cope with the normal stresses of life, can work productively and fruitfully, and is able to make a contribution to their community.

## 4. Responsibility

The People and Talent Team is responsible for the overall implementation and monitoring of the Corporate Health and Safety Policy.

## 5. Application

This policy applies to all Town workers including but not limited to full-time, part-time, contract, seasonal, casual, student/co-op workers, Members of Council, and Volunteer Firefighters.

Compliance with the policy is required regardless of workplace location, including workers working on-site, remotely, or in a hybrid model.

## 6. Administration

**Roles and Responsibilities:**

All members of our workplace community have a mutual interest and shared responsibilities contributing to our health and safety environment. All members of the Town's workplace community are expected to meet individual responsibilities as outlined in this policy.

### (i) All Individual Members of Staff

- All workers, regardless of work location, are responsible to be aware of, understand, and follow all health and safety policies and procedures.
- All workers must be aware of the health hazards in their workplace(s) and of the preventative measures to be taken to protect themselves, fellow workers, and Town property.
- All workers who work remotely must take steps to ensure that they have a safe environment free from hazards in which to work. Workers who are unsure if their remote environment is safe or free from hazards should contact their Supervisor/Manager or People and Talent for assistance.
- Anyone who observes a hazard or health and safety violation in the workplace has a duty to report the situation to their Supervisor/Manager. Once identified, management has a duty to investigate the problem and eliminate, reduce or adequately control the hazard that could possibly injure a worker.

### (ii) The Town as the Employer

It is the responsibility of the Employer to: *(as based upon OHSA s. 25-26)*

- Ensure equipment, materials and protective devices:
  - as prescribed are provided
  - are maintained in good condition
  - devices are used as prescribed
- Ensure prescribed measures and procedures are carried out in the workplace.

- Ensure all areas of the workplace are capable of supporting all loads to which it may be subjected without causing the materials therein to be stressed beyond the allowable unit stresses established under the *Building Code Act*.

- Provide information, instruction and supervision to a worker to protect the health and safety of the worker.

- When appointing a Supervisor, or any person who is required to exercise supervisory functions, that a competent person is appointed.

- Ensure a worker, or person in authority over a worker, is acquainted with any hazard in the work and in the handling, storage, use, disposal and transport of any article, device, equipment or a biological, chemical or physical agent.

- Ensure assistance and co-operation is afforded to a Joint Health and Safety Committee (JHSC) and/or a Health and Safety Representative in the carrying out, by the Joint Health and Safety Committee (JHSC) and the Health and Safety Representative, of any of their functions.

- Require only a person over such age as may be prescribed is employed in or about the workplace.

- Require a person who is under such age as may be prescribed, is not knowingly permitted in or about a workplace. (Exception: Take Our Kids to Work Program).

- Take every precaution, reasonable in the circumstances, to protect a worker.

- The law requires employers to prepare, and review at least annually, a written Workplace Health and Safety Policy, and to develop and maintain a program to implement that policy. The Town of Innisfil will ensure due diligence and comply with all requirements set out in the *Occupational Health and Safety Act (OHSA)* and Regulations.

- Post a copy of the *Occupational Health and Safety Act (OHSA)* and any required explanatory material prepared by the Ministry of Labour, Training and Skills Development, in the workplace, both in English and the majority language of the workplace, outlining the rights, responsibilities and duties of workers.

- Accurately record the handling, storage, use and disposal of biological, chemical or physical agents as prescribed, and are kept and maintained.

- Accurately keep and maintain and make available to the worker affected such records of the exposure of a worker to biological, chemical or physical agents as may be prescribed.

- Notify a Ministry of Labour, Training and Skills Development (MLTSD) Director of the use or introduction into a workplace of such biological, chemical or physical agents as may be prescribed.

- Monitor at such time or times or at such an interval or intervals the levels of biological, chemical or physical agents in the workplace and keep and post accurate records thereof as prescribed.

- Comply with a standard limiting the exposure of a worker to biological, chemical or physical agents as prescribed.

- Where so prescribed, only permit a worker to work or be in a workplace who has undergone such medical examinations, tests or x-rays as prescribed and who is found to be physically fit to do the work in the workplace.

- Where so prescribed provide a worker with written instructions as to the methods and procedures to be taken for the protection of the worker.

**(iii) Town of Innisfil Director(s)**

It is the responsibility of Town of Innisfil Director to:

- Be responsible for the administration and direction of the Town's Occupational Health and Safety Program within their own service areas.

- Ensure Supervisors and Managers of workers who work remotely take steps to ensure that each worker has a safe environment free from hazards in which to work. Any Town of Innisfil Director who is unsure whether a worker has a remote environment that is safe or free from hazards should contact People and Talent for assistance.

- Provide leadership in all safety activities including the development of safe work practices.

- Ensure that service area standards and procedures are developed and maintained to administer the health and safety policies and regulations.

- As may be applicable, ensure that their Supervisors and Managers are instructed in the procedures and requirements of the *Occupational Health and Safety Act*, *Highway Traffic Act* and other applicable legislation/regulations and corporate and/or service area policies pertaining to their safety in their workplace(s).

- Review incident/accident reports, safety audit reports, incident statistics and other related material to evaluate the effectiveness of the health and safety program in their respective service areas.

- Review and ensure follow-up on recommendations arising from Corporate and/or Fire and Rescue Services Joint Health and Safety Committee (JHSC) recommendations.

- Determine realistic health and safety goals for their department and periodically report on the results of same to the Chief Administrative Officer (CAO).

- Participate in health and safety training including the required online Ministry of Labour, Training and Skills Development Health and Safety Awareness Training for Workers and Supervisors (including Managers/Directors).

- Take every precaution reasonable in the circumstances for the protection of their workers.

- Encourage and promote psychological health and safety in the workplace.

**(iv) Service Area Manager(s)**

It is the responsibility of the service area Manager(s) to:

- Understand this policy and comply with *Fire Code*, *Occupational Health and Safety Act (OHSA)* and Regulations, *Highway Traffic Act (HTA)*, and other applicable legislation and corporate and/or service area policies and procedures pertaining to their safety.

- Ensure that worker(s) read and understand this policy and any service area policy, standards, practises, etc. for any tool, machine, vehicle, equipment, or process prior to the start of any work.

- Ensure operational training requirements, such as driver training, proper use of tools, machinery, and equipment, be provided to workers based on the position held. Ensure appropriate records of training are maintained.

- Ensure that any tool, machine, vehicle or equipment under their management are maintained in good working condition as per service area requirements to ensure the safety of all workers.

- Ensure that Supervisors/Managers who oversee workers who work remotely take steps to ensure that each worker has a safe environment free from hazards in which to work.

- Provide prompt and serious consideration to all recommendations for a safer and healthier work environment, better protective equipment, and safer work procedures.

- Appoint competent persons as Supervisors.

- Encourage positive health and safety attitudes among workers by promoting hazard identification, reporting, and implementing controls.

- Ensure that training and resources are available for the implementation of this policy.

- Encourage and promote psychological health and safety in the workplace.

**(v) Supervisor(s)**

It is the responsibility of the Supervisor to: (*as based upon* OHSA s. 27)

- Ensure that a worker works in the manner and with the protective devices, measures and procedures required by the *Occupational Health and Safety Act (OHSA)* and the Regulations.

- Ensure that any equipment, protective device, or clothing (PPE) required by the employer is used or worn by the worker.

- Advise a worker of any potential or actual health or safety dangers known by the Supervisor.

- When prescribed, provide a worker with written instructions about the measures and procedures to be taken for the worker's protection.

- When overseeing workers who work remotely, Supervisors must take steps to ensure that each worker has a safe environment free from hazards in which to work. A Supervisor who is unsure whether a worker has a remote environment that is safe or free from hazards should contact People and Talent for assistance.

- Participate in health and safety training including the required online Ministry of Labour, Training and Skills Development Health and Safety Awareness Training for Workers and Supervisors (including Managers/Directors).

- Take every precaution reasonable in the circumstances for the protection of workers.

- Encourage and promote psychological health and safety in the workplace.

**(vi) Worker(s)**

It is the responsibility of the Worker(s) to: *(as based upon OHSA s. 28)*

- Understand and comply with the *Fire Code*, *Occupational Health and Safety Act (OHSA)* and Regulations, *Highway Traffic Act (HTA)*, and other applicable legislation and Corporate and/or service area policies and procedures pertaining to their safety.

- Use or wear the equipment, protective devices or clothing that the worker's employer requires to be used or worn;

- Participate in health and safety training including the required online Health and Safety Awareness Training for Workers.

- Report to their employer or Supervisor/Manager the absence of or defect in any equipment or protective device of which the worker is aware and which may endanger themselves or another worker.

- Report to their employer or Supervisor/Manager any contravention of the Occupational Health and Safety Act or the regulations or the existence of any hazard of which they know, and if necessary, to a member of the Joint Health and Safety Committee (JHSC).

- Not remove or make ineffective any protective device required by the regulations or by their employer, without providing an adequate temporary protective device and when the need for removing or making ineffective the protective device has ceased, the protective device shall be replaced immediately.

- Report any hazardous conditions or operate any equipment, machine, device or thing or work in a manner that may endanger themselves or any other worker.

- Report all incidents, accidents, injuries and near miss situations no matter how minor in nature to the Supervisor/Manager.

- Not engage in any prank, contest, feat of strength, unnecessary running, or rough and boisterous conduct.

- Encourage and promote psychological health and safety in the workplace.

**(vii) People and Talent**

It is the responsibility of People & Talent to:

- Oversee the overall health and safety program for the Town acting as a health and safety resource to service areas and the Joint Health and Safety Committees (JHSCs).

- Ensure, together with the service areas and Joint Health and Safety Committees (JHSCs), that the Town is meeting its obligations as an employer under the *Occupational Health and Safety Act (OHSA)* and Regulations.

- Co-ordinate all monitoring and surveillance programs in consultation with the Joint Health and Safety Committee (JHSC). Ensuring that the Joint Health and Safety Committees (JHSCs) have the appropriate/required composition, that the Joint Health and Safety Committees (JHSCs) maintain the required records, and that the Joint Health and Safety Committees (JHSCs) achieve the required workplace circulation and/or posting of legislation/regulations.

- Facilitate employer response to formal complaints or recommendations made by the Joint Health and Safety Committee(s) and/or workers.

- Establish a comprehensive recording system for the Town's health and safety program in consultation with service areas and the Joint Health and Safety Committee (JHSC) and report at least annually on program status.

- Analyze statistical information related to workplace incident/accident reports and identify trends of potentially hazardous conditions. Respond to notifications and directions of workplace risks and hazards, provide guidance, direction and advice on health and safety issues to all levels of the organization.

- Co-ordinate and/or deliver health and safety training of a corporate and general nature. Note: operational training requirements, such as driver training, proper use of tools, machinery and equipment, will be provided by the appropriate service area under which the worker is a member and based on the position held.

- Develop policies and procedures to ensure that workers who work remotely have a safe environment free from risks and hazards in which to work.

- Monitor the Joint Health and Safety Committee's (JHSC) work, including ensuring that the Joint Health and Safety Committees (JHSCs) have the appropriate/required composition, maintain the required records, ensuring the required workplace circulation and/or posting of legislation/regulations is completed, and facilitating incident and work refusal investigations.

- Facilitate employer response to formal health and safety complaints or recommendations made by the Joint Health and Safety Committee(s) (JHSC) and/or workers.

- Administer the Workplace Safety and Insurance Board (WSIB) claims portfolio.

- Prepare and administer an annual corporate health and safety budget.

- Encourage and promote psychological health and safety in the workplace.

**(viii) Contractor(s)/Sub-Contractor(s)**

It is the responsibility of Contractor(s)/Sub-Contractor(s) to:

- Demonstrate the establishment of a Health and Safety Policy Statement and the maintenance of a health and safety program, with objectives and standards consistent with applicable legislation and the Town of Innisfil's Health and Safety Policy and requirements.

- Implement adequate provisions in their health and safety management system to reach and maintain a consistently high level of health and safety.

- Ensure that the workers they employ are adequately trained in the work being undertaken and hazards involved; are aware of any hazardous substances that may be in use at the workplace; and wear the appropriate personal protective equipment (PPE) required for the work. Copies of all hazardous materials Safety Data Sheets (SDS) will be readily available at the work site for inspection by Town representatives.

- Provide all required information to the Project Manager and/or Purchasing Services with respect to current Workplace Safety and Insurance Board (WSIB) registration and coverage. The minimum responsibilities, or similar specific to the contracted job, will be included in all contracts tendered and proof of the above may be required by the Town at any time from tendering to project completion.

**(ix) Visitor(s)/General Public**

This classification is external to the Town of Innisfil's organization and includes all those individuals or organizations not identified in the above classifications under responsibilities. It is the responsibility of visitor(s)/general public to:

- Obey where appropriate, posted signs at Town facilities to inform visitors and the general public about restricted access or the requirement to report to a Town representative before proceeding further.

- Visitors and general public will not be permitted to wander unescorted, through areas that are normally restricted to workers.

- In the event it is required to enter a work area that is normally restricted to workers, the Supervisor/Manager shall be responsible for ensuring that the visitor is aware of the relevant workplace safety rules and is under the supervision of a Town worker.

- Required personal protective equipment (PPE) will be provided by the service area and used by the visitor for any PPE identified zone within or on a Town owned and operated facility, property or identified place of business to which the Town is responsible.

**Joint Health and Safety Committees (JHSCs):**

The *Occupational Health and Safety Act* (OHSA) provides for the establishment of Joint Health and Safety Committee(s) (JHSC) in the workplace. The Joint Health and Safety Committee (JHSC) is comprised of both worker and management representatives. The following Joint Health and Safety Committees (JHSC) operate for the health and safety of workers for the Town of Innisfil:

- **Corporate Joint Health and Safety Committee (JHSC)** (multi-site) including the Innisfil Idea Lab and Library.

- **Fire and Rescue Services Joint Health and Safety Committee (JHSC)** (multi-site).

The Joint Health and Safety Committees (JHSCs) are accountable for:

- The Corporate Joint Health and Safety Committee (JHSC) is responsible for advising and assisting management and workers in the development, implementation and operation of the Occupational Health and Safety Program for the Town.

- The Fire and Rescue Services Joint Health and Safety Committee (JHSC) is responsible for advising and assisting management and workers in the development, implementation and operation of the Occupational Health and Safety Program for the Town's Fire and Rescue Services.

- To champion the spirit of the *Occupational Health and Safety Act* (OHSA*)*, the functions of the Joint Health and Safety Committee (JHSC) both Corporate and Fire and Rescue Services will be to:

    - Identify, evaluate, and recommend resolution through the *Occupational Health and Safety Act* (OHSA) and Legal resources for all matters pertaining to health and safety in the workplace to the Management of the Town of Innisfil.
    - Ensure adequate education and training programs so all workers are knowledgeable in their rights, restrictions, responsibilities and duties under the *Occupational Health and Safety Act* (OHSA), and Regulations.
    - Address matters related to Workplace Hazardous Materials Information System (WHMIS) and Designated Substance Regulations where applicable according to the Global Harmonized System (GHS).

- Deal with matters that are directly related to the health and safety of workers. Identifying conditions that may be a source of danger, risk or hazard to workers.

- Make recommendations for the establishment, maintenance and monitoring of programs, standards and procedures for the health and safety of workers.

- Make recommendations to ensure workers who work remotely have a safe environment free from hazards in which to work.

- Review incident/accident and near miss statistics, and health and safety training records and make recommendations for the improvement of the health and safety of workers.

- Assist in developing communications and in the promotion of health and safety in the workplace.

- Enhance awareness of safety issues in the workplace in accordance/compliance with current and applicable legislation.

- Advise on matters of mutual concern to the various other health and safety committees operating within the Town; and to make recommendations to service area Leadership as appropriate.

- Receive reports from the Joint Health and Safety Committee (JHSC) representatives on service area health and safety meetings and to provide assistance when required/requested.

- Recommend and/or co-ordinate health, wellness and safety promotional/educational activities and special events.

- Make recommendations on the standardization of incident/accident reports and forms and regular workplace/equipment inspections; to review same; and ensure appropriate follow-up or make recommendations on preventative programs.

- Ensure the Joint Health and Safety Committee (JHSC) Members are knowledgeable of their role and duties as representatives, and to encourage/improve their education in this field by recommending appropriate/required seminars and workshops.

- Make recommendations to the Town on health and safety initiatives and programs of benefit to its workers.

- Encourage an atmosphere of co-operation between management and workers to achieve a safe work environment and safe work practices.

- Review Workplace Safety and Insurance Board (WSIB) information and Town claims statistics and make recommendations on appropriate programs/action to ensure minimum charges are incurred.

- Provide input to People and Talent in the preparation of an annual budget for the health and safety function within the Town.

**Composition of the Joint Health and Safety Committee (JHSC) - Corporate:**

In accordance with the multi-site JHSC Terms of Reference, the Corporate Joint Health and Safety Committee (JHSC) should be comprised of a minimum of six (6) worker members, representing the unions and service areas of the Town:

- three (3) members from Operations, one (1) being each from Roads, Parks/Arenas/Facilities, Fleet Services
- one (1) member from Town Hall
- one (1) member from Inspection (i.e. Engineering, Planning and Community Development Standards Branch)
- one (1) member from the ideaLAB and Library

Worker members/representatives shall be selected by the workers they represent; or, if unionized, such workers who shall be selected by their Union and the Union shall so notify People and Talent in writing.

The Joint Health and Safety Committee (JHSC) shall also consist of minimum two (2) but not more than three (3) Management members:

- two (2) management members from any service area.

Management members/representatives must be appointed by the Town of Innisfil Steering Group with the approval of the Chief Administration Officer (CAO).

The Joint Health and Safety Committee (JHSC) will have two (2) co-chairs, one of whom shall be appointed by Management and the other whom shall be selected by the worker members of the Joint Health and Safety Committee (JHSC).

The Joint Health and Safety Committee (JHSC) will also include the Corporate Health and Safety Partner, who will act as a permanent advisor with non-voting rights to the Joint Health and Safety Committee (JHSC) or may serve as the Management co-chair with the approval of

the CAO.

**Composition of the Joint Health and Safety Committee (JHSC) – Fire and Rescue Services:**

In accordance with the multi-site JHSC Terms of Reference, the Fire and Rescue Services Joint Health and Safety Committee (JHSC) shall be comprised of a minimum of five (5) worker members, representing the Association and Volunteer Fire and Rescue Services:

- Five (5) Fire Fighters (full-time and/or volunteer firefighters) one (1) from each of the five Stations.

  Worker members/representatives shall be selected by the workers they represent; or, if unionized, such workers who shall be selected by their Association and the Association shall so notify People and Talent in writing.

The Joint Health and Safety Committee (JHSC) shall also consist of not more than two (2) **Management** members

- Management members must be appointed by the Fire Chief with the approval of the Chief Administration Officer (CAO).

The Joint Health and Safety Committee (JHSC) will have two (2) co-chairs, one of whom shall be appointed by Management and the other whom shall be selected by the worker members of the Joint Health and Safety Committee (JHSC).

The Joint Health and Safety Committee (JHSC) will also include the Corporate Health and Safety Partner, who will act as a permanent advisor with non-voting rights to the Joint Health and Safety Committee (JHSC).

**Health and Safety Training:**

Workers of the Town will receive all required legislative health and safety training, and identified internal training as required by the OHSA and Regulations and industry best practises.

All new workers will receive instruction as part of their onboarding and orientation on the following subjects during their probationary period:

- Duties and responsibilities as prescribed by the *Occupational Health and Safety Act* and/or any other applicable safety legislation.

- The provisions of this policy.

- Service area health and safety Standard Operating Procedures (SOP's), Safe Work Practices (SWP's), policies and protocols, as provided by their service area Manager and/or Supervisor.

- Applicable occupational health and safety (or other) regulations for their specific position.

- Incident/accident, near miss, hazard, and unsafe work refusal reporting procedures.

- Workplace Hazardous Materials Information System (WHMIS), which is aligned to Globally Harmonized System of Classification and Labelling of Chemicals (GHS).

- All workers and Supervisors/Managers/Directors must complete the required online Health and Safety Awareness Training for Workers (4 Steps), and Supervisors (5 Steps), including Managers/Directors.

People and Talent will monitor to ensure the required training is conducted, either directly or as reported through the service areas as part of service area onboarding and/or regular health and safety training initiatives.

All workers will be given required legislated training, or industry “best practice” refresher training, as needed, in the performance of their duties, coordinated by People and Talent, or their service area, based upon the nature and scope of the training (general/legislative or operational).

**Personal Injury Reports:**

Every occupational injury, no matter how minor or where the injury occurred, must be immediately reported by worker(s) to their Supervisor/Manager and to People and Talent.

Accidents which cause personal injury will be investigated (as required or legislated) and be reported appropriately within a timely process in the spirit of eliminating and or reducing further injury in the workplace.

The purposes of such a reporting procedure are:
- to comply with the *Workplace Safety and Insurance Act* (WSIA)
- to comply with the *Occupational Health and Safety Act* (OHSA) and Regulations, where applicable
- to determine the root cause of the incident
- to analyze and mitigate the risk for potential reoccurrence

Critical Injury response shall be provided and adhered to as defined by the *Occupational Health and Safety Act* (OHSA).

**Non-Compliance:**

Any violations and/or breaches of this policy or health and safety regulations, procedures, standard work practices, etc. is subject to the Corrective Action Policy and may result in discipline up to and including termination of employment.

## 7. Exceptions

There are no exceptions to this Policy.

## 8. References

- Occupational Health and Safety Act (OHSA)
- Corrective Action Policy

## 9. Revision History

| Revision No. | Date | Summary of Changes | Approval Authority |
|---|---|---|---|

| | | | |
|---|---|---|---|
| V1 | 2005.07.27 | Adoption | CR—337.5 |
| V2 | 2022.07.21 | Review and Amend | CAO – O. Jerschow |
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# THE CORPORATION OF THE TOWN OF INNISFIL
## *HEALTH AND SAFETY POLICY STATEMENT*

**PURPOSE**

The Town of Innisfil is committed to providing an effective Health and Safety Program, ensuring a safe work environment for our workers and preventing occupational illness and injury. To express that commitment, we issue the following policy statement on occupational health and safety.

**POLICY**

The Town of Innisfil is committed to the health and safety of our workers regardless of workplace location, including workers working on-site, remotely, or in a hybrid model. Protection of workers from injury or occupational disease is a top priority. We are committed to continual improvement and aim for an incident-free workplace through effective supervision, education, and training. We expect all workplace parties to be dedicated to the continuing objectives of workplace safety and eliminating hazards and “near misses”, with the goal of reducing the risk of incidents and injuries.

The well-being of our workers is heavily linked to the health and safety of our workforce. The Directors and Officers of this Corporation will take every reasonable precaution in the circumstances for the protection of all our staff. No job is to be regarded as so urgent that time cannot be taken to do it safely. The welfare of the individual worker is our greatest concern.

Supervisors/Managers are responsible for the health and safety of workers under their supervision. They are also committed to workplace ergonomics and psychological health and safety. All workplace parties must jointly participate in identifying and correcting ergonomics and psychological health and safety risk factors. Supervisors/Managers are responsible for ensuring that all machinery, tools, vehicles, and equipment required for use by each worker are safe and that each worker works in compliance with established safe work practices and procedures for each piece described. Workers must receive adequate training in their specific work tasks to protect their health and safety before starting work.

The Town, through all levels of management, will co-operate with the Joint Health and Safety Committee(s) (JHSC), and workers to create a healthy and safe work environment. The workers of the Town will be required to support this organization’s Health and Safety Program and to co-operate with the JHSC and its representatives exercising authority under the applicable legislation. It is the duty of each worker to report to the Supervisor/Manager, as soon as possible, any hazardous conditions, injury, incident, or illness related to the workplace. Also, workers must protect their health and safety by complying with applicable Municipal, Provincial, and Federal Legislation and Regulations as prescribed by the Town.

Everyone from the Chief Administrative Officer (CAO) to new workers has the responsibility to ensure a safe and healthy workplace. Let us all work together to prevent incidents from creating unwanted losses and personal injuries or illnesses.

**Health and Safety is everyone’s responsibility at the Town of Innisfil.**

**Oliver Jerschow**
**Chief Administrative Officer**

August 5, 2026
**Date**