



## **Staff Report HR2022-056**

**Title of Report:** Health & Safety Policy  
**Department:** Human Resources  
**Council Date:** December 7, 2022

### **Recommendation:**

**Be it resolved that** Council receive staff report HR2022-056 for information; and  
**That** Council approve the Health and Safety Policy #33A and Statement by municipal By-Law 2022-170; and  
**That** the Mayor sign the Health and Safety Policy Statement for the 2022-2023 period.

### **Background:**

Under provisions of the Occupational Health and Safety Act (OHSA), Section 25(2), states the employer shall:

- (j) prepare and review at least annually a written occupational health and safety policy and develop and maintain a program to implement that policy.

### **Staff Comments:**

Health and Safety staff and the Joint Health and Safety Committee (JHSC) have reviewed the requirements for this policy as part of the WSIB Excellence Program and updated the policy and process. The Township of Southgate Policy #33A Occupational Health and Safety policy previously included all Health and Safety procedures (the Health and Safety Manual) as part of the policy. Staff have now broken these out into two separate documents in order to provide the separation of what is Policy and what is procedure to implement the policy. The updated Policy #33A is included as Schedule A of By-Law 2022-170.

Since this Policy and Statement are required to be signed off each year, staff recommend the Mayor to sign the updated Statement.

### **Financial Implications:**

There is no financial impact as a result of this report.

### **Communications & Community Action Plan Impact:**

This report has been written and presented to Council to communicate accurate information to the public.

### **Concluding Comments:**

1. Staff recommend that Council receive staff report HR2022-054 as information.
2. Staff recommend that Council approve Policy #33A by municipal By-Law 2022-170.

3. Staff recommend that the Mayor sign the Health and Safety Policy Statement for the 2022-2023 period.

Respectfully Submitted,

**HR Approval:** **Original Signed By**  
Kayla Best, HR Coordinator

**CAO Approval:** **Original Signed By**  
Dave Milliner, CAO

**Attachments:** None