



<b>Report Presented To:</b>	Township of Southgate Council Meeting
<b>Meeting Date:</b>	2024-12-04
<b>Report Number</b>	HR2024-007
<b>Title:</b>	Health and Safety Policy
<b>Open/Closed Session:</b>	Open Session
<b>Prepared By:</b>	Kayla Best
<b>Approved By:</b>	Kayla Best Human Resources Manager
<b>Approved By:</b>	Derek Malynyk Fire Chief
<b>Approved By:</b>	Dina Lundy Chief Administrative Officer

**Executive Summary:**

Under the provisions of the Occupational Health and Safety Act (OHSA), the employer shall prepare and review a written occupational health and safety policy annually. Staff are bringing Policy #33A Health and Safety Policy to Council for review and approval. No changes have been made since the previous approval.

**Recommendation:**

**Be it resolved that** Staff Report HR2024-007 be received for information; and  
**That** Council approve the renewal of the Health and Safety Policy #33A for the 2024-2025 period; and  
**That** the Mayor sign the Health and Safety Policy Statement for the 2024-2025 period.

**Background:**

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.

**Analysis**

Staff have reviewed the policy and the statement and do not feel any updates are necessary since it captures the intention of the municipality in regards to health and safety accurately.

The specific Health and Safety procedures of the Township are held in our Health and Safety Manual which is created in collaboration with the Health and Safety committee. Updates are

regularly made to this manual to ensure the Township remains up to date with standards and legislation.

**Internal Policy and Legislated Requirements:**

This report aligns with the Occupational Health and Safety Act.

**Financial and Resource Implications:**

There are no financial impacts resulting from this report.

**Strategic Priorities:**

Priority: Operational Excellence

Goal: Goal 10: Position Southgate as a Leading Small, Rural Municipal Employer

Action Item: 11 c). Continue to Collaborate Across Township Departments to Streamline By-laws, Policies, and Programs to Ensure Services are in Line with Legislative Requirements and Industry Standards

**Attachments:**

List Attachments:

Attachment 1: HR2024-007 – 33A Occupational Health and Safety Policy 2024