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## The Corporation of the City of Stratford Policy Manual

**Policy Number:** H.1.12

**Policy Section:** Human Resources

**Department:** Human Resources

**Date Adopted:** April 8, 1991

**Date Amended:** February 12, 2007; May 29, 2018

**Reaffirmed:** January 14, 1994; January 8, 1997; January 2000

**Scheduled for Review:**

**Date of Last Review:**

**Policy Type:** Council-adopted Policy

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### Health and Safety

**Policy Statement:**

The Corporation of the City of Stratford (The City) recognizes the need for a Health and Safety Policy that is applicable to all operations and is focused on creating and maintaining safe and injury free workplaces for all employees.

The City is committed to achieving compliance with all health and safety legislation. Each employee has a responsibility to comply with related legislation, as well as corporate and departmental health and safety standards, practices and policies.

The City endeavours to provide a safe work environment for all employees by promoting safe work practices, educating employees to be aware of possible dangers which may cause injury or illness to themselves or to co-workers, and by actively inspecting the workplace to identify and correct hazardous situations. Safety is part of everyone's job. Employees are considered partners in creating and maintaining a workplace that safeguards against employee injury or damage to health. Failure to follow safe practices can result in otherwise avoidable worker injury and suffering.

Safety is an attitude that each individual carries with them on and off the job. The development of positive health and safety attitudes and behaviours will enrich the work environment. Occupational Health and Safety is a shared administrative responsibility. Each Director, Manager and Supervisor is responsible for ensuring that employees are aware of safe operating procedures; that a safe workplace is established and maintained,

and that accidents are promptly reported, whether or not there is any lost time. Supervisors are responsible to check that the cause or any hazard is reduced or eliminated, and that proper action is taken to avoid accident re-occurrence.

Administration of this Policy shall be the responsibility of the Chief Administrative Officer.