

**Policy**

The Village of Innisfree recognizes the need to take all reasonable steps to ensure the health and safety of its employees and contractors.

**Purpose**

The purpose of this policy is:

- To provide employees and contractors clear standards and procedures for ensuring the safety of themselves and others.

**1.0 DEFINITIONS**

**1.1 Accidents/Incident** is any event that causes or had potential to cause, death, injury or damage to any person or thing.

**1.2 Contractor** shall mean any person or company contracted by the Village of Innisfree to perform or provide any service.

**1.3 Employee** is any person on the payroll of the Village of Innisfree for which the Village does submit monthly remittance to Canada Revenue.

**1.4 Hazard** is any identified potential risk to the safety of any person or thing.

**1.5 Health and Safety Manual** is the Health and Safety Manual adopted by the Village of Innisfree.

**1.6 Management** is the Chief Administrative Officer and the Public Works Foreman of the Village of Innisfree.

**1.7 Safe Work Practices** are the written methods within the Health and Safety Manual outlining how to perform a task with minimum risk to people, equipment, materials, environment, and processes.

**2.0 PROCEDURES**

**2.1** This policy applies to all employees and contractors as well as any person volunteering any service to the Village of Innisfree.

**2.2** The Village of Innisfree Health and Safety Manual is to be followed at all times.

**2.3 No job will commence unless it can be completed safely.**

- 2.4** All accidents/incidents are preventable.
  - 2.5** The employees of the Village of Innisfree and contractors under hire by the Village of Innisfree are to be provided a copy of the Health and Safety Manual and are required to sign an acknowledgement that they understand and will comply with the safe work practices outlined in the Health and Safety Manual before the commencement of any work.
  - 2.6** All employees and contractors are responsible for safety while working.
  - 2.7** Safety Hazards will be eliminated whenever possible.
  - 2.8** Employees will receive training to assist them with safe work practices.
  - 2.9** All accidents/incidents shall be reported and evaluated to understand the cause of the occurrence.
  - 2.10** Work that must be completed under hazardous conditions must be made as safe as possible for employees/contractors.
  - 2.11** Management is responsible for enforcing the Health and Safety Policy.
- 3.0 End of Procedure.**