

<b>Title:</b>	Health and Safety Commitment Policy	
<b>Policy Type:</b>	Human Resources	Policy Number: 400-03
<b>Approval By:</b>	Resolution Number RB 1991-03-21	
<b>Approval Date:</b>	March 21, 1991	
<b>Effective Date:</b>	June 18, 2018	
<b>Revised Dates:</b>	June 28, 2021; June 18, 2018	
<b>Review Date:</b>	June 2024	

**PURPOSE:**

This policy affirms the Library's commitment to a safe workplace.

**SCOPE:**

This policy applies to all employees, volunteers and contractors of the Library.

**DEFINITIONS:**

**OHSA** - Occupational Health and Safety Act R.S.O. 1990, c. O.1

**POLICY STATEMENT:**

The Library is committed to the health and safety of all its employees and volunteers and contractors. The Library, as an employer, shall meet all of its requirements under the OHSA. The Library shall support the health and safety of its employees, volunteers, and contractors, through appropriate policies and procedures.

All employees, volunteers and contractors of the Library must understand their rights and responsibilities under the OHSA to identify and assist in resolving unsafe situations or activities; to use equipment safely and to ensure their own health and safety by understanding and complying with safe work practices and procedures established by Sault Ste. Marie Public Library, and the OHSA.

The CEO, Managers and Supervisors shall understand their responsibilities under the Act and behave in a manner which sets an example for all staff.

The Library shall have a Joint Health and Safety Committee in accordance with the OHSA.

New employees shall receive health and safety training and ongoing training will be provided as required. Records of completed training shall be kept in employees' files.

**RELATED POLICIES:**

400-06 Health Care Leave Policy  
 400-09 Human Rights Policy; Anti-Harassment/Discrimination/Violence  
 400-17 Sick Leave Policy  
 400-18 Scent Free Workplace Policy