



# The Corporation of the Municipality of Arran-Elderslie

## Staff Report

Council Meeting Date: December 9, 2024

Subject: SRDPCLK.24.13 Approve Health and Safety Policy Manual

Report from: Julie Hamilton, Deputy Clerk

Appendices: Appendix 1 – Health and Safety Policy Manual

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### **Recommendation**

Be It Resolved that Council hereby,

1. Receives report SRDPCLK.24.13 Approve Health and Safety Policy Manual; and
2. Approves the revised Health and Safety Policy Manual and that a by-law be brought forward later in this meeting to bring force and effect to the same; and
3. Further that the Joint Health and Safety Committee be delegated the authority to review and make minor changes and updates to the Policies and Standard Operating Procedures as required to keep the manual up to date.

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### **Report Summary**

The intent of this report is to receive the Council's approval to adopt a revised Health and Safety Policy Manual.

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### **Background**

The Joint Health and Safety Committee (JHSC) has been reviewing and revising the Health and Safety Policies and Standard Operating Procedures (SOP).

A large amount of time and effort has been put into this project by the committee members, staff and managers and the committee is pleased to present the final version of the manual to Council for adoption.

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## **Analysis**

Section 25.2 (j) of the Occupational Health and Safety Act requires employers to prepare and review at least annually a written occupational health and safety policy and develop and maintain a program to implement that policy.

The last major revision to the Health and Safety manual was completed in 2018, with the Health and Safety Policy Statement, Policy 1 of the manual, being reviewed annually by the JHSC.

The JHSC identified that a number of the policies and SOP's had become outdated or obsolete due to operational changes and as a result, a complete review and revision of each policy and SOP was undertaken.

All of the policies were reviewed by the JHSC and department specific SOP's were reviewed by those performing the work.

Once approved and adopted, the JHSC will work to roll out the new manuals and ensure that each employee is made aware of and reviews the updated version. Going forward, the JHSC will begin reviewing policies and SOP's at each meeting and making minor updates as necessary.

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## **Link to Strategic/Master Plan**

6.5 Engaging People and Partnerships

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## **Financial Impacts/Source of Funding/Link to Procurement Policy**

The only minor costs associated with this project will be related to the printing of the new manuals, which will be completed in house.

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Approved by: Emily Dance, Chief Administrative Officer