

TOWN OF WOLFVILLE POLICY

Title: Workplace Health and Safety Inspections	
Policy No.: 1223-11	Supersedes: N/A
Effective Date: November 18, 1996	Approval By Council Resolution No.: 13-11-96

Purpose:

1. To reduce or prevent the potential for injury or sickness in the workplace at the Town of Wolfville.
2. To make the Town of Wolfville a safe place in which to work.
3. To set up a regular schedule of workplace inspections.
4. To ensure compliance with the provincial Occupational Health and Safety Act.

Definitions:

Workplace - means any place where an employee of the Town of Wolfville is or is likely to be engaged in any occupation and includes any vehicle or mobile equipment used or likely to be used by an employee in an occupation.

Safety Officer - means the Safety Officer for the Town of Wolfville as appointed by the
Town Council.

Committee - means the Joint Occupational Health and Safety Committee of the Town of
Wolfville
established pursuant to the Occupational health and Safety Act of the Province of Nova Scotia.

Policy Statement:

1. All workplaces of the Town of Wolfville shall be inspected by the Safety Officer for health and safety concerns at a minimum of once every six months.
2. At least one other member of the Committee shall participate in the inspection with the Safety Officer.
3. The department head associated with the workplace shall be invited to participate in the inspection.
4. A written report of the inspection shall be prepared by the Safety Officer and a copy of the report shall be provided to the department head and the secretary of the Committee within 3 working days of the inspection.

5. Where a situation is identified that poses an immediate danger to the health and safety of employees in the workplace the appropriate department head shall be notified immediately.