



# TOWN POLICY

## ADMINISTRATION POLICY:

# Violation of the Occupational Health and Safety Act Policy

**DEPARTMENT:** Safety

**POLICY NUMBER:** SA-041

**EFFECTIVE DATE:** February 10, 2015

**SUPERSEDES:** Policy #S-15-2

**UPDATED:** April 28, 2023

**UP FOR REVIEW:** April 28, 2026

Any employee, who violates the policies and rules within the Town's Safety Program or violates the Occupational Health & Safety Act, after being investigated and that investigation being reviewed by the appropriate authorities, will be penalized as follows:

- 1st offence – Verbal Warning (with documentation)
- 2nd offence – Written Warning (with signatures from both parties)
- 3rd offence – Two day suspension without pay
- 4th offence – Possible Termination of employment or up to 5 days suspension without pay

The Supervisors and Foreman will be responsible to follow up after incidents and issue the proper penalty as long as it falls into the 1<sup>st</sup> through 3<sup>rd</sup> offences. The Joint Health and Safety Committee will review the incidents and penalties issued on a monthly basis. The CAO & the Joint Health and Safety Committee have the option to impose a lower or higher penalty depending on the severity of the infraction. If it is the 4<sup>th</sup> offence the CAO and the Joint Health & Safety Committee will call a special meeting to review the incident and impose the proper penalty. Depending on the severity of any infraction the CAO & the Joint Health and Safety Committee may call a special meeting to review the incident.

After two (2) years from the date of an offence, the offence will be removed from the employee's record; additional offenses will be penalized as per the schedule in this policy, counting only the offenses currently on the employee's record.





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## REVISION HISTORY

Date	Description
April 28, 2023	Updated Policy

**APPROVAL: Jeff Shaw** ..... **DATE: April 28, 2023** .....

*Chief Administrative Officer, Jeff Shaw* ..... *(signed copy kept in CAO policy binder)*

