

	Halifax Port Authority	Procedures and Guidelines	Policy Number HR - 354-4
Occupational Health and Safety Policy			
Approval President and C.E.O.	Originating Department Administration	Original Date November 1, 2011	Revision Date January 7, 2021

Procedures and Guidelines

The Occupational Health and Safety Policy, requires and empowers all Halifax Port Authority (“HPA”) personnel to maintain a safe and healthy working environment. Occupational health and safety in the HPA workplace is a shared responsibility to which the HPA has a strong moral and social commitment. The HPA is committed to providing a safe work environment for its employees, consultants, contract employees and contractors. Health and safety is HPA’s first business priority and will not be compromised for the sake of business interests or operational expediency.

It is our fundamental belief that accidents which cause injury, illness, or property loss are preventable. Our goal is to eliminate foreseeable hazards and maintain a safe and healthy work environment by integrating health and safety into everything we do. Achieving compliance with applicable regulatory standards is a prerequisite for the success of our organization and an area to which all employees must be responsive. HPA shall meet or exceed the requirements of all applicable legislation and regulations with respect to matters of occupational health and safety in the workplace and will require the same of any contractor it engages.

HPA further believes that health and safety in the workplace is a shared responsibility and workers are expected to exercise and promote good safety practices.

Supervisors must follow health and safety policies, practices and procedures. They must make sure employees under their direction do so as well. Supervisors are responsible for drawing the attention of employees to the Policy, and shall hold employees accountable for following safe work practices. Supervisors shall take immediate action upon any report or suspicion of unsafe or hazardous conditions or situations.

Employees are responsible and accountable to work safely at all times, to identify and report hazards, to take whatever measures are necessary and reasonable in the circumstances, to protect and promote their own actions or inactions and must cooperate and wear proper safety equipment. Employees must report anything that may be dangerous to health and safety and must comply with the occupational health and safety legislation and regulations in the identification and control of work place hazards. Employees shall report hazards to their immediate supervisor, or the appropriate authority, as the situation dictates.

The HPA is responsible for ensuring that the workplace is safe and healthy, that employees are advised of actual or potential hazards, and are instructed in the following safe work procedures. The HPA is committed to cooperate with the employees in pursuing occupational health and safety. The HPA will provide the equipment, training and other resources necessary for a safe workplace and take precautions that are reasonable in the circumstances.

The HPA's commitment to a safe and productive work force requires a constant team effort. Active employee participation, involvement and full cooperation with those exercising responsibilities in health and safety are key ingredients in effective health and safety programs. It is our sincere wish that all employees are and understand the importance of health and safety and we encourage you to participate, cooperate and support the HPA's goal.