

<i>The Town of Fort Frances</i>	SECTION HEALTH AND SAFETY
MINISTRY OF LABOUR SITE VISITS	REVISED September 2004
<u>POLICY</u>	
Resolution No. 343 (Consent) 09/04	Supercedes Resolution No.
Policy Number 5.13	PAGE 1 of 2

1. PURPOSE:

To provide direction for Town of Fort Frances employees when dealing with site visits by Ministry of Labour (MOL) inspectors or other MOL personnel.

2. RESPONSIBILITY:

All Town of Fort Frances employees are expected to follow this procedure and to deal with MOL personnel in a courteous and professional manner.

3. PROCEDURE:

A. General

- i. All persons employed by the Town of Fort Frances will provide all necessary assistance and co-operation to an MOL inspector while the inspector is carrying out or performing duties and powers under the Act.
- ii. Whenever an inspector arrives at the workplace, it must be determined who the inspector wants to speak with, and the reason for the visit.
- iii. The Division Manager must be made aware that an inspector is on site and the reason for the visit.
- iv. The inspector should be provided with all required and requested documents, reports, or other items pertinent to occupational health and safety.
- v. A worker member from the workplace committee must be notified of the inspector's presence and made available to accompany the inspector during the visit.

B. Orders and Compliance Notification Procedures

- i. All orders issued by an inspector will be complied with by the date cited in the order.
- ii. All orders issued by an inspector will be posted in the workplace and copies must be provided to the workplace committee member who accompanied the inspector.
- iii. Compliance notices will be completed in full, referencing appropriate order number(s), and be signed by the workplace supervisor and the worker member

who accompanied the inspector during the inspection. This must be done within three days of when the order is complied with or believed to be complied with.

- iv. Compliance notices will be faxed to the local Ministry of Labour district office, to the attention of the inspector who issued the order(s).
- v. Compliance notices, along with the original orders they relate to, will be posted in the workplace for a period of 14 days and forwarded to the Human Resources Manager for filing.

C. Stop Work Orders

Stop work orders are issued under subsection 57(6) of the Act, where workers are endangered. In order to comply with these types of orders, the danger or hazard must be removed or eliminated as directed by the inspector in the order. Work activity may then resume. The inspector must still be notified in the manner outlined above.

D. Posting Requirements

The following are mandatory and required to be posted under the Occupational Health and Safety Act.

- i. The names and work locations of the committee members.
- ii. A copy of the Occupational Health and Safety Act and the regulations applicable to the workplace, and any explanatory material published by the MOL.
- iii. The corporation's Health and Safety Policy.
- iv. Any orders issued by MOL inspectors.
- v. All compliance notices relating to orders issued by MOL inspectors.
- vi. Any engineer's reports as required under section 7 of regulation 851, the regulations for industrial establishments.

4. TRAINING:

Employees who have responsibilities under this policy will be trained in the requirements of the policy. All training will be documented.