



Policy

**Policy #:
POL619**

Title: Occupational Health & Safety

Section: Human Resources

**Approved Date:
April 16, 2013**

Revised

Associated Documents: NA

1. Student Transportation of Eastern Ontario (STEO) is committed to the health and safety of its employees, and other authorized people working in its workplaces or on behalf of STEO.
2. STEO shall provide and maintain a safe, healthy working environment for all its employees.
3. Employee in this policy refers to any person in active employment with STEO regardless of employment status (e.g., full-time, part-time, regular, term, contract, casual). Contractors and sub-contractors are not STEO employees.
4. Protecting employees from injury, illness or other loss is a major obligation and important priority of STEO. The health and safety of staff shall take precedence over expediency. Pursuant to the Occupational Health and Safety Act, employees with supervisory responsibilities shall take every reasonable precaution to ensure the safety of the workers they supervise and their workplace. All employees shall take every reasonable precaution to prevent personal injury or injury to others in the performance of their tasks.
5. STEO shall take corrective actions which may include disciplinary action with employees who put themselves or others at risk, contravene STEO's policies and procedures, or contravene the health and safety legislation.
6. STEO shall annually prepare and post in the workplace a policy statement that communicates its commitment to safety and shall develop and maintain a program, including procedures, to implement the policy.