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Policy Name: Occupational Health and Safety	
Approved by motion of Board on	9/12/2013
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Cross Reference	
OH&S Policy Statement	
Related Forms	
H&S Inspection Form	

Policy Statement

1. The Ottawa Student Transportation Authority (OSTA) is committed to the health and safety of its employees, and other authorized people working in its workplaces or on behalf of OSTA.
2. OSTA 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 OSTA regardless of employment status (e.g., full-time, part-time, regular, term, contract, casual). Contractors and sub-contractors are not OSTA employees.
4. Protecting employees from injury, illness or other loss is a major obligation and important priority of OSTA. 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. OSTA shall take corrective actions which may include disciplinary action with employees who put themselves or others at risk, contravene OSTA’s policies and procedures, or contravene the health and safety legislation.

6. OSTA shall annually prepare and post in the workplace a policy statement that communicates its commitment to safety and shall develop and maintain a program to implement the policy.