Policy Name: Continuous Improvement Policy	Policy No: S101-XX
Committee approval date:	-
Council approval date:	-
Revision date(s):	-
Department/Division:	Health and Safety

1. Purpose

To demonstrate the Town of Pelham's commitment to the Internal Responsibility System (IRS) and the continual improvement of its health and safety programs. Encouraging a 'safety culture' involves the establishment of management accountability and clearly defined roles and responsibilities.

2. Policy Statement

The Town of Pelham will act in compliance with all applicable workplace health and safety legislation and shall:

- Assign responsibilities for each component of the Continuous Improvement plan;
- Review the company health and safety program annually;
- Review Industry health and safety trends and make amendments as necessary;
- Make health and safety a priority by promoting a 'safety culture' throughout the organization;
- Conduct regular workplace inspections;
- Support the Joint Health and Safety Committee and their efforts;
- Hold all levels of the organization accountable in maintaining a strong health and safety culture.

The Town of Pelham will ensure that a review of the Town's health and safety management system is completed annually. Individual components of this system may be completed separately. This review includes information from the system evaluations, worker input, investigation results, documentation review, management observations, system audits, and current legislation.

3. Definitions

Internal Responsibility System (IRS): a system, within an organization, where everyone has direct responsibility for health and safety as an essential part of his or her job.

4. General Provisions

The review of all health and safety programs, policies and procedures will be will be conducted by the Health and Safety Coordinator, in conjunction with the Senior Leadership Team and the Joint Health and Safety Committee to determine where improvements can be made. The following tool will be used for evaluation purposes:

Action Item *Detailed and specific*	Action Steps *What steps will be taken to achieve goal?*	Measure *How will progress be measured?*	Follow-Up Dates *Refresher Frequency*	Completion Date	Progress Notes *Evaluation of the Training*

The Town of Pelham will ensure that all health and safety training is maintained and up-to-date. Training will be reviewed on an annual basis and will include a review of the following:

- Legislation updates
- Each occupation
- Any changed procedures and/or modified equipment
- Employee training records

The Internal Responsibility System is successful when the following occurs:

- Everyone must have a sincere wish to prevent accidents and illnesses;
- Everyone must accept that accidents and illnesses have causes that can be eliminated or greatly reduced;
- Everyone must accept that risk can be continually reduced, so that the time between accidents and illnesses get longer and longer;

- Everyone must accept that health and safety is an essential part of doing his or her work (health and safety is not an extra, it is part of doing the job);
- Every person must have a clear understanding of what he/she is responsible for; what he/she can do to change matters; and when things must be done;
- Every person must be regularly asked to explain what they have done to ensure health and safety on the job and in the workplace;
- Everyone must have a clear understanding of their own skill, ability and limitations, and should have the capacity to carry out their responsibilities;
- Everyone must attempt to avoid conflict when trying to reduce risk;
- As an individual, each person must go beyond just complying with health and safety rules and standards, and strive to improve work processes to reduce risk;
- When an individual cannot reduce risk by him/herself, then they must cooperate with others to go beyond just complying with health and safety rules and standards, and strive to improve work processes to reduce risk;
- Everyone must understand the IRS process, believe in it, and take steps to make it effective at all levels in the organization; and
- No one should be fearful of reprisals when using IRS processes.

5. Attachments
None.