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**TO:** Mayor and Council  
**FROM:** Laurie Rudolph - CAO  
**DATE:** May 16, 2022  
**RE:** **Campbell Safety Consulting Inc.**

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**ISSUE:**

- Attached –Quote

**BACKGROUND:**

When Campbell Safety Consulting performed their assessment, he determined the Town's forms are outdated and that the Town does not have an Occupational Health and Safety Program Manual. The Manual is a requirement of the Saskatchewan Employment Act.

In addition to the Safety Manual, legislation requirement for training in the following:

- Safety Fundamentals for Supervisors and Managers – (6) Staff
- OHC Level 1 – (1) Staff
- Powered Mobile Equipment – (7) Staff

As an immediate, Campbell Safety Consulting has indicated that the Town have an Occupational Health and Safety Program Manual, along with staff trained in the Powered Mobile Equipment and Safety fundamentals for Supervisors and Managers. Campbell Safety Consulting can perform training on site. The total estimated cost is between \$8000 to \$10,000.

The estimated \$8000 to \$10,000 is an increased cost to the 2022 budget.

**ALTERNATIVES:**

**FINANCIAL IMPLICATIONS:**

**ANALYSIS:**

**ADMINISTRATIVE RECOMMENDATION(S):**

That Campbell Safety Consulting Inc. be contracted to create a COR certified Health and Safety Manual and provide on site staff training in Safety Fundamentals for Supervisors and Managers and Powered Mobile Equipment as per the May 4, 2022 quote.

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