

**Ministry of Labour,
Training and Skills
Development**

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March 2020

MEMORANDUM TO: Rick Stubbings
Assistant Deputy Minister
Public Safety Division and Public Safety Training Division
Ministry of the Solicitor General

FROM: Jody Young
Assistant Deputy Minister
Operations Division
Ministry of Labour, Training and Skills Development

Subject: Guidance Note #18: The Role of the Safety Officer in the Incident Management System

The Ontario Police Health and Safety Committee (OPHSC) is appointed by the Minister of Labour, Training and Skills Development under Section 21 of the Occupational Health and Safety Act for the purpose of advising the Minister and making recommendations on occupational health and safety issues that affect police personnel across Ontario.

The OPHSC has developed Guidance Note #18: The Role of the Safety Officer in the Incident Management System. This guidance note replaces Advisory #4: Incident Management System, 2011. The purpose of this guidance note is to reinforce the important role of a Safety Officer, as a part of an Incident Management System (IMS), in protecting the health and safety of police service workers who are responding to an emergency.

The Ministry of Labour, Training, Skills and Development is seeking the continued support of SOLGEN in raising awareness of health and safety issues by distributing the attached guidance note to police personnel at all levels within the policing community.

Yours sincerely,

A handwritten signature in black ink, appearing to read "Jody Young".

Jody Young
Assistant Deputy Minister
Operations Division
Ministry of Labour, Training and Skills Development