

POLICY TITLE: HEALTH & SAFETY POLICY - GENERAL

POLICY #: HS-001-2A

EFFECTIVE DATE: October 20, 2023

APPROVED BY CAO ON: October 20, 2023

SUPERCEDES: P-HS-001-2

SIGNATURES:

\_\_\_\_\_  
Manager

  
\_\_\_\_\_  
Director

  
\_\_\_\_\_  
CAO

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## **POLICY STATEMENT**

The Town of Sylvan Lake is committed to a comprehensive Health and Safety program with the main objective is targeting zero workplace injuries and illnesses. The Town of Sylvan Lake will make every reasonable effort to manage work activities while maintaining an occupational health and safety program that conforms to the best practices of municipal government organizations.

## **THE PURPOSE OF THIS POLICY IS TO**

The purpose of the Occupational Health and Safety Policy is to ensure:

- a. That the Town of Sylvan Lake's Occupational Health and Safety Program standards are recognized and met. This program will be formally reviewed on an annual basis;
- b. Compliance with the *Alberta Occupational Health and Safety Act, Regulation, and Code*, the *Alberta Workers' Compensation Act and Regulations*, and all other applicable legislation;
- c. That to the degree reasonably practicable, the personal health and safety of each individual working for the Town of Sylvan Lake is protected by providing the necessary means for maintaining high safety standards;
- d. The promotion of a positive safety oriented work environment that provides for the safety of employees at every level.

## **1. DEFINITIONS**

- a. Council is the Council for the Town of Sylvan Lake
- b. Chief Administrative Officer is the Chief Administrative Officer for the Town of Sylvan Lake (or designate) as duly appointed by Council.

- c. Contractor is any person or company that is employed by or completing work on behalf of the Town of Sylvan Lake.
- d. Health & Safety Coordinator is the person designated by the Town of Sylvan Lake to coordinate the Health & Safety program.
- e. Director is the management employee accountable for their department who may or may not directly supervise employees.
- f. Employee is a person who is filling a position for the town. This includes a permanent, part time, or casual employee.
- g. Immediate Supervisor is the person accountable to the Director of the department who is designated to supervise employees.
- h. Joint Health and Safety Committee is composed of employees selected to represent the various departments of the Town of Sylvan Lake.
- i. Town is the Town of Sylvan Lake.

## **2. RESPONSIBILITIES**

- a. Council:
  - i. Approves all policies.
- b. Chief Administrative Officer:
  - i. Approve procedure;
  - ii. Administer the policy and procedures;
  - iii. Advise Departments in the correct application of the policy and procedures.
- c. Health and Safety Coordinator:
  - i. Oversees the Occupational Health and Safety Program and Chair the Joint Health and Safety Committee.
- d. Joint Health and Safety Committee:
  - i. Draft hazard identification and safe work practices for each department. Advise if practices need updating or revision.
  - ii. Draft health and safety related forms and recommend updates as required.
  - iii. Review incident investigation when staff identify concerns with the process or outcomes and make recommendations to the person who conducted the investigation.

- iv. Committee representatives conduct health and safety orientations for new staff or staff new to position, as per policy.
- v. Respond to staff concerns regarding health and safety program implementation by determining and reviewing the related facts and making any related recommendations to the supervisor responsible.
- vi. Where opportunities are identified to improve the health and safety practices and structure in the organization forward related recommendations to senior management.
- vii. Develop emergency preparedness and evacuation procedures for each Town building.
- viii. Ensure that incident investigations and regular inspections are carried out as required by the Regulation.
- ix. Participate in inspections, investigations, and inquiries as provided by the Regulation.

e. Safety Training

- i. The objective of safety orientation and training is to provide all workers with consistent safety information, education, instructions and training sufficient for them to develop and acquire the knowledge and awareness to protect themselves and others from injury.
- ii. Safety orientations will be provided for all newly-hired employees, transferred employees, and when new or changed procedures are adopted.
- iii. Job-specific training will be provided and documented as required.

f. Health and safety of other persons at or in the vicinity of the work site

- i. Ensuring the health and safety of other persons at or in the vicinity of the work site is the responsibility of the Supervisor in charge of the work site.
- ii. No unnecessary workers or visitors shall be permitted onto the work site without the approval of the Supervisor.
- iii. All visitors to work sites must be wearing required PPE,
  - a. be informed of the emergency response plan for the site,
  - b. be informed of hazards at the site and methods of control, and
  - c. be under the direct supervision of a competent worker if hazards are such that the visitor may be endangered.
- iv. Supervisors must ensure hazards are eliminated or controlled so as not to create a risk for other persons prior to leaving the work site unattended.

g. Visitors

- i. Visitors must sign in when entering where applicable.
- ii. When visiting a staff member, visitors are always to be escorted by that staff member or be under the direct supervision of a competent worker if hazards are such that the visitor may be endangered.
- iii. If the visitor is to be at a site for an extended period, they must be briefed on the hazards/controls at the site and the emergency plan.

- iv. Visitors are to obey all posted signage.
  - v. If the visitor has introduced any hazard, they must make Town employees aware of these hazards and ensure the hazards are controlled.
- h. Other Parties in the Vicinity (other employers and/or self-employed persons)
- i. If there are others working within the vicinity of an active Town worksite, the supervisor and workers of the Town site must ensure the health and safety of those in the vicinity is not jeopardized by the activities that Town workers are performing.
  - ii. A documented discussion covering the risks and controls in place to mitigate those risks must be shared with them and vice versa.
  - iii. All posted signage must be adhered to by all parties.
- i. Public Safety
- i. Town premises and worksites shall be managed and maintained to ensure the safety of the workers and members of the public.
- j. Safety Responsibility and Accountability
- i. **Workers** shall be responsible for the following:
    - Set a good example.
    - Correct unsafe conditions.
    - Shall wear PPE as required by worksite environment.
    - Report unsafe conditions.
    - Report unsafe acts.
    - Report any injury, damage and/or near misses.
    - Comply with rules and regulations.
    - Use safe work practices.
    - Make safety suggestions.
    - Cooperate with the employer through involvement in all aspects of the health & safety program.
    - Provide first aid.
    - Promote health & safety awareness
  - ii. **Supervisors** shall be responsible for the following:
    - Set a good example.
    - Correct unsafe actions.
    - Shall wear PPE as required by worksite environment.
    - Promote health & safety awareness.
    - Enforce health & safety rules.
    - Establish safe work practices.

- Inspect/conduct formal inspections, hazard assessments and identify potential hazards.
- Instruct workers in safe work practices.
- Investigate all incidents.
- Correct unsafe practices.
- Ensure proper maintenance.
- Provide first aid.
- Comply with regulations.
- Report injuries to WCB.
- Hold workers accountable for their individual safety activities.

iii. **CAO/Directors/ Managers** shall be responsible for the following:

- Set a good example.
- Provide & maintain a safe & healthy workplace.
- Ensure proper training of workers.
- Ensure PPE is available.
- Shall wear PPE as required by worksite environment.
- Promote health & safety awareness.
- Report injuries to WCB.
- Ensure compliance with regulations.
- Ensure regular inspections are done.
- Ensure unsafe conditions are corrected.
- Provide first aid supplies & services.
- Review all incident reports.
- Hold supervisor(s) / workers accountable for their individual safety activities

iv. **Contractors** are responsible for the following:

- Complying with the Occupational Health and Safety Policy, Manual and all relevant occupational health and safety legislation.
- Responsible for taking every reasonable precaution for their own health and safety and that of their workers.
- Assisting in the identification of health and safety issues and concerns; and
- Participating in activities or programs initiated by the municipality that enhance health safety.



Approved on: October 20, 2023

Revised on: \_\_\_\_\_

Signature: \_\_\_\_\_

## 1. PROCEDURES

- b. The Joint Health and Safety Committee will make recommendations to Administration for improvements to the Health and Safety Program and management systems.
- c. The Joint Health and Safety Committee will promote the importance of safety in the workplace
- d. All town employees will fill out event reporting forms for all incidents and near misses. These will includes lost time, medical aid, first aid, and property damages. Directors and/or supervisors will monitor reports for appropriate action and follow up.
- e. Health & Safety operational manuals and forms may be tailored to meet specific department criteria provided that the authority, scope or intent of the policies is not changed.

## 2. OTHER

- a. Accountability – the safety performance of a worker/supervisor/manager/director/CAO/contactor will be addressed in their performance review.
- b. Employees who fail to follow the prescribed safety rules and regulations shall be disciplined in accordance with the policy Employee Progressive Corrective Discipline Policy H-005-002.
- c. Disciplinary measures may include verbal warnings, written reprimands, suspension or dismissal
- d. "Safety Performance" refers to actions that indicate contributions made towards the health & safety program.

## 3. APPENDIXES

- a. Appendix 1 - Occupational Health & Safety Policy
- b. Appendix 2 - General Safety Rules