

	Policy Number:	ADM36
	Policy Title:	Health and Safety
	Policy Category:	Administration
	Approval Date:	April 12, 2022
	Motion Number:	22-160
	Effective Date:	April 12, 2022
	Review Date:	
	Rescinds Policy:	N/A – New Policy
	Responsible Department:	Corporate Services and Finance

PURPOSE

The purpose of this policy is to:

- demonstrate the commitment of the Municipal District of Fairview No. 136 (the “Municipality”) to occupational health and safety,
- establish the general health and safety roles and responsibilities of council, the Chief Administrative Officer (CAO), directors, supervisors, workers and work site parties,
- establish the expectation that employees and work site parties shall be familiar with and comply with all applicable health and safety legislation and all Municipal health and safety policies, procedures, directives and practices.

POLICY STATEMENT

The Municipality is committed to protecting the physical, psychological and social well-being of its employees and all work site parties, including but not limited to, contractors, service providers, self-employed persons, visitors and other members of the public.

All employees are responsible and accountable for the Municipality’s health and safety performance. Participation in and compliance with the Municipality’s Health and Safety Program is included in performance measurements and reviews for all employees, at every level.

SCOPE

This policy applies to municipal employees and work site parties.

DEFINITIONS

Employees: any person employed by the Municipality.

Work site party: a work-site party is any individual at or in the vicinity of a Municipal work site who may be affected by hazards originating from the work site including, but not limited to: employees, council members, contractors, service-providers, self-employed persons, visitors, volunteers, members of the public.

Health and Safety Program: a coordinated system of policies, procedures, processes and other measures implemented by the Municipality to promote continuous improvement in occupational health and safety.

RESPONSIBILITIES

All employees and work site parties shall be familiar with and comply with the Alberta *Occupational Health and Safety Act*, regulations and Code as well as the Municipality's Health and Safety Program. Further, all employees and work site parties shall cooperate with any person exercising a duty imposed by the *Occupational Health and Safety Act*, regulations or Code.

Council shall:

- Approve the Health and Safety policy and any amendments thereto.
- Provide funding to support the Health and Safety Program.
- Ensure that the Chief Administrative Officer fulfills the obligations of the Municipality as an employer, as set out in the *Occupational Health and Safety Act*, regulations and Code.

Chief Administrative Officer shall:

- Ensure, as far as it is reasonably practicable to do so, the health, safety and welfare of municipal employees and worksite parties.
- Ensure that all municipal employees are aware of their rights and responsibilities pursuant to the *Occupational Health and Safety Act*, regulations and Code, as well as the Municipal Health and Safety Program.
- Establish and oversee the operation of the Health and Safety Program and ensure that mechanisms are in place to monitor employee compliance and overall program effectiveness.
- Provide leadership and demonstrate commitment to the protection of the health and safety of all employees and work-site parties.
- Allocate resources for the development, maintenance, and continuous improvement of the Health and Safety Program.
- Ensure that the Municipality's Health and Safety Committee complies with all applicable requirements as set out in the *Occupational Health and Safety Act*, regulations and Code.
- Work with the Municipality's Health and Safety Committee to ensure continuous improvement in the health and safety performance of the Municipality.
- Ensure that health and safety concerns raised by employees, work site parties, and the Health and Safety Committee are resolved in a timely manner.
- Ensure that employees and worksite parties are not subjected to or participate in harassment or violence at Municipal worksites.
- Ensure directors and supervisors are adequately trained and competent and are held accountable for their compliance with and implementation of all applicable provisions of the *Occupational Health and Safety Act*, regulations and Code, as well as the Municipal Health and Safety Program.

Directors and Supervisors shall:

- Take all precautions necessary to protect the health and safety of every worker under their supervision and worksite parties.
- Actively participate in and comply with the Health and Safety Program and demonstrate an ongoing commitment to promoting a healthy and safe workplace.
- Ensure worker and work site party compliance with the *Occupational Health and Safety Act*, regulations and Code, as well as the Municipal Health and Safety Program.

- Ensure that employees and worksite parties are not subjected to or participate in harassment or violence at Municipal worksites.
- Ensure employees are adequately trained and competent to perform the tasks assigned to them.
- Ensure that employees and worksite parties are aware of the hazards associated with their tasks and are using the hazard controls, including personal protective equipment, required by the Municipality and applicable occupational health and safety legislation.
- Keep readily available information related to worksite hazards, controls, work practices and procedures to provide upon request.
- Ensure that the *Occupational Health and Safety Act*, regulations and Code are readily available for reference.
- Investigate all incidents (including near-misses, illnesses, injuries, and work refusals) and report incidents to Alberta Occupational Health and Safety, the Workers' Compensation Board, or other regulatory agencies as required.
- Ensure that a Health and Safety orientation is provided to worksite parties prior to entering a Municipal worksite or conducting any work for the Municipality.

Workers

- Take all reasonable care to protect the health and safety of themselves and worksite parties.
- Cooperate with representatives of the Municipality, Directors, Supervisors or any other person for the purposes of protecting the health and safety of themselves or others.
- Actively participate in the health and safety program through:
 - Hazard identification and assessment,
 - Reporting hazards to supervisors or directors,
 - Using hazard controls required by the Municipality,
 - Reporting incidents and near-misses,
 - Co-operating with investigations,
 - Refusing unsafe work,
 - Participating in health and safety training provided by the Municipality,
 - Attending health and safety meetings, and
 - Participating in the Health and Safety Committee.
- Refrain from causing or participating in harassment or violence.
- Use all devices and wear all Personal Protective Equipment (PPE) designated and provided for the worker's protection as required by the Municipality or by the *Occupational Health and Safety Act*, regulations or Code.
- Not perform any work that may endanger themselves or others unless they are competent to do so or under the direct supervision of a person who is competent to do so.

Work Site Parties

- Meet or exceed all requirements of the Municipality's Health and Safety Management System.
- Complete the Health and Safety orientation prior to entering a Municipal worksite or conducting any work for the Municipality.

NON-COMPLIANCE

Failure to comply with this policy, the Municipal Health and Safety Program, or the *Occupational Health and Safety Act*, regulations and Code increases the risk of regulatory enforcement,

damage to property, injury, illness or death.

Breach of this policy may result in disciplinary action being taken, in accordance with the Municipality's Personnel Policy, up to and including revocation of authorization to operate a municipal vehicle, dismissal from employment, seeking restitution, commencement of civil action, criminal prosecution or any combination thereof.