

TITLE: Municipal Health and Safety Policy

POLICY No: PO81-2021

EFFECTIVE DATE: October 26, 2021

AUTHORITY: Administration

DEPARTMENT: Health and Safety

SUPERSEDES POLICY No: PO19-2003

REVIEW DATE: October 26, 2022



1. POLICY PURPOSE

- 1.1 The purpose of this Policy is to establish minimum guidelines for providing and maintaining a safe work environment which protects Town workers, contracting employers, suppliers, and service providers who enter Town property.

2. DEFINITIONS

- 2.1 **Contracting Employer:** a person, partnership or group of persons who, through a contract, an agreement or ownership, directs the activities of one or more employees or self-employed persons involved in work at a work site.
- 2.2 **CAO:** shall mean the individual designated by Council to serve as the Administrative head of the Town of Fox Creek or their designate.
- 2.3 **Directives:** approved by the CAO; provide direction to employees regarding an operational matter and internal administration. Will relate directly to the Health and Safety Policy.
- 2.4 **Director:** salaried employee whose prime responsibility is the management of one or more organizational departments within prescribed guidelines, and who is accountable for the daily operation of those departments.
- 2.5 **Employer:** a) a person who employs or engages one or more workers, including a person who employs or engages from a temporary staffing agency; b) a person designated by an employer as the employers' representative, or c) a director or officer of a corporation or a person employed by the employer who oversees the occupational health and safety of the workers employed by the corporation or employer.
- 2.6 **Health and Safety Coordinator:** employee who oversees the implementation, operation and management of a Health and Safety Program.
- 2.7 **Safe Work Practices and Procedures (SWP):** approved by the Chief Administrative Officer (CAO); set Health and Safety procedures and accompany Directives when necessary.
- 2.8 **Service Provider:** a person who provides training, consulting, testing, program

development, or other services in respect of any occupation, project, or work site.

- 2.9 **Standard Operating Procedure (SOP):** approved by the CAO; set Health and Safety procedures. Accompany Directives when necessary.
- 2.10 **Supervisor/Manager-** an employee who has charge of a worksite and is accountable for the daily operation of a specific area within an organizational department, who reports to a Director.
- 2.11 **Supplier:** a person who sells, rents, leases, erects, installs, or provides any equipment or who sells or otherwise provides any harmful substance to be used by a Worker in respect of any occupation, project or work site.
- 2.12 **Town:** shall mean the municipality of the Town of Fox Creek
- 2.13 **Worker:** a person engaged in an occupation, including a person who performs or supplies services for no monetary compensation for an organization or employer and, for greater certainty, includes a self-employed person.
- 2.14 **Workplace:** any place where business or work-related activities are conducted including, but not limited to, the physical work premises, work related social functions (parties, golf games, etc.), work assignments outside Town of Fox Creek offices, work-related travel, and work-related conferences or training sessions.

3. POLICY

- 3.1 The Town of Fox Creek strives to create and maintain a safe Workplace in order to minimize and/or prevent occupational injuries, illnesses and property damage. Consistent and continuous efforts by all Workers shall be directed to preventing Workplace incidents and maintaining the Workplace and equipment in a safe condition.
- 3.2 At all times, the Town and all Workers are required to observe and comply with the requirements of the Alberta Occupational Health and Safety Act, Regulation and Code.
- 3.3 Everyone who undertakes, or has the authority, to direct how another person does work or performs a task is under a legal duty to take reasonable steps to ensure the Health and Safety of that person, or any other person, arising from the work or task.
- 3.4 The Employer, Supervisors, and Workers at every level are responsible and accountable for the Town's health and safety performance. Active participation by everyone, every day, in every job is necessary for the health and safety excellence that the Town expects.
- 3.5 Health and safety excellence includes the promotion and maintenance of the highest degree of physical, psychological, and social well-being of all Workers.



4. RESPONSIBILITIES

4.1 Chief Administrative Officer/Health and Safety Coordinator are;

4.1.2 Committed to the health and safety of the Town of Fox Creek and the well-being of all staff. The CAO and Health and Safety Coordinator are required to ensure adherence to the Town's Health and Safety Policies, Directives, SOP's, SWP's and to ensure the health, safety, and welfare of all employees and work site parties in their department. All Directives, SOP's and SWP's will be approved by the CAO. The Coordinator and CAO must ensure that staff are aware of their rights and duties and are competent in their roles.

4.3 Directors within their designated departments are:

4.3.1 Committed to the health and safety of the Town of Fox Creek and the well-being of all staff. Directors are required to ensure adherence to the Town's Health and Safety Policies, Directives, SOP's, SWP's and to ensure the health, safety, and welfare of all employees and work site parties in their department. Directors must ensure that their staff are aware of their rights and duties and are competent in their roles. Directors are responsible for participating in the yearly COR audit, and 4 yearly tours/inspections.

4.3.2 Directors must also be knowledgeable about high hazard tasks performed in the town and ensure appropriate resources and training are provided. Directors must review and sign all completed inspection reports.

4.4 Supervisor/Manager anyone who is accountable for workers in a specified area who Report to a director is responsible for;

4.4.1 Commitment to the health and safety of the Town of Fox Creek and the well-being of all staff. Supervisors/Managers are required to ensure the adherence to the Town's Health and Safety Policies, Directives, SOP's, SWP's and to ensure the health, safety, and welfare of all employees and work site parties in their area. Supervisors/Managers must ensure that their staff are aware of their rights and duties and are competent in their roles. Supervisors/Managers are responsible for participating in yearly COR audit, and 8 yearly tours/inspections.

4.4.2 Supervisors /Managers must also be knowledgeable about hazards and controls in their area, ensure appropriate training is provided to their workers, and must establish/instruct/enforce the use of safe work practises and procedures.

4.4.3 Supervisors/Managers must also take part in incident investigations, report unsafe conditions or situations and ensure the Health and Safety Management System is followed.

4.5 Each Worker is responsible for:

4.5.1 Commitment to the health and safety of Town of Fox Creek and the well-being of all staff. Workers are responsible for ensuring the health and safety of themselves and other; cooperating in the health and safety matters with their supervisors/managers/directors; reporting any injuries, incidents, or near-misses; following all applicable health and safety policies, procedures, regulations; reporting unsafe conditions or practices; and using any required controls or PPE. Workers may be asked to participate in the yearly COR audit, participate in inspections and be part of the Health and Safety Committee.

4.6 Service Providers, Suppliers, Contractors and their Workers are responsible to; Meet, at minimum, the health and safety standards of the Town of Fox Creek and all applicable Acts, Regulation and Code of the Province of Alberta.

6. SCHEDULES

Alberta Occupational Health and Safety Act, Regulations and Code

Alberta Workers Compensation Board (WCB)

Criminal Code of Canada

7. APPROVAL

Sheila Gilmour
Mayor

Kristen Milne
Chief Administrative Officer