

## Health & Safety Policy

This municipality is committed to a health and safety program that protects staff, our property, workers who enter onto our property, contractors and the general public.

Employees at every level are responsible and accountable for the municipality's health and safety performance. Active participation by everyone, every day, in every job is necessary for the safety excellence this municipality expects.

Management will set an example and provide leadership in the health and safety program. Management will set a health and safety policy and work procedures, and provide proper equipment and training. Employees are responsible for following all procedures, working with an awareness of health and safety, and cooperating in working towards improved health and safety conditions at work.

Employees at every level should be familiar with the requirements of the Alberta Occupational Health and Safety Legislation as it relates to their work processes.

Contractors and their employees are expected, in addition to observing the Alberta Occupational Health & Safety Act are to familiarize and comply with the City's Health & Safety Policies, Directives, Safe Work Practices and Procedures.

Our goal is a healthy, injury free workplace for all employees. By working together in all parts of this program, we can achieve this goal.

Let's put health and safety to work for all of us!

Steve Christie

Sept 13, 2011

Mayor

Date

Norma MacQuarrie

Sept 13, 2011

Chief Administrative Officer

Date

# Assignment of Responsibility & Accountability For Safety

## **CAO / DIRECTOR / MANAGER RESPONSIBILITIES:**

- Set a good example.
- Shall wear PPE as required by worksite environment.
- Establish a health & safety policy.
- Provide & maintain a safe & healthy workplace.
- Ensure proper training of workers.
- Ensure PPE is available.
- 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.

**Accountability** – The safety performance of the CAO / Director(s) Manager(s) will be addressed in their performance review.

## **SUPERVISOR RESPONSIBILITIES:**

- Set a good example.
- Correct unsafe actions.
- 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.
- Hold workers accountable for their individual safety activities.

**Accountability** – The safety performance of the supervisors will be addressed in their performance review.

## **WORKER RESPONSIBILITIES:**

- Set a good example.
- Correct unsafe conditions.
- 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.

**Accountability** – The safety performance of a worker will be addressed in their performance review.

## **Enforcement of Safety Rules and Regulations:**

Employees who fail to follow the prescribed safety rules and regulations shall be disciplined in accordance with the procedures outlined in the City of Lacombe Personnel Policies.

Disciplinary measures may include verbal warnings, written reprimands, suspension or dismissal.

**NOTE:** “Safety Performance” refers to actions that indicate contributions made towards the health & safety program.

## **CONTRACTORS:**

- Contractors and their employees are expected, in addition to observing the **OH&S Act.**
- Familiarize & comply with the City of Lacombe’s Health & Safety Policies, Directives and Safe Work Practices.
- To use the proper safety equipment and PPE required by OH&S Regulations and the City of Lacombe.