

	CITY OF LACOMBE COUNCIL POLICY HEALTH & SAFETY	
	Policy Number:	17/211.01 2018PO
	Effective By:	December 10, 2018
	Rescinds:	12/211.01 (2010) Health and Safety Policy
	Review Frequency:	Yearly
	Responsible Department:	All Departments
	Reference:	N/A

PURPOSE OF THE POLICY

To clearly outline the City of Lacombe's commitment to health and safety as per the Alberta Municipal Health and Safety Association (AMHSA) and the Occupational Health and Safety (OHS) Act, Regulation and Code.

POLICY STATEMENT

The City of Lacombe commits to a health and safety program that significantly reduces the risk of physical, psychological and social harm to City of Lacombe employees, contractors and the general public.

The purpose of the City's health and safety program is a comprehensive approach to reducing the potential risk and impact of work related injury and illness to all City employees and contractors who enter City property or worksites. This policy also protects City property, the general public and the environment from potential risks, detrimental impact and damage.

The City of Lacombe shall provide a healthy and safe work environment in accordance with the standards set out in Alberta Occupational Health and Safety legislation. The City is committed to the accountability of its health and safety program by maintaining a Certificate of Recognition (COR) and performing audits in accordance with the standards set out by AMHSA.

With the support of City Council and the Corporate Leadership Team, the City will continuously improve on a healthy workplace culture by:

- setting targets and goals for improved health, safety, and wellness;
- learning from the current health and safety system and other organizations' health and safety experiences;
- maintaining a system of accountability for all employees across the organization; and
- positively reinforcing safety minded behaviours throughout the organization.
- Encouraging personable working relationships between employees, so behavioural changes that could serve as warning signs are noticed.

Ultimately, employees at every level are responsible and accountable for their own safety. Active participation by everyone, every day, in every job is necessary for maintaining and improving health and safety throughout the organization.

To further supplement this policy, the City will maintain Administrative Directives and policies that provide further guidance on the following core elements of a Health and Safety Program:

- Hazard Assessment
- Safe Work Practice
- Formal Workplace Inspection
- Orientation and Training

- Incident Investigation
- Violence Policy
- Harassment Policy
- Psychological trauma
- Protection of Other Workers

APPLICABILITY

This policy applies to all employees and contractors working directly for the City of Lacombe.

NON-COMPLIANCE

Failure to comply with this Policy increases the risk of regulatory enforcement, damage to property, injury, illness, or death.

DEFINITIONS & ABBREVIATIONS

AMHSA - Alberta Municipal Health and Safety Association

CAO - The City of Lacombe's Chief Administrative Officer

Health and Safety – As defined by Occupational Health and Safety; “Includes physical, psychological and social well-being”

Health and Safety Program – A system of safe work practices, standard operating procedures and processes that are used to promote health and safety throughout the City of Lacombe.

OHS - Occupational Health and Safety

RESPONSIBILITIES

City Council

- To approve the health and safety policy.
- Approve funding to support the health and safety program

Chief Administrative Officer (CAO) / Corporate Leadership Team

- To ensure systems are in place to monitor compliance with the terms of this policy, guidelines and procedures;
- Provide the City of Lacombe with leadership to ensure all employees meet their health & safety obligations and responsibilities under Alberta's OH&S Act, Regulation, and Code, and this Policy.
- Participate in activities that demonstrate a health & safety commitment and promote a healthy, safe and productive work environment;
- Provide human resources to support the City's health & safety program.
- Approve the health and safety audit action plan.
- Champion a positive safety culture
- Support health and safety education and initiatives

Managers / Supervisors / Foreman

- participate in activities that demonstrate a health & safety commitment and promote a healthy, safe and productive work environment;
- be a visible leader amongst City staff in the understanding of this policy, associated administrative directives and safe work practices;
- be responsible and accountable to ensure all work activities adhere to the City's health & safety standards and applicable regulations;
- monitor and review the health & safety program's effectiveness;
- provide leadership that will ensure employees understand their health & safety obligations and responsibilities under Alberta's OH&S Act, Regulation, and Code and this Policy.
- provide support in health and safety training to workers in their daily tasks

- ensure employees are certified for their jobs and tasks

Health and Safety Coordinator

- ensure the health and safety policy is in compliance with Alberta Municipal Health and Safety Association (AMHSA) and Alberta OH&S requirements;
- make recommendations for changes and updates to the health and safety policy;
- monitor and review the safety program’s effectiveness;
- coordinate an annual audit of the City’s health and safety program using AHMSA’s guidelines and procedures;
- identify strengths and recommend improvement opportunities in the City’s safety program;
- maintain records of the City’s health and safety program;
- monitor consistency across departments;
- act as an official liaison to the Province and OH&S
- act as a two-way communication vector between the Corporate Leadership Team, management and workers.

Workers

- follow all health and safety procedures, practices, policies and directives;
- maintain a general awareness of health and safety;
- participate in improving health and safety conditions at their worksite;
- be familiar and comply with Alberta’s OH&S Act, Regulation, and Code and this Policy as it relates to their work process;
- provide feedback on how to improve the health and safety program
- ensure certifications required for their jobs and tasks are current

Contractors Working for the City

- comply with Alberta OH&S Act, Regulation and Code;
- meet or exceed the requirements of City of Lacombe’s Health and Safety program.

Mayor

Approval Date
(MMMM/DD/YYYY)

Chief Administrative Officer

Approval Date
(MMMM/DD/YYYY)