



## HEALTH AND SAFETY

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<b>Policy Number:</b>	17/211.01 2023ADP
<b>Policy Review:</b>	Every 5 Years or upon Legislative Change
<b>Policy Owner (Dept.):</b>	Health and Safety
<b>Reference(s):</b>	Occupational Health and Safety Act, Regulation and Code (Alberta)

### 1. PURPOSE OF POLICY

- 1.1. To clearly outline the City of Lacombe's commitment to health and safety as per the *Alberta Occupational Health and Safety Act, Regulation and Code*.

### 2. POLICY STATEMENT

- 2.1. 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.
- 2.2. The City of Lacombe's health and safety program is predicated upon an internal responsibility system; employees at every level are responsible and accountable for their own safety and for the safety of co-workers.
- 2.3. The purpose of the program is to provide 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.
- 2.4. 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.

### 3. APPLICABILITY

- 3.1. This policy applies to all employees and contractors working directly for the City of Lacombe as well as any visitors or the general public on City property.
- 3.2. This Policy comes into effect upon approval of the CAO.
- 3.3. Non-Compliance of this policy will be addressed through the Corrective Action Guidelines and Procedures.

### 4. DEFINITIONS AND ABBREVIATIONS

- 4.1. **AMHSA** - Alberta Municipal Health and Safety Association

- 4.2. **CAO** – The City of Lacombe’s Chief Administrative Officer
- 4.3. **City Property** – any equipment, building or material owned by the City of Lacombe.
- 4.4. **Dangerous Work** – any hazard, condition or activity that could reasonably be expected to be an imminent or serious threat to the life or health of a person exposed to it before the hazard or condition can be corrected or the activity altered.
- 4.5. **Health and Safety** – As defined by Occupational Health and Safety; “Includes physical, psychological and social well-being”
- 4.6. **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.
- 4.7. **OHS** – Alberta Occupational Health and Safety
- 4.8. **WCB** – Workers Compensation Board

## 5. ROLES AND RESPONSIBILITIES

### 5.1. Chief Administrative Officer

- 5.1.1. Ensure staff and contractor compliance with this Policy.
- 5.1.2. Demonstrate ongoing support for the health and safety program.

### 5.2. Chief of Police

- 5.2.1. Demonstrate ongoing support for the health and safety program with Lacombe Police Service members and Lacombe Police Service civilian staff.

### 5.3. Directors and Senior Managers

- 5.3.1. Support staff and contractor compliance with the terms of this policy.
- 5.3.2. Demonstrate ongoing support for the health and safety program, including representation on the Joint Health and Safety Committee as needed.
- 5.3.3. Promote or Support the health and safety of workers at the worksite
- 5.3.4. Ensure health and safety concerns are resolved in a timely manner.
- 5.3.5. Verify that information related to work site hazards, controls, work practices and procedures is readily available to employees, the Joint Health and Safety Committee, and contractors.
- 5.3.6. Ensure current Occupational Health and Safety legislation is readily available to employees.

### 5.4. Managers and Supervisors



- 5.4.1. Ensure day to day compliance with the terms of this policy.
  - 5.4.2. Be actively involved in training, meetings, and ongoing health and safety initiatives.
  - 5.4.3. Ensure the health and safety of workers at the worksite.
  - 5.4.4. Advise employees they supervise about all known and foreseeable hazards to health and safety in the worksite.
  - 5.4.5. Protect the health and safety of other persons at or near the work site, as reasonability practicable, who may be affected by hazards from the City's work site.
  - 5.4.6. Ensure workers are aware of their occupational health and safety rights and duties.
  - 5.4.7. Provide and promote a positive work environment, where employees are not subjected to harassment or violence.
  - 5.4.8. Provide training for employees in all matters necessary to perform their work in a healthy and safe manner.
  - 5.4.9. Ensure employees are supervised by an employee who is competent and familiar with the *Occupational Health and Safety Act, Regulation and Code* that apply to the work performed at the work site.
  - 5.4.10. Ensure dangerous work is only carried out by a competent worker, or a worker who is under the direct supervision of a competent worker.
- 5.5. Human Resources
- 5.5.1. Ensure this Policy meets legislative standards.
  - 5.5.2. Provide support to the Joint Health and Safety Committee, and employees.
- 5.6. Employee/s
- 5.6.1. Comply with this Policy.
  - 5.6.2. Understand their responsibility and accountability for health and safety.
  - 5.6.3. Ensure the health and safety protection of themselves and other persons at or in the vicinity of the worksite while working.
  - 5.6.4. Use all devices and wear all personal protective equipment designated and provided for the employees' protection by the City or anything required to be used/worn by workers identified in *Occupational Health and Safety Act, Regulation and Code*.
  - 5.6.5. Avoid causing or participating in harassment or violence.
  - 5.6.6. Participate in training, orientation, investigations, and on the Joint Health and Safety Committee.

- 5.6.7. Report health and safety concerns and participate in corrective actions.
- 5.6.8. Shall not perform work that may endanger themselves or others, until trained and competent to do so, unless they are directly supervised by a worker who is competent to perform the work.
- 5.6.9. Shall cooperate with any person (OHS Officer) exercising a duty imposed by the *Occupational Health and Safety Act, Regulation and Code*.
- 5.6.10. Comply with the *Occupational Health and Safety Act, Regulation and Code*.
- 5.7. Contractors
  - 5.7.1. To comply with all requirements of the City's Health and Safety Program, unless exempted.
  - 5.7.2. To comply with Occupational Health and Safety Legislation.

## 6. POLICY DETAILS

- 6.1. With the support of CAO and the Corporate Leadership Team, the City will continuously improve on a healthy workplace culture by:
  - 6.1.1. setting targets and goals for improved health, safety, and wellness;
  - 6.1.2. learning from the current health and safety system and other organizations' health and safety experiences;
  - 6.1.3. maintaining a system for health and safety accountability for all employees across the organization;
  - 6.1.4. positively reinforcing safety minded behaviours throughout the organization;
  - 6.1.5. and, encouraging positive social working relationships between employees, so that behavioural changes that could serve as warning signs are noticed.
- 6.2. Ultimately, employees at every level are responsible and accountable for their own health and safety and the safety of their coworkers. Active participation by everyone, every day, in every job is necessary for maintaining and improving health and safety throughout the organization.
- 6.3. To supplement this policy, consideration will be given to creating administrative directives, codes of practice or safe work practices that address:
  - 6.3.1. Harassment
- 6.4. To further supplement this policy, the City will maintain Administrative Directives that provide further guidance on the following core elements of a Health and Safety Program:
  - 6.4.1. Violence

## ADMINISTRATIVE POLICY



- 6.4.2. Hazard Assessment
- 6.4.3. Safe Work Practice
- 6.4.4. Formal Workplace Inspection
- 6.4.5. Orientation and Training
- 6.4.6. Incident Investigation
- 6.4.7. Psychological Health and Safety
- 6.4.8. Protection of Other Workers

### 7. END OF POLICY

Original Signed

Signature of CAO

March 14, 2023

Date

### **POLICY RECORD**

#### **Approval and Amendment History**

Date of Approval	Description
March 13, 2023	

#### **Review History**

Date of Policy Owner's Review	Description/Action Taken or Required