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|  | Health and Safety Policy |
| | Council Approved |
| | Occupational Health & Safety (HS) #1402 |
| | Approved Month ##, 2019 |
| | Next Review Date Month ##, 20## |

1.0 POLICY STATEMENT

- 1.1 The Town of Hinton strives to create and maintain a safe Workplace in order to minimize and/or prevent occupational injuries and illnesses. Consistent and continuous efforts by all Workers shall be directed to preventing Workplace accidents and maintaining the Workplace and equipment in a safe condition.
- 1.2 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*.
- 1.3 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 prevent bodily harm to that person, or any other person, arising from the work or task.
- 1.4 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.
- 1.4 Health and safety excellence includes the promotion and maintenance of the highest degree of physical, psychological, and social well-being of all Workers.

2.0 PURPOSE

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

3.0 SCOPE

- 3.1 This Policy applies to all Workers, Contractors, Service Providers and Suppliers.

4.0 RESPONSIBILITIES

- 4.1 The Senior on-site Manager or Supervisor at each location is responsible for ensuring that appropriate health and safety standards are developed, implemented and maintained in accordance with the provisions of the *Alberta Occupational Health and Safety Act, Regulation and Code*.
- 4.2 Managers and Supervisors are directly responsible to ensure the health and safety of Workers under their supervision and to ensure:
- 4.2.1 Safe and healthy working conditions are maintained in their areas of responsibility;
 - 4.2.2 Workers perform their work in compliance with accepted health and safety management system;
 - 4.2.3 Adequate training is provided to Workers so that tasks assigned to Workers can be performed safely;
 - 4.2.4 Workers are notified of any potential hazards which may exist in and around the Workers work location;
 - 4.2.5 Workers are competent to perform the assigned work;
 - 4.2.6 Workers are not subject to or participate in harassment or violence at the work site;
 - 4.2.7 The Joint Health and Safety Committee (JHSC) receives cooperation and consultation;
 - 4.2.8 All health and safety concerns are resolved in a timely manner;
 - 4.2.9 All hazards are eliminated or controlled before work begins, and contact information and communication is maintained between all work parties at the work site;
 - 4.2.10 Workers cooperate with any person exercising a duty imposed by the *Occupational Health and Safety Act, Regulation, and Code*;
 - 4.2.11 Workers are aware of their OHS rights and duties; and
 - 4.2.12 Workers use all personal protective equipment assigned by the Town and/or required by the *Occupational Health and Safety Act, Regulation, and Code*.
- 4.3 Each Worker is responsible for:
- 4.3.1 Working safely in compliance with accepted health and safety management system, and legislated health and safety standards;
 - 4.3.2 Protect the health and safety of themselves and other people at or near the Worksite;
 - 4.3.3 Cooperate with their Supervisors and the Town to protect the health and safety of themselves and others;
 - 4.3.4 Use and/or wear devices and personal protective equipment required

by the employer and/or the *Occupational Health and Safety Act, Regulation, and Code*;

- 4.3.5 Refrain from causing or participating in harassment or violence; and
- 4.3.6 Report concerns about an unsafe or harmful work site, act, or condition that occurs/exists or has occurred/existed to the Town or Supervisor.

- 4.4 Service Providers, Suppliers, Contractors and their Workers are responsible to meet or exceed the requirements of the *OHS Act, Regulation, and Code* and Health and Safety Management System.

5.0 RELATED MATTERS AND REFERENCES

Alberta Occupational Health and Safety Act, Regulations and Code
Alberta Workers Compensation Board (WCB)
Criminal Code of Canada

6.0 PROCEDURE

- 6.1 A Joint Health and Safety Committee (JHSC) shall be established. The Committee shall deal with the location's health and safety concerns.
- 6.2 The senior site Manager or Supervisor in charge of each location, in cooperation with the JHSC, shall ensure that:
 - 6.2.1 Town's Health and Safety policy is posted at each location and effectively communicated to each employee;
 - 6.2.2 A hazard assessment is conducted at the work site and a written report is prepared with the findings specifying any hazards or potential hazards and the methods used to control or eliminate the hazards before work begins.
 - 6.2.3 A Health and Safety Management System is developed and published for distribution to every Worker.
 - 6.2.4 The location develops and publishes an Emergency Management Plan which outlines procedures to be followed in the event of an emergency arising from but not limited to fire, theft, break-in, bomb threats, power failure, or other natural disasters. Employee emergency response training, including fire training and drills, shall be conducted on a regular basis.
 - 6.2.5 Location of Health and Safety Program follow the legislated

requirements governing the location.

6.3 Disciplinary action up to and including termination for cause shall be taken against any Worker who fails to observe this policy or who violates established health and safety requirements.

6.4 A current paper or electronic copy of each of the *Occupational Health and Safety Act, Regulation and Code* shall always be readily available for reference by Workers.

7.0 DEFINITIONS

7.1 **Contractor:** a person, partnership or group of persons who, through a contract, an agreement or ownership, directs the activities of one or more employers or self-employed persons involved in work at a work site.

7.3 **Service Provider:** a person who provides training, consulting, testing, program development, or other services in respect of any occupation, project, or work site.

7.4 **Safe Work Practices or Procedures:** approved by the Chief Administrative Officer (CAO); set Health and Safety procedures. Accompany Directives when necessary.

7.5 **Standard Operating Procedure (SOP):** approved by the CAO; set Health and Safety procedures. Accompany Directives when necessary.

7.6 **Supervisor/Manager:** a union or salaried employee who has charge of a work site or authority over a worker and 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, who reports to a Director.

7.7 **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.

7.8 **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 Hinton offices, work-related travel, and work-related conferences or training sessions.

- 7.9 **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.

8.0 ATTACHMENTS

Appendix A – Health and Safety Commitment

Revision Control

| Date | Revision |
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Appendix A

Health and Safety Commitment

The Town of Hinton is committed to a health and safety program that protects Town workers, contractors, suppliers, service providers, and members of the public who enter onto Town property.

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. Health and safety excellence include the promotion and maintenance of the highest degree of physical, psychological, and social well-being of all workers. The Town's goal is a healthy, injury-free workplace for all workers. By working together, we can achieve this goal.

The Town must ensure:

- a) The health, safety, and welfare of workers at the work site;
- b) The health, safety, and welfare of other persons at or near the work site who may be affected by hazards originating from the work site;
- c) That workers are aware of their Occupational Health and Safety (OHS) rights and duties;
- d) That workers are not subject to or participants in harassment or violence at the work site;
- e) That workers are supervised by a person who is competent and familiar with the *OHS Act, Regulation and Code*;
- f) That the Joint Health and Safety Committee receives cooperation and consultation;
- g) That health and safety concerns are resolved in a timely manner;
- h) Where a prime contractor is required, that the prime contractor is advised of all supervisors' and workers' names; and
- i) That supervisors and workers are adequately trained for the protection of health and safety at the work site.

Supervisors must ensure:

- a) That they are competent to supervise the workers under their supervision;
- b) That the workers under their supervision work in accordance with procedures and measures required by the *OHS Act, Regulation and Code*;
- c) That the workers under their supervision use all hazard controls and properly use or wear the personal protective equipment required by the employer or under the *OHS Act, Regulation and Code*;
- d) That workers are not subject to or participants in harassment or violence at the work site;

- e) That all necessary precautions are taken to protect the health and safety of every worker under their supervision;
- f) That every worker under their supervision is advised of all known or reasonably foreseeable hazards to health and safety in the area where the worker is performing work; and
- g) That all concerns about an unsafe or harmful work site, act, or condition that occurs/exists or has occurred/existed are reported to the Town.

Workers must:

- a) Protect the health and safety of themselves and other people at or near the worksite;
- b) Cooperate with their supervisors and the Town to protect the health and safety of themselves and others;
- c) Use and wear devices and personal protective equipment required by the employer or the *OHS Act, Regulation and Code*;
- d) Refrain from causing or participating in harassment or violence; and
- e) Report concerns about an unsafe or harmful work site, act, or condition that occurs/exists or has occurred/existed to the employer or supervisor.

In addition, Employers, Supervisors, and Workers must:

- a) Cooperate with any person exercising a duty imposed by the *OHS Act, Regulation and Code*;
- b) Comply with the *OHS Act, Regulation, and Code* and any site policies, procedures, directives, and codes of practice.
- c) Other workers to include contractors, suppliers, or service providers will comply with the *OHS Act, Regulation and Code* and site policies.
- d) Workers at every level must be familiar with the requirements of the *OHS Act, Regulation, and Code* as it relates to their work site.

Mayor

Dated

Chief Administrative Officer

Dated

Unifor Local 855 President

Dated