



TOWN OF THREE HILLS

ADMINISTRATIVE POLICY #A117

MUNICIPAL HEALTH & SAFETY POLICY

Adopted by CAO on: November 24, 2023

1. PURPOSE

1.1. The purpose of this policy is to demonstrate the Town's commitment to protecting the health and safety of all Employees and resources within the Town, including physical, psychological, and social well-being. The Town will make every reasonable effort to manage work activities while maintaining a municipal health and safety program that conforms to the best practices of municipal government organizations. In doing so, the Town will ensure:

- 1.1.1. That the Town's Health & Safety Program standards are recognized and met. This program will be reviewed on an annual basis;
- 1.1.2. Compliance with the *Alberta Occupational Health & Safety (OHS) Act*, Regulation, and Code, the *Alberta Workers' Compensation Act* and Regulations and all other applicable legislation;
- 1.1.3. That to the degree reasonably practical, the personal health and safety of each individual working for the Town is protected by providing the necessary means for maintaining high safety standards; and
- 1.1.4. The promotion of a positive safety-oriented work environment that provides for the safety of Employees at every level.

2. AUTHORITY

- 2.1. The authority for this policy is the Chief Administrative Officer (CAO) of the Town.
- 2.2. The CAO is accountable and responsible for the implementation and evaluation of this policy.
- 2.3. The CAO reserves the right to exercise appropriate managerial judgement to take such actions as may be necessary to achieve the intent of this policy.
- 2.4. The Town will follow the suggested guidelines to ensure that the safety of Employees is of primary importance. All Employees and direct Contractors will receive a copy of the document and will be obligated to review and follow the policy.

3. DEFINITIONS

- 3.1. Whenever the singular masculine gender is used in this policy, the same shall include the feminine and neutral gender whenever context requires.

- 3.2. In this policy, unless the context otherwise requires:
- 3.2.1. “Contractor” shall mean any person or company that is employed by or completing work on behalf of the Town.
 - 3.2.2. “Employee” shall mean any person who is filling a position for the Town, defined as “worker” in the OHS Act. This includes permanent, part time, or casual employees.
 - 3.2.3. “Employer” shall mean a person who employs or engages one or more workers, as defined in the OHS Act.
 - 3.2.4. “Supervisor” shall mean a person who has charge of a worksite or authority over a worker, including but not limited to employees with the classification of Director and Coordinator.

4. POLICY

4.1. Guiding Principles

- 4.1.1. The Joint Health & Safety Committee shall be composed of Employees selected by the workers they represent for various departments of the Town.
- 4.1.2. The objective is a policy in collaboration with the Health and Safety Manual that will reduce the number of injuries and illnesses to an absolute minimum, not merely in keeping with, but surpassing, the required certification standards. The Town has a goal to achieve zero accidents and injuries.
- 4.1.3. In fulfilling this organizational commitment to protect the Town’s Employees and resources, the Town shall:
 - i. Provide the necessary resources to conduct training, education, and work in the safest manner reasonably possible;
 - ii. Participate at all levels in the assessment of the workplace for risks to Employees, health and safety, and to the working environment;
 - iii. Conduct regular inspections by Supervisors and Employees to ensure a safe and healthy workplace;
 - iv. Require all Employees to participate in meetings and training where health and safety are topics or focusses;
 - v. Conduct both systems and personal review of health and safety performance for the purposes of continuous improvement;
 - vi. Encourage a workplace culture where all Employees can freely speak up with concerns about their worksites;
 - vii. Proceed the necessary resources for the rehabilitation and restful return to work of injured or ill Employees; and
 - viii. Fulfill all obligations as laid out in the Alberta OHS Act, Regulations and

Adopted Codes, and the *Municipal Government Act*.

4.2. **Rights**

- 4.2.1. All Employees regardless of the position have a set of basic rights related to their health, safety and welfare as outlined in OHS legislation.
- i. The right to know the hazards of the workplace and the means to control of eliminate those hazards;
 - ii. The right to participate in meaningful health and safety activities that pertain to our work and our worksites. This includes the ability to raise concerns about health and safety and work in consultation with the Town towards a satisfactory resolution; and
 - iii. The right to refuse dangerous work within the boundaries of the occupation requirements and such situations as arising during declares state of emergency situations.
 - iv. The ability to work without being subject to discriminatory action for exercising a right or fulfilling a duty imposed by this Act, the regulations, or the OHS code.

4.3. **Responsibilities**

4.3.1. **CAO**

- i. Approve policies and procedure;
- ii. Administer the policy and procedures;
- iii. Advise departments in the correct application of the policy and procedures.

4.3.2. **Joint Health & Safety Committee**

- i. Assist with hazard identification and safe work practices departments, as needed. Advise if practices need updating or revision. This function does not limit in any way the Supervisor's responsibility to have safe work practices in place for all activities in their respective areas;
- ii. Draft health and safety related forms and recommend updates as required;
- iii. Review incident investigations when staff identify concerns with the process or outcomes and make recommendations to the person who conducted the investigation;
- iv. Respond to staff concerns regarding health and safety program implementation by determining and reviewing the related facts and making and related recommendations to the Supervisor responsible. (Staff are first

- directed to bring their concern to the attention of their immediate Supervisor);
- v. When opportunities are identified to improve the health and safety practices and structure in the organization forward related recommendations to senior management;
 - vi. Assist in the development of emergency preparedness and evacuation procedures for each Town building;
 - vii. Ensure that incident investigations and regular inspections are carried out as required by Regulation;
 - viii. Participate in inspections, investigations, and injuries as provided by Regulation;
 - ix. Any other related activities outlined in the Joint Health & Safety Committee Terms of Reference.

4.3.3. Safety Training

- i. The objective of safety orientation and training is to provide all Employees with consistent safety information, education, instructions and training sufficient for them to develop and acquire the knowledge and awareness to protect themselves and others from injury;
- ii. Safety orientation will be provided for all newly hired Employees, transferred Employees, and when new or changed procedures are adopted;
- iii. Job specific training will be provided and documented as required.

4.3.4. Public Safety

- i. The Town premises and worksites shall be managed and maintained to ensure the safety of the Employees and members of the public.

4.3.5. Safety Responsibility and Accountability

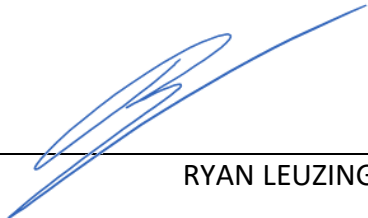
- i. Employees shall be responsible for the following:
 - a) Set a good example of health and safety;
 - b) Correct unsafe conditions;
 - c) Shall wear PPE as required by worksite environment;
 - d) Report unsafe conditions;
 - e) Report unsafe acts;
 - f) Report any injury, damage, and/or near misses;

- g) Complying with this Policy, the Health & Safety manual and all relevant OHS legislation;
 - h) Use safe work practices;
 - i) Make safety suggestions;
 - j) Cooperate with employer through involvement in all aspects of the health and safety program;
 - k) Provide first aid when trained to do so;
 - l) Promote health & safety awareness.
- ii. CAO/Directors/Supervisors shall be responsible for the following:
- a) Set a good example;
 - b) Provide and maintain a safe and healthy workplace;
 - c) Ensure proper training of Employees;
 - d) Correct unsafe actions;
 - e) Ensure PPE is available;
 - f) Shall wear PPE as required by worksite environment;
 - g) Promote health and safety awareness;
 - h) Enforce health and safety rules;
 - i) Establish safe work practices;
 - j) Inspect/conduct formal inspections, hazard assessments, and identify potential hazards;
 - k) Instruct Employees in safe work practices;
 - l) Investigate all incidents and inform all affected parties of the results of investigations and corrective actions;
 - m) Ensure regular inspections are done;
 - n) Ensure unsafe conditions are corrected;
 - o) Provide first aid when trained to do so, and first aid supplies and services;
 - p) Review all incident reports;
 - q) Hold Employees accountable for their individual safety activities.
 - r) Complying with this Policy, the Health & Safety manual and all relevant OHS legislation;
 - s) Report injuries to WCB;

- iii. Contractors are responsible for the following:
 - a) Complying with this Policy, the Health & Safety manual and all relevant OHS legislation;
 - b) Responsible for taking every reasonable precaution for their own health and safety and that of their Employees or others in the vicinity of the worksite;
 - c) Assisting in the identification of health and safety issues and concerns;
 - d) Participating in activities or programs initiated by the Town that enhance health and safety.

5. PRIOR POLICY

5.1. This policy shall supersede and replace all prior policies, oral or written, regarding the Town’s Municipal Health & Safety Policy.



RYAN LEUZINGER – CAO

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