

Purpose:

- 1 To promote and protect the health and safety of all Workers and the public.
- 2 To prevent the loss of human and financial resources, productivity, and material that can occur as a result of incidents or injuries from unsafe acts or unsafe working conditions.
- 3 To set out a framework of responsibilities for individuals, committees, and unions within The City to facilitate and maintain safe working environments.
- 4 To comply with the OHS Legislation.

Policy Statement(s):

- 5 The City is committed to providing and maintaining, so far as practicable, a healthy and safe work environment for all Workers and members of the public who may be exposed to risks at worksites.
- 6 The City understands that a healthy and safe work environment includes physical, psychological, and social well-being of all Workers.
- 7 The City will meet or exceed all legislated standards for occupational health and safety.
- 8 The City establishes, promotes, reviews, and maintains a comprehensive Occupational Health and Safety Management System (OHSMS) intended to enhance Workers' quality of life, and to prevent incidents, illnesses, and injuries.
- 9 Workers at all levels of the organization are held accountable for working safely and share the responsibility of following applicable legislation and established safe work practices.

10 Responsibilities

(1) All Workers must cooperate with individuals exercising their imposed duty by the OHS Legislation.

(2) City Manager

(a) In addition to the responsibilities listed under s. 10(3), the City Manager:

- (i) ensures The City's OHSMS is implemented in all City departments through inspections and active participation.

(3) General Managers

(a) In addition to the responsibilities listed under s. 10(4), General Managers:

- (i) provide leadership in the effective development, implementation, and management of each of the OHSMS elements.

- (ii) allocate resources to promote workplace health and safety awareness, and demonstrate commitment and support.
- (iii) actively support, promote, and enforce safety initiatives.

(4) Department Managers

- (a) In addition to the responsibilities listed under s. 10(5) and 10(7), Department Managers:
 - (i) develop, implement, and monitor departmental OHSMS that promotes the health and safety of all department Workers and other persons who may be affected by worksite hazards.
 - (ii) allocate resources to promote workplace health and safety awareness.
 - (iii) actively support and enforce safety initiatives through leadership and modelling.
 - (iv) properly investigate incidents, near misses, hazard notifications, and work refusals, and communicate and correct results in a timely manner.
 - (v) ensure Workers receive mandatory training, and controls are implemented as listed in the hazard assessment, to eliminate, or if not practical, control and limit the possibility of workplace harassment or violence incident from occurring within their respective department.
 - (vi) regularly communicate with Supervisors and Workers to familiarize them with the relevant sections of OHS Legislation, City policies and procedures pertaining to health and safety.
 - (vii) provide department representation on occupational health and safety committees.
 - (viii) ensure Workers are trained and competent to perform their work in a healthy and safe manner, and that Workers in training are under the direct supervision of a Worker familiar with the health and safety requirements of the position.
 - (ix) ensure worksite safety information are readily available and provided to Workers and the Joint Worksite Health and Safety Committee. Examples include hazard assessment and controls, and safe work practices and procedures.
 - (x) ensure that current OHS Legislation is readily available for reference by Workers and the Joint Worksite Health and Safety Committee.
 - (xi) ensure contracts clearly indicate safety requirements, such as:
 - (A) that the prime contractors and contractors performing work for The City are aware of and understand their responsibilities under the OHS Legislation.
 - (B) the verification of the contractor's Certificate of Recognition (COR) or a detailed safety program.
 - (C) the completion of hazard assessments, or its designation for completion to determine the risk for contracted projects (Appendix A).

(5) Supervisors

- (a) In addition to the responsibilities listed under s. 10(7), Supervisors:
 - (i) implement the departmental OHSMS through participation in the development of department health and safety procedures.
 - (ii) actively support, promote, and enforce safety initiatives through leadership and modeling.
 - (iii) as far as reasonably practicable to do so, must:

- (A) take all precautions necessary to protect the health and safety of Workers under their supervision.
- (B) ensure Workers have the necessary training and instruction to do their work safely and competency assessments are completed.
- (C) report all incidents, near misses, unsafe work practices, and work refusals using proper reporting procedures and forms.
- (D) complete reports and investigate incidents to determine root cause, communicate findings, and implement corrective actions in a timely manner.
- (iv) enforce the requirements listed under the OHS Legislation, and City policies and procedures.
- (v) communicate regularly with all Workers to educate them about safe work practices, the OHS Legislation, related legislation and standards, policies, and procedures.
- (vi) respond to all safety inquiries.
- (vii) ensure Workers receive mandatory training, and controls are implemented as listed in the hazard assessment, to eliminate, or if not practical, to control and limit the possibility of workplace harassment or violence incident from occurring within their areas of responsibility.
- (viii) advise all Workers of known or foreseeable hazards to health and safety in the area where the work is being performed.
- (ix) monitor workplace and work activities to ensure hazards are identified and are eliminated or controlled.
- (x) where hazards change, conduct and document a safety toolbox meeting at the start of shift every workday.
- (xi) report any concerns about unsafe or harmful worksite acts or conditions. Should an unsafe or harmful worksite act or condition occur:
 - (A) immediately commence action to correct any unsafe act or condition; and
 - (B) enforce regulations and rules through safety promotion and, if necessary, corrective action.
- (xii) support modified situations to assist injured Worker to return to work.

(6) Human Resources Manager

- (a) In addition to the responsibilities listed under s.10(4), the Human Resources Manager:
 - (i) provides resources to support the OHSMS.
 - (ii) monitors the program's effectiveness and maintain required records including injuries, motor vehicle accidents, incidents, safety concerns, Workers Compensation Board (WCB) reports, etc.
 - (iii) maintains the statistical analysis information and prepares information for management and Health and Safety Committees as requested.

(7) Workers

- (a) Workers:
 - (i) participate in the departmental OHSMS, and take reasonable care to protect the health and safety of themselves and others by following established safe work practices and

procedures, making suggestions for improvement, and understanding the three basic rights of workers under OHS Legislation:

- (A) the right to be informed of worksite hazards and the means used to eliminate or control those hazards;
 - (B) the right to meaningful participation in health and safety activities, including raising health and safety concerns; and
 - (C) the right to refuse dangerous work.
- (ii) cooperate with Supervisors and others for the purpose of protecting the health and safety of themselves and all workplace Workers.
 - (iii) correctly use, wear, and maintain all PPE as required by hazard assessments, safe work practices, OHS Legislation, and applicable City policies and procedures.
 - (iv) refrain from causing or participating in worksite harassment or violence.
 - (v) identify, document, read and understand all hazards, as well as safe work practices, and proper controls needed to complete the work safely.
 - (vi) immediately report all close calls, incidents, and any unsafe or harmful act or condition to their Supervisor.
 - (vii) participate in any training required by The City.

(8) Contracted Employers (Contractors)

- (a) In addition to the responsibilities listed under s. 10(7), Contractors:
 - (i) must comply with the OHS Legislation and established City safety requirements.
 - (ii) as reasonably practicable, must inform the owner and all other worksite parties of any existing or potential hazards that may affect Workers and the public.

(9) Human Resources' Wellness, Safety and Security Team

- (a) In addition to the responsibilities listed under s. 10(7), the Wellness, Safety and Security Team:
 - (i) ensures that Workers have a safe work environment.
 - (ii) coordinates and enhances the many department-level corporate safety initiatives.
 - (iii) ensures incidents are completed and analyzed to identify trends that may require further corrective action to make appropriate recommendations.
 - (iv) provides information and stewardship to Health and Safety Committees.
 - (v) supports maintenance of an effective OHSMS for The City.
 - (vi) provides OHS Legislation interpretation and consultation to departments to ensure compliance.

(10) Corporate Occupational Health and Safety Committee

- (a) The Corporate Occupational Health and Safety Committee:
 - (i) provides a medium through which local department and section Occupational Health and Safety Chairs can share occupational health and safety resources, concerns, solutions, and information.

(11) Joint Work Site Health & Safety Committees

- (a) Joint Work Site Health & Safety Committees:

- (i) provide a medium through which Worker occupational health and safety issues are discussed.
- (ii) advise and make recommendations to the Corporate Health and Safety Committee.
- (iii) promote safety awareness within the workplace and actively work with departments to find ways to reduce incidents.
- (iv) assist The City to comply with OHS Legislation and promote safe work practices.
- (v) establish the OHSMS for the respective department or section and update annually.

(12) **Union Representatives**

(a) Union Representatives:

- (i) call meetings with an appropriate exempt supervisor or a Human Resources representative on an as-required basis to discuss identified safety concerns brought forward from Workers.

(13) **Incident Review Committee**

(a) The Incident Review Committee:

- (i) analyzes reports of incidents and injuries to determine the root cause(s) and to ensure corrective actions have been taken from a corporate lens.

11 **Consequences of Non-Compliance**

- (1) Failure to adhere to this Policy may result in disciplinary action, up to and including dismissal.

Definitions:

- 12 “**OHS Legislation**” means the Province of Alberta’s *Occupational Health and Safety Act*, *Occupational Health and Safety Regulation*, and *Occupational Health and Safety Code*.
- 13 “**Supervisor**” means an employee who oversees or provides direction to a Worker.
- 14 “**Worker**” means employees within all levels of the organization, volunteers, contractors and/or consultants working on behalf of/for The City.

References/Links:

- 1 Occupational Health and Safety Act, Regulation and Code of Alberta
 - (1) [OHS Legislation Search Tool](#)
- 2 EL-A-2.2 Treatment of Employees
- 3 Applicable Corporate Policies and Procedures
 - (1) 2001-CA Driving Records
 - (2) 2006-CA Rehabilitation Abstracts
 - (3) 2007-CP Medical Records Information

- (4) 2016-CA Driver Education and Training
- (5) 2017-CA Annual Safety Awards
- (6) 2020-CA Vehicle and Equipment Operation
- (7) 2020-CP Vehicle and Equipment Operation – Vehicle Walk Around and Spotters
- (8) 2020.01-CP Vehicle and Equipment Operation – National Safety Codes Vehicles
- (9) 2024-CA Respectful Workplace
- (10) 2024-CP Respectful Workplace
- (11) 2201-CA Hazard Assessment, Elimination, and Control
- (12) 2201-CP Hazard Assessment, Elimination, and Control
- (13) 2202-CA Health & Safety Orientation
- (14) 2203-CA Workplace Inspections
- (15) 2204-CA Personal Protective Equipment & Clothing
- (16) 2205-CA Working Alone
- (17) 2205-CP Working Alone
- (18) 2206-CA Vehicle and Equipment Maintenance
- (19) 2207-CP Safe Use of Cell Phones, SMART Devices, Two-Way Radios
- (20) 2208-CA Workplace Violence
- (21) 2208-CP Workplace Violence – Prevention & Mitigation
- (22) 2209-CA Emergency Preparedness - Rescue and Evacuation
- (23) 2211-CA Threat Response
- (24) 2211-CP Aggressive Behaviour & Threat Response
- (25) 2214-CA Substance Use and Fitness for Duty
- (26) 2220-CP Confined Space
- (27) 2220-CP Respiratory Protective Equipment
- (28) 5359-CA Bidder Barring

4 Terms of References

- (1) Corporate Occupational Health and Safety Committee
- (2) Joint Work Site Health and Safety Committees

Scope/Application:

- 1 This Policy applies to all City Workers.

Authority/Responsibility to Implement:

- 1 The Human Resources Manager is responsible for reviewing and updating this Policy.
- 2 Department Managers ensure all Workers are in adherence to this Policy.
- 3 City employees are responsible for informing volunteers, contractors, and consultants working on behalf of/for The City are made aware of expectations of this Policy.

Inquiries/Contact Person:

- 1 Human Resources Manager
- 2 HR Team Leader – Wellness, Safety and Security
- 3 Corporate Health and Safety Committee Co-Chairs
- 4 Joint Health and Safety Committee Co-Chairs

Policy Monitoring and Evaluation:

- 1 This Policy will be reviewed annually with revisions made as required.

Document History:

Date	Approved/Reviewed By:	Title:
Approved: January 19, 2001		
Reviewed: December 6, 2005		
Revised: June 11, 2007	“Craig Curtis”	City Manager
Revised: July 11, 2009	“Craig Curtis”	City Manager
Reviewed: May 28, 2012	“Craig Curtis”	City Manager
Reviewed: July 21, 2019	“Kristy Svoboda”	Director of Human Resources
Reviewed: October 22, 2020	“Allan Seabrooke”	City Manager
Revised: September 16, 2022	“Tara Lodewyk”	City Manager

APPENDIX A:**Risk Designations for Contracted Projects**

- 1 Low Risk — A project will be designated as “Low Risk” if:
 - (1) a hazard assessment has been done and no hazards have been identified that could reasonably be expected to cause injury.
 - (2) exposure to potential hazards would not require protection of the workers through use of PPE or engineered controls.
 - (3) regulations for designated substances do not apply. Designated substances include chemicals, explosives, pesticides and hazardous waste.

- 2 Moderate Risk — A project will be designated as “Moderate Risk” if:
 - (1) a hazard assessment has been done and identified hazards are such that failure to observe safe work practices and procedures has a potential to cause injury, but cannot be reasonably expected to cause a serious injury.
 - (2) regulations for one or more designated substances apply, however, workers are not required to use PPE or have controls in place.

- 3 High Risk — A project will be designated as “High Risk” if:
 - (1) a hazard assessment has been done and identified hazards are such that failure to observe safe work practices and procedures has the potential to cause serious injury.
 - (2) regulations for one or more designated substances apply and the regulations require the use of engineered controls and PPE.