

COUNCIL POLICY

NAME: Health & Safety Policy	POLICY NUMBER: HS-C-01
DEPARTMENT: Health & Safety	SUPERSEDES: C-09-21
DATE APPROVED: June 18, 2024	REVISION DATE:

1. POLICY STATEMENT

The Town of Drumheller is committed to its health & safety program and will take all reasonable and practical measures to protect all employees, contractors, visitors, patrons, volunteers, and physical assets from accidental loss, damage, or injury.

In fulfilling this commitment to protect both people and property, management will provide and maintain a safe and healthful work environment committed to promoting the physical, psychological, and social well-being of all employees, contractors, and visitors.

2. PURPOSE

The employer, supervisors, and workers at the Town of Drumheller are responsible and accountable for the Town's health and safety performance. Active participation by everyone, every day, in every job is necessary for health and safety excellence.

3. SCOPE

This policy applies to all employees of the Town of Drumheller.

4. DEFINITIONS

- 4.1. "Act" means the *Occupational Health and Safety Act, S.A, O-2.2 2020*, as amended from time to time, and its successor legislation
- 4.2. "Regulation" means the *Occupational Health and Safety Regulation, A.R, 184/2021*, as amended from time to time and its successor legislation.
- 4.3. "Code" means the current version of the Occupational Health and Safety Code, as established by the Province of Alberta.

5. RESPONSIBILITIES

5.1. The employer will:

- a) Take every reasonable precaution to ensure the workplace is safe;
- b) Inform employees of any potential hazards in the workplace;
- c) Train employees on how to safely use, handle, store and dispose of hazardous substances and how to handle emergencies;

- d) Ensure workers use any necessary personal protective equipment;
- e) Immediately report all critical injuries to the government department responsible for Occupational Health and Safety (OH&S); and,
- f) Appoint a competent supervisor who sets the standards for performance, and who ensures safe working conditions are always observed.

5.2. Supervisors will:

- a) Make sure that workers work in compliance with the *Act, Regulation and Code*;
- b) Make sure that workers use any equipment, protective devices or clothing the employer requires;
- c) Inform workers about any workplace health and safety hazards that the supervisor is aware of;
- d) Give workers written instructions on measures and procedures to be followed for their own protection, and,
- e) Take every precaution reasonable in the circumstances to protect workers.

5.3. The Health & Safety Committee will:

- a) Function as an advisory body;
- b) Identify hazards and obtain information about them;
- c) Recommend corrective actions;
- d) Assist in resolving work refusal cases;
- e) Participate in incident investigations and workplace inspections; and,
- f) Make recommendations to the management regarding actions required to resolve health and safety concerns.

5.4. Contractors will:

- a) Ensure the health and safety of persons at or near the workplace.
- b) Co-ordinate activities between employers and self-employed persons.
- c) Communicate health and safety information between employers and self-employed persons.
- d) Ensure all the measures and procedures required by the *Act, Regulation and Code* are carried out; and,
- e) Ensure every employee, self-employed person, and employer at the workplace complies with the *Act, Regulation and Code*.

5.5. Workers will:

- a) Work in compliance with the *Act, Regulation and Code*;
- b) Use personal protective equipment and clothing as directed by the employer;
- c) Report workplace hazards and dangers to the supervisor or employer;
- d) Work in a safe manner as required by the employer and use the prescribed safety equipment;
- e) Take reasonable care to ensure their own health and safety and the health and safety of others while working; and,
- f) Cooperate with the employer, supervisor, or any other person to protect workplace health and safety.

5.6. In addition, the employer, supervisors, and workers will:

- a) Cooperate with any person exercising a duty imposed by the *Act, Regulation or Code*;
- b) Comply with the *Act, Regulation and Code* and the Town of Drumheller health & safety standards; and,
- c) be familiar with the rights, duties and requirements of the *Act, Regulation and Code* as it relates to their work.

6. TRANSITIONAL

- 6.1. This policy comes into effect on the day it is signed by the Chief Administrative Officer and Mayor of Drumheller.
- 6.2. This policy repeals Policy C-09-21.
- 6.3. This policy shall be reviewed at least once every three (3) years


CHIEF ADMINISTRATIVE OFFICER


MAYOR

REVISIONS
