



Department: Administration

Policy No: 37

Policy Title: Health and Safety

Resolution No: 123/23

Date: June 21, 2023

Review Date: 2027

Policy Statement:

The Village of Alix is committed to a Health and Safety Management System that protects the health and safety of our Council, employees, contractors, and visitors as well as the Village's physical assets.

The goal of the Village of Alix Health and Safety Management System is a healthy and injury free workplace attained by working in cooperation with all employees and impacted parties.

Personal health and safety is of primary importance and employees at all levels are expected to be responsible along with being accountable for the health and safety at the Village of Alix by being familiar with Internal Health and Safety policies and practices as well as the requirements of Alberta Occupational Health and Safety legislation as it pertains to their work.

The policy does not take precedence over Alberta Occupational Health and Safety Act, Regulations and Code and other applicable legislation.

Guidelines/Procedures:

Assignment of Responsibilities

Council

- provide legislation guidance through policy and regulation

Chief Administrative Officer

- ensure that managerial staff receive the resources and direction required to develop and maintain internal Health and Safety controls
- promote and support Health and Safety as a priority within the organization

Supervisors

A supervisor is a person who has charge of a work site or authority over a worker. It is the authority of their positions that defines a supervisor, not their job title. A supervisor may go by a different name. There are many examples: director, foreman, lead hand, manager, and team lead.

- responsible for overall health and safety at the work site
- establish and ensure safe work practices are followed
- correct any unsafe practice, condition or behavior and positively reinforce good behaviors
- provide worker training to identify and eliminate or control potential hazards
- confirm workers are authorized to operate equipment and are trained and or certified for the job
- ensure proper maintenance of equipment, tools and personal protective equipment
- participate in inspections and conduct hazard assessments
- ensure incidents and near misses are reported and investigated to determine root causes and that corrective actions are applied
- set a standard of performance and demonstrate commitment to health and safety
- ensure compliance with applicable legislation and municipal policies

Workers

A worker is any person engaged in an occupation – even if they perform service for an organization or employer without being paid or are working from home.

- take reasonable care for own safety and protection of others at the worksite
- report any unsafe condition or act and all incidents and near misses to supervisor
- exercise right of refusal if imminent danger exists
- use required personal protective and safety equipment
- inspect tools, equipment and vehicles before use
- be familiar with the emergency response plan and location of emergency equipment
- familiarize themselves with municipal policies
- be aware of and abide by position applicable legislation

Health and Safety Coordinator

- act as a resource person in the development and maintenance of the Health and Safety policies for the organization
- collect reports, maintain files and compile statistics
- arrange and provide health and safety training
- participate in investigations, inspections and hazard assessments
- conduct and coordinate audits of Health and Safety practices as required
- act in co-operation with employees, supervisors and council

Contractors

A contractor is a person or business that undertakes a contract to provide materials or labour to perform a service or do a job. Contractors run their own business and sell their services to others.

- implement and follow an effective Health and Safety Program
- conduct work safely by ensuring workers are competent to do so
- ensure work conducted complies with contractual agreements and regulatory requirements
- provide resources to allow workers to complete work safely
- be aware of municipal Health and Safety policies

All of the above responsibilities must be realized in a co-operative spirit working together to achieve a safe and healthy work environment.

Consequences of Non-Compliance:

- Failure to adhere to this policy and items contained within, may result in disciplinary action, up to and including dismissal.

Mayor

CAO

Date