



# TOWN POLICY

**POLICY NUMBER:** 1502

**REFERENCE:**  
Council 055.02.09

**ADOPTED BY:**  
Town Council  
4 February 2009

**PREPARED BY:** Administration

**DATE:** 4 February 2009

**TITLE:** Occupational Health and Safety Policy

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## **Policy Statement**

The Town of Strathmore is committed to a health and safety program that protects staff, property, other workers who enter onto our property, and the general public.

In fulfilling this commitment to protect both people and property, management will provide and maintain a safe and healthful work environment in accordance with industry standards and in compliance with legislative requirements, and will strive to eliminate any foreseeable hazards which may result in property damage, accidents or personal injury/illness.

All employees will be equally responsible for minimizing accidents within our facilities. Safe work practices and procedures will be clearly defined in the Safety Manual for all employees to follow.

Accidental loss can be controlled through good management in combination with active employee involvement. Safety is the direct responsibility of all directors, supervisors, and employees.

All management functions will comply with municipal safety requirements as they relate to planning, operation, and maintenance of facilities and equipment. All employees shall perform their jobs properly in accordance with established procedures and safe work practices.

\*The safety information in this policy does not take precedence over Occupational Health and Safety Act and Regulations. All employees shall be familiar with Occupational Health and Safety Act and Regulations.

### **Assignment of Responsibilities**

Responsibility can be defined as an individual's obligation to carry out assigned duties. For our Safety Program to achieve its desired results, everyone in the organization must know their responsibilities. While the Safety Policy Statement contains a general reference to responsibilities, Management has set out specific responsibilities for themselves and for everyone in the organization.

### **Council**

1. To approve the Occupational Health and Safety Policy for the Town of Strathmore.

### **Chief Administrative Officer (CAO)**

1. To ensure that this policy is being applied consistently across the organization.
2. To approve changes to the Town of Strathmore Safety Manual.
3. To rule on Safety concerns that cannot be resolved at Levels 1 and 2 of the Safety Committee process.
4. To present changes to this Policy to Council.

### **Director of Engineering & Operations**

1. The Director of Engineering and Operations is responsible for writing the Town of Strathmore's Safety Policy.
2. The Director of Engineering and Operations will report the activities to the CAO, who will then present the Policy to Council for approval.
3. Staff members from the operating departments will assist in writing the procedures.
4. The Director of Engineering and Operations will be responsible for an annual review of the Safety Manual by December 31<sup>st</sup> of each year. It will then be determined if there is a need for new procedures and evaluate existing procedures that may require changes due to equipment, technology, legislation, or other related items.

The Review process shall be as follows:

After a safe work procedure is written, it will be reviewed according to the following steps:

*Step 1* - The written procedure is reviewed by the remainder of workers in the applicable department for changes and acceptance.

*Step 2* - After changes and acceptance by the workers has been completed, the procedure is submitted to the Director of Engineering and Operations for review and editing. If the Director of Engineering and Operations does not accept any change made the procedure is sent back to Step 1. If any changes are accepted it proceeds to Step 3.

*Step 3* - Once the Director of Engineering and Operations has any changes made to the procedure as agreed to in Steps 1 & 2 it will be presented to the CAO. Following CAO approval the change will be added to the Safety Manual. The Director of Engineering and Operation or his/her designate ensure that all employees are aware of the changes.

*Step 4* - The completed manual is submitted to Council as information.

5. The Town will respond to safety concerns by proceeding through the following levels until a solution is mutually satisfying to both staff and Management.

*Level 1* - The concern will be presented to a weekly Operators meeting with the decision made by a majority vote with the Director voting. Appeal will be to Level 2.

*Level 2* - The concern will be presented to a Safety Committee meeting with three or more members. The decision will be made by majority vote. Appeal will be to Level 3.

*Level 3* - The concern will be presented to the CAO who will make the final decision.

6. Set up a procedure for reporting and analyzing accident and near misses and recommending preventative measures.
7. Set up an inspection procedure for work sites.
8. Set up a system for promoting Safety awareness.

### **Safety Coordinator Responsibilities**

1. The Safety Coordinator is responsible for overseeing that each procedure be in compliance with the Occupational Health and Safety Act.
2. The Safety Coordinator will be responsible for editing and indexing the completed manual.
3. The Safety Coordinator will be responsible for supplying copies of regulations, publications and samples of other materials for reference as required.

### **Directors Responsibilities**

1. To provide information, instruction, and assistance to all supervisory staff in order to protect the health and safety of all our employees.
2. To understand and enforce our accident prevention programs, as well as the Occupational Health and Safety legislation.
3. To provide all supervisory staff with proper, well maintained tools and equipment, plus any other special personal protective devices which may be required for Occupational Health and Safety and / or Town compliance.
4. To provide all supervisory staff with an understanding of our Accident Prevention Program, as well as relevant Occupational Health and Safety legislation.
5. To provide on-going safety education programs and approved First-Aid training courses as required.
6. To monitor departments and projects and hold them accountable for their individual safety performance.
7. To take reasonable precautions to protect the safety of the public, any workers, and themselves in relation to the Town's work sites.

### **Supervisors Responsibilities**

1. To know and apply the Town's Safety Policy and relevant Occupational Health and Safety legislation.
2. To ensure that all employees are educated to work in a safe manner and that they use all protective devices and procedures required by the Town and by the legislation to protect their health and safety.
3. To advise all employees of any potential or actual dangers and how to isolate, prevent, or remove them.

4. To arrange for medical treatment as required, in the case of injury or illness, including transportation to a doctor or hospital as necessary.
5. To report all accidents immediately, to investigate all accidents fully, and to advise Management on how to prevent similar accidents in the future.
6. To carry out regular inspections of the work place to ensure a safe and healthy environment.
7. To take reasonable precautions to protect the safety of the public, any workers, and themselves in relation to the Town's work sites.

### **Employee Responsibilities**

1. To read, understand, and comply with the Town's Safety Policy, safe work practices, procedures, and rules.
2. To wear the safety equipment and personal protective devices and clothing required by regulations and his/her employers.
3. To notify his/her Supervisor of any unsafe conditions or acts that may be of danger to other workers or himself/herself.
4. To report all accidents and injuries to his/her Supervisor as soon as possible.
5. To take reasonable precautions to protect the safety of the public, other workers, and themselves in relation to the Town's work sites.

### **End of Policy**