



TOWN POLICY

POLICY NUMBER: 1502

REFERENCE:

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253.07.21

ADOPTED BY:

Town Council
3 July 2019
7 July 2021

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TITLE: Occupational Health & Safety

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BACKGROUND

This policy provides the foundation for the management of Occupational Health and Safety (“OH&S”) at the Town of Strathmore (“The Town”) so that it is understood that all employees contribute to a safe and healthy workplace.

This policy aligns with the Towns Respectful Workplace Policy and employee handbook.

PURPOSE

This policy demonstrates senior management’s formal commitment to maintaining a health and safety management program that strives to protect people, property, process and the environment and addresses the physical, psychological and social well-being of employees.

It reinforces the commitment of the Town to providing a safe and healthy work environment, preventing injuries, and continually improving occupational health and safety management. The Town will meet these commitments by:

- Complying with occupational health and safety legislative requirements;
- Supporting early and safe return-to-work initiatives;
- Proactively managing risks to prevent workplace injury, illness or loss to employees, contractors, suppliers, volunteers, and the public;

- Providing education, training and competency evaluations to ensure employees understand and meet their health and safety responsibilities;
- Measuring progress by implementing occupational health and safety objectives, audits, inspections and evaluations; and,
- Assessing compliance with health and safety requirements and acting to address issues, including using disciplinary measures if necessary.

INTENDED OUTCOMES OF THIS POLICY

1. Employees comply with the OH&S legislative requirements and continually work towards a positive safety culture.
2. The Town of Strathmore will provide and maintain a formal health and safety management system that results in a safe physical and psychosocial work environment for employees.

POLICY STATEMENTS

1.0. Scope

The Town shall maintain a health and safety program conforming to the best practices of similar organizations. This program shall be based on a conscious and ongoing focus on injury and illness prevention on the part of supervisors and employees, and on cooperation in all health and safety matters between supervisors and employees, and between employees and co-workers.

This policy shall apply to all Town employees, contractors and volunteers.

The Town's health and safety program will involve:

- providing mechanical and physical safeguards to the maximum extent possible;
- conducting a program of health and safety inspections to find and eliminate unsafe working conditions and practices, to control health hazards, and to comply fully with health and safety standards for every job;
- developing an inventory of hazard assessments for each job or task conducted by Town employees where both health and safety hazards are identified and controlled;
- training all employees in good health and safety practices;
- providing necessary personal protective equipment and instructions for its use and care;

- developing and enforcing health and safety controls and requiring that employees comply with these controls as a condition of employment;
- investigating every incident promptly and thoroughly to confirm causes, correct problems and avoid recurrences; and
- establishment of a Joint Workplace Health and Safety Committee which includes representation from both Management and employees.

2.0. Occupational Health and Safety Responsibilities

2.1 Safety is a shared responsibility that requires active leadership and participation of all directors, managers, supervisors, employees and contractors. Each party shall perform their duties in accordance with established policy, procedures, and safe work practices. Each workplace party is responsible for:

- a. Protecting the physical, psychological, and social health, safety and well-being of themselves, their co-workers, contractors, suppliers, volunteers, and the public.
- b. Understanding and meeting their health and safety roles, responsibilities, and requirements. The OH&S Roles and Responsibilities document in the Towns Health & Safety Management Program provides further information.
- c. Complying with occupational health and safety legislative requirements.

3.0. Consequences of Non-Compliance

3.1 Failure to adhere to the items contained in the Administration policy may result in regulatory action and/or criminal charges, and immediate disciplinary action up to and including dismissal.

4.0 Communications

4.1 The internal communication tool for the Occupational Health & Safety policy is the 3Cs:

- a. Comply with legislation.
- b. Commit to working safely.
- c. Continually improve our safety performance.

SUPPORTING REFERENCES AND RESOURCES

Please note that some of the items listed below may not be publicly available. **References to related corporate-wide procedures, forms and resources**

- OH&S Roles and Responsibilities
- The Town Health & Safety Manual
- OH&S Guiding Documents & Forms
- Employee Handbook

References to related [Council policies](#), bylaws and [administration policies](#)

- Respectful Workplace Policy