

Department: Corporate Services	Section: Health and Safety
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HS-01 Health, Safety and Wellness

Policy statement

Leduc County is committed to providing and maintaining a safe and healthy work environment for every one working or visiting our worksites or work environment.

Our health, safety and wellness program promotes a positive safety culture, minimizes illness, injury, and property damage, and ensures the personal safety and wellbeing of everyone at all worksites.

In fulfilling the legislative requirements to protect both people and property, management, with Council's support, will strive to eliminate or control any foreseeable hazards which may pose a risk to personal safety or property.

Definitions

- Contractor: an individual or company hired to perform work on behalf of Leduc County.
- Employee: any person directly employed by Leduc County.
- Environment: the surroundings or conditions in which a person, animal or plant lives or operates.
- Fit for Duty: being capable of performing work related duties in a safe, efficient, productive manner without impairment.
- Management: any senior management, director, manager, or supervisor for Leduc County.
- Worksite: any and all premises in which the role of Leduc County is carried out by employees, contractors or volunteers.

Policy authority

Legislative and policy implications

- (a) All health, safety and wellness investigations will be undertaken in accordance with the *Alberta Occupational Health and Safety Act, Regulation and Code, Employment Standards Municipal Government Act, the Freedom of Information and Protection of Privacy Act* and any other applicable legislation.
- (b) All health and safety investigations will be undertaken in accordance with the guidelines in the Incident Investigation Administrative Procedure.

Health, Safety and Wellness standards

Leduc County is committed to protecting the health and safety of employees, contractors, volunteers, visitors, residents and the environment by:

- (a) Ensuring the promotion and maintenance of the physical, psychological and social well-being of employees.

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- (b) Requiring all employees, contractors and visitors to abide by the Leduc County Health, Safety and Wellness Program.
- (c) Ensuring the hazards related to our work processes are identified, assessed and controlled.
- (d) Providing appropriate training to enhance the skills and performance of each employee.
- (e) Providing equipment, materials, and procedures designed to mitigate and prevent, prepare for, respond to, and recover from natural and human-caused emergencies or disasters.
- (f) Ensuring all incidents are reported and investigated.
- (g) Ensuring all injury claims are effectively managed in order to promote an early and safe return-to-work.
- (h) Providing a worksite culture that allows for the interchange of information at all levels.
- (i) Ensuring representation and participation from all departments on Joint Health, Safety and Wellness Committee.
- (j) Requiring all employees to be fit for duty when working on all worksites.
- (k) Ensuring employees are not subjected to or participate in harassment or violence.

Policy responsibilities

1. Council responsibilities

Council shall:

- Approve the Health, Safety and Wellness Policy.
- Review this policy at a minimum of once every four years to ensure that the policy complies with all current, relevant legislation and municipal policies.
- Promote and support the Health, Safety and Wellness Policy.

1. Administration responsibilities

The County Manager or designate shall:

- Direct Administration to develop the necessary administrative procedures to implement this policy; and approve those administrative procedures.
- Advise Council if a serious Health and/or Safety concern has serious imminent risk to the Municipality or may involve past, present, or imminent criminal activity.

Management shall:

- Ensure the health, safety and welfare of all workers and other persons at the worksite.
- Ensure workers understand their rights and obligations under the Alberta Occupational Health and Safety Act and the Leduc County Health, Safety and Wellness program.
- Ensure a workplace free of harassment and violence.

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- Ensure workers have competent supervision.
- Ensure adequate training for all staff is provided.
- Ensure all known hazards or foreseeable hazards are mitigated and communicated to employees.

Contractors shall:

- Meet and follow all standards set forth in Leduc County's Contractor Management Administrative Procedure.
- Ensure the health, safety and welfare of all workers, subcontractors, residents and visitors on the worksite.

Leduc County staff shall:

- Take reasonable care to protect the health, safety and welfare of themselves and co-workers, contractors, residents, volunteers and visitors on all Leduc County worksites.
- Report a concern about an unsafe or harmful work site, act or condition that exists or has existed.
- Utilize the appropriate personal protective equipment required that is designated and provided for the worker's protection.
- Be fit for duty when arriving at the worksite.
- Ensure a workplace free of harassment and violence.

Monitoring & Updating

This policy will be reviewed every four (4) years or when legislative standards are changed.

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