

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 and safety program promotes a positive safety culture, minimizes illness, injury, and property damage, and promotes 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 means an individual or company hired to perform work on behalf of Leduc County.

Employee means any person directly employed by Leduc County.

Environment means the surroundings or conditions in which a person, animal or plant lives or operates.

Fit for duty means being capable of performing work related duties in a safe, efficient, productive manner without impairment.

Management means any senior management, director, manager, or supervisor for Leduc County.

Worksite means any and all premises in which the role of Leduc County is carried out by employees, contractors or volunteers.

Administrative directive means an official or authoritative instruction, involving the management or guidance of operations.

Policy authority

The Health and Safety policy shall consider and incorporate all legal and legislative requirements under 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 other applicable legislation.

Policy standards

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

1. Promoting the physical and social well-being of employees.
2. Requiring all employees, contractors, and visitors to abide by the Leduc County Health and Safety administrative directives.
3. Providing an environment in which hazards related to work processes are identified, assessed, and controlled.
4. Providing appropriate training to maintain and enhance the skills and performance of each employee.
5. Providing equipment, materials, and procedures designed to mitigate and prevent, prepare for, respond to, and recover from natural and human-caused disasters.

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6. Managing all health and safety incidents and investigations in a timely manner and to use these learnings to adapt/change/improve county processes and practice.
7. Managing all injury claims to promote an early and safe return-to-work.
8. Providing a worksite culture that allows for the interchange of information at all levels.
9. Enabling representation and participation from all departments on the Health and Safety Committee.
10. Requiring all employees to be fit for duty when working on all worksites.
11. Providing a respectful environment for employees in which they are not subjected to or participate in harassment or violence.
12. Cooperating with any person exercising a duty under the Occupational Health and Safety legislation.

Policy responsibilities

Council responsibilities:

Council will,

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

Administration responsibilities:

The County Manager or designate will,

- Direct administration to develop the necessary administrative directives to implement this policy; and approve those administrative directives.
- 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 will,

- Promote the health and safety of all workers and other persons at the worksite.
- Provide employees training and development resources as to their rights and obligations under the *Alberta Occupational Health and Safety Act* and the Leduc County Health and Safety program.
- Provide a workplace free of harassment and violence.
- Provide workers with competent supervision.
- Provide adequate training for all staff.
- Mitigate and communicate all known hazards or foreseeable hazards.

Contractors will,

- Meet and follow all standards set forth in the Alberta Occupational Health and Safety Act and Leduc County’s internal administrative directives.
- Understand their role with respect to the health and safety of all workers, subcontractors, residents, and visitors on the worksite.

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Leduc County staff will,

- 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 protection equipment required that is designated and provided for the worker's protection.
- Be fit for duty when arriving at the worksite.
- Conduct themselves in a respectful manner that creates a workplace free of harassment and violence.
- Participate in training provided by the county.
- Cooperate with any person exercising a duty under the Occupational Health and Safety legislation.

Monitoring and updating

- This policy will be posted on Leduc County's website.
- This policy will be reviewed at least once every four years.

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