

Health and Safety Policy

Authority: Council

Effective Date: August 28, 2023

Date Approved by Council:

Resolution No.: 110/08/23/SP

Future Review Date: 2026

Responsibility: Human Resource Services

References: *Alberta Occupational Health and Safety Act*, Regulation and Code

Replaces: Health and Safety Policy C-HS-035 (2019)

1.0 Purpose: Our goal is a healthy and safe workplace that enables everyone to go home each day in the same condition in which they arrived. The Town is committed to providing an effective Health and Safety Management System (HSMS) to support and protect the physical, psychological and social well-being of our workers.

2.0 Scope: This policy applies to and protects all Town of Stony Plain workers, property and members of the public from incidents within the parameters of the HSMS.

3.0 Definitions:

- 3.1 **Contractor:** Any company or self-employed person engaged in work on behalf of the Town.
- 3.2 **Employee:** Any person directly employed by the Town of Stony Plain
- 3.3 **Health and Safety Management System (HSMS):** Part of the overall Health and Safety Program that facilitates the management of health and safety risks associated with the business of the organization. This includes the organizational structure, planning activities, responsibilities, practices, procedures, processes, and resources for developing, implementing, achieving, reviewing, and maintaining the organization's Health and Safety policy.
- 3.4 **Management:** Means Chief Administrative Officer, General Managers, Managers and all non-unionized Supervisors of the Town.
- 3.5 **The Town:** Refers to the Town of Stony Plain inclusive of Mayor, Council, Management and its' Workers.
- 3.6 **Volunteer:** Any group or person engaged in work on behalf of the Town, but not being compensated financially.
- 3.7 **Worker:** Means a person engaged in an occupation (employee), including a person who performs or supplies services for no monetary compensation for an organization or

employer (volunteer), including a self-employed person (contractor). This does not include a student in learning activities conducted by or within an educational institution for which no compensation is paid to the student.

4.0 Statement: As an organization, we value our people. We believe in providing a safe work environment as a way to honour our workers and their loved ones. All jobs are important and will be performed in a safe manner. The health and safety of each worker is of primary importance.

This policy, and all legislated requirements such as the *Occupational Health and Safety (OHS) Act*, Regulation and Code, are the foundation of our HSMS.

5.0 Standards:

- 5.1 The Town is committed to providing a healthy and safe work environment in accordance with the standards set out in the Alberta Occupational Health and Safety legislation.
- 5.2 Mayor and Council are responsible to support the Town's Occupational Health and Safety Policy and set funding priorities during the corporate planning process to support the Health and Safety Management System (HSMS).
- 5.3 Management is committed to supporting worker participation in the HSMS and will provide the necessary resources to ensure the proper equipment, training and controls are in place to continuously improve safety measures and protect its workers.
- 5.4 Workers have a shared responsibility to promote health and safety in the workplace and have an obligation to assist in preventing, reporting, and where necessary, correcting unsafe conditions and situations.
- 5.5 Workers are responsible to review the OHS Manual to understand individual roles and responsibilities. Workers will be held accountable to meet these obligations as per the HSMS.
- 5.6 Workers will suffer no repercussions for reporting unsafe work environments.

6.0 Compliance: Non-Compliance to this policy will be addressed through the Town of Stony Plain's People Policy.

7.0 Policy Review: This Policy shall be reviewed by Administration every three years, with any changes being recommended to Council for approval.