



## Safety Policy

PREPARED BY:	Employee Services	COUNCIL APPROVAL DATE:	October 22, 2019
EFFECTIVE DATE:	October 22, 2019		
REFERENCES:	<i>Occupational Health and Safety Act</i> Occupational Health and Safety Regulation Occupational Health and Safety Code Parkland County Safety Responsibilities	PREVIOUS REVISION DATE:	March 8, 2016
FUNCTION:	Occupational Health and Safety	LS REVIEW DATE:	October 2, 2019

### PURPOSE

The purpose of this policy is to establish the standards and responsibilities of Parkland County's Health and Safety Management system.

### POLICY STATEMENT

1. Parkland County is committed to providing and maintaining a safe and healthy work environment for employees and those who may be affected by our activities and operations.
2. The County and all County employees will maintain safe working conditions at its work sites, and comply with current Parkland County standards, industry best practices, the *Alberta Occupational Health and Safety Act*, Alberta Occupational Health and Safety Regulation, Alberta Occupational Health and Safety Code and other applicable legislation.
3. Fostering a zero-risk tolerance culture within Parkland County is the responsibility of all management, workers and contractors.
4. Through its Health, Safety and Human Resources Management system, Parkland County supports and maintains the importance of physical, psychological and social well-being of our employees.

### SCOPE

Compliance with this policy and the Health and Safety Management system is expected from members of Council, Parkland County leadership, management, supervisors, workers, volunteers, visitors, suppliers, and contractors.

### RESPONSIBILITIES

The Chief Administrative Officer is responsible for implementing and monitoring this policy. Responsibilities are outlined in "Schedule 2" of this policy (Parkland County Safety Policy Statement).

### ATTACHMENTS

"Schedule 1" Parkland County Safety Policy Statement

"Schedule 2" Parkland County Safety Responsibilities

**“SCHEDULE 1”**

**PARKLAND COUNTY SAFETY POLICY STATEMENT**

**PURPOSE**

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**POLICY STATEMENT**

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**SCOPE**

Compliance with this policy and the Health and Safety Management system is expected from members of Council, Parkland County leadership, management, supervisors, workers, volunteers, visitors, suppliers, and contractors.

Signed: \_\_\_\_\_  
Mayor

Date: \_\_\_\_\_

Signed: \_\_\_\_\_  
Chief Administrative Officer

Date \_\_\_\_\_

*Safety is who we are, let our actions speak louder than our words.  
Stay aware, stay focused, stay safe, and we'll see you tomorrow.*

**“SCHEDULE 2”****PARKLAND COUNTY SAFETY RESPONSIBILITIES****PURPOSE**

Parkland County is accountable for the effective management of the Health and Safety program. The County shall fully comply with the provisions of the County's Health and Safety Management system as well as all other directives, relevant legislation, regulations, codes of practice and standards. To ensure that health and safety is successfully managed within the County, responsibilities are allocated as follows:

**POSITION SPECIFIC RESPONSIBILITIES****1. Mayor and Council**

Mayor and Council are committed to ensuring a Health and Safety management system is in place to protect the employees and others who may be affected by the County's activities and operations. The County's safety compass will be set to pursue high standards of safety performance, best practices in health and safety, and full compliance with our statutory obligations.

- Support and promote Parkland County's commitment to excellence in Health and Safety.
- Ensure that Parkland County conducts activities in a responsible manner that protects the health and safety of employees, the assets of the County and all others who may be affected by its operations.
- Hold the Chief Administrative Officer accountable for the leadership, performance, compliance and initiative related to their attainment of health and safety objectives and standards.
- Ensure the Health and Safety Policy and its associated components are reviewed, revised and endorsed as required.

**2. Chief Administrative Officer**

- Establish safety objectives and provide the necessary resources to ensure an effective Health and Safety Management system.
- Ensure effective communication processes and systems are in place to advise Mayor and Council of any significant matters related to the County's health and safety performance.
- Effectively communicate objectives, plans, and systems to support the County's health and safety goals.
- Provide direction, leadership and support to direct reports in their efforts to meet or exceed health and safety standards.
- Actively solicit input from direct reports about health and safety matters.
- Hold direct reports accountable for their leadership, performance, compliance and initiative related to their attainment of health and safety objectives and standards.
- Participate in worksite inspections as outlined in the inspection program.
- Participate in incident investigations as outlined in the investigation program.
- Participate in the Health and Safety training as required for their position.
- Endorse and approve the Health and Safety Policy.

### 3. General Managers

- Effectively communicate health and safety objectives, plans and strategies to direct reports.
- Provide direction, leadership, support and timely feedback to direct reports and departments in their efforts to meet or exceed health and safety standards.
- Hold departmental Directors and Managers within their division accountable to meet internal health and safety standards, as well as legislative compliance.
- Ensure Chief Administrative Officer is informed in a timely manner of any significant developments or potential issues related to health and safety.
- Provide appropriate financial, human and organizational resources to plan, implement, check, review, and correct the Occupational Health and Safety Management system.
- Regularly communicate with employees regarding health and safety issues, and ensure concerns are addressed in a timely manner.
- Provide all employees with the resources, information, training, tools, procedures and support required to do their job safely.
- Participate in the Health and Safety training as required for their position.
- Participate in worksite inspections as outlined in the inspection program.
- Participate in incident investigations as outlined in the investigation program.

### 4. Departmental Managers and Directors

- Effectively communicate health and safety objectives, plans and strategies to direct reports.
- Provide direction, leadership, support and timely feedback to direct reports in their efforts to meet or exceed health and safety standards.
- Hold direct reports accountable to meet internal health and safety standards, as well as legislative compliance.
- Ensure General Manager is informed in a timely manner of any significant developments or potential issues related to health and safety.
- Provide appropriate resources to plan, implement, check, review, and correct the Health and Safety Management system.
- Regularly communicate with employees regarding health and safety issues, and ensure concerns are addressed in a timely manner.
- Ensure all employees have the resources available and required training to safely perform their duties prior to starting work.
- Consult with the Safety Coordinator regarding proposed changes or new programs that affect Parkland County's Health and Safety Management system.
- Participate in the Health and Safety training as required for their position
- Participate in worksite inspections as outlined in the inspection program.
- Participate in incident investigations as outlined in the investigation program.

### 5. Supervisors and Team Leads

- Effectively communicate health and safety objectives, plans and strategies to direct reports.
- Provide direction, leadership, support and timely feedback to direct reports in their efforts to meet or exceed health and safety standards.
- Hold direct reports accountable to meet internal health and safety standards, as well as legislative compliance.

- Ensure department manager/director is informed in a timely manner of any significant developments or potential issues related to health and safety.
- Provide appropriate resources to plan, implement, check, review, and correct the occupational Health and Safety Management system.
- Regularly communicate with employees regarding health and safety issues, and ensures concerns are addressed in a timely manner.
- Ensure all workers have the resources available and required training to safely perform their duties prior to starting work.
- Properly report, maintain, secure and file documentation related to incident reporting, investigations, safety training, meetings and other records required to demonstrate full compliance with the Health and Safety Management System.
- Consult with the Safety Coordinator regarding proposed changes or new programs that affect Parkland County's Health and Safety Management system.
- Participate in worksite inspections as outlined in the inspection program.
- Participate in incident investigations as outlined in the investigation program.
- Conduct and document safety meetings.
- Participate in the Health and Safety training as required for their position.
- Review and endorse all Field Level Hazard Assessments.
- Manage employee injury and return to work programs in consultation with Human Resources and Safety.

## **6. Employees**

- Comply with the County's Health and Safety Program, its related processes, procedures, standards and all applicable legislation.
- Carry out their duties in a manner that does not adversely affect their own health and safety or that of others.
- Participate in the Health and Safety training as required for their position.
- Immediately report all matters which may affect workplace health and safety to their supervisor.
- Correctly apply their training and using any information, personal protective equipment and safety devices provided.
- Complete all safety related documentation including Field Level Hazard Assessments and observation/intervention cards.
- Undertake only those tasks for which they have authorization and/or the necessary training, as well as ensuring the proper safety actions are taken prior to starting work.
- Refuse any work that is unsafe.
- Immediately report all injury, accidents and near misses to their immediate supervisor.

## **7. Safety Coordinator**

- Monitor industry best practices and legislative changes that may be required to improve safety performance or program compliance.
- Consult with management, safety committee and/or workers in the development of programs, procedures, processes, plans, code of practices and practices within Parkland County's Health and Safety Management system.
- Assist in ensuring employees are aware of any changes made to the health and safety management system.

- Participate in the Health and Safety training as required for their position.
- Evaluate programs within the Health and Safety Management system annually.
- Oversee the updating and distribution of the safety manual.
- Manage Safety Awards Program.

**8. Visitors and Volunteers**

- Are accountable for performing work safely and for identifying, communicating and where appropriate, correcting workplace hazards in order to protect themselves, their co-workers, or the public from harm.

**9. Contractors**

- Full compliance with Safe Work Practices, applicable legislation and any other health and safety requirements of the county as outlined in their respective contracts.
- Responsible for their own health and safety and that of their workers.
- Cooperate with County representatives regarding Occupational Health and Safety.

**10. Procurement / Purchasing**

- Ensure contractor responsibilities for meeting health, safety, liability and legislative requirements are clearly outlined to all service providers.