



Municipality of Crowsnest Pass Policy

Policy No.:	1805-04
Policy Title:	Municipal Health and Safety Policy
Approval Date:	January 8, 2019
Revision Date:	December 18, 2018
Supersedes Policy:	1805-03
Department:	Corporate Services

1.0 POLICY PURPOSE

The Municipality and its Council are committed to providing a strong Health and Safety Program that provides a safe and healthy workplace for the employees of the Municipality of Crowsnest Pass¹ and in doing so, protects Employees, property and the public from harm.

- 1.1 The Municipality of Crowsnest Pass as the employer, is ultimately responsible for the health and safety of its workers, by fulfilling this commitment to protect both people and property, management will provide and maintain a safe and healthy workplace environment in accordance with industry standards and in compliance with the requirements of Alberta's Occupational Health and Safety Act and will strive to eliminate any hazards which may result in personal injury, illness, accidents or property damage.
- 1.2 Safe work practices and procedures will be clearly defined in the Health and Safety Accident Prevention Manual for all employees to follow. Loss due to accidents can be minimized through good management in combination with active employee involvement.

2.0 DEFINITIONS

"Contractors" means a person or company that undertakes a contract to provide goods, services or perform a job.

"Council" means the duly elected officers of the Municipality of Crowsnest Pass.

"Employee" or "Worker" means any person employed with the Municipality on any basis including full time, part time, casual, temporary or paid on call.

"Management or Manager" means the Manager of a Municipal Department, as designated by the CAO, and his/her duly authorized designee(s).

"Municipality" means the corporation of the Municipality of Crowsnest Pass located in the Province of Alberta.

"Supervisors" means employees that oversee other employees such as the CAO, Directors, Managers, or Lead Hands.

3.0 SCOPE

This policy applies to all Managers, Supervisors, Employees/Workers, and Contractors.

4.0 RESPONSIBILITIES

Safety is the direct responsibility of all Managers, Supervisors and Employees. Employees at every level are responsible and accountable for the Municipality's overall safety initiatives:ⁱⁱ

4.1 Managers and Supervisor Responsibilities

Managers and Supervisors are responsible for creating an environment that promotes active employee participation in health and safety related activities and by ensuring compliance with the Occupational Health and Safety legislation, and the Municipality's own health and safety standards as established by policy and safe work procedures.ⁱⁱⁱ Managers and Supervisors are responsible for other specific duties as outlined in the Health and Safety Manual.

4.2 Employee/Worker Responsibilities

Employees/Workers are responsible for working safely in a way that protects his or her own health and that of their co-workers by ensuring compliance with the Occupational Health and Safety legislation, and the Municipality's own health and safety standards as established by policy and safe work procedures.^{iv} Employees are responsible for other specific duties as outlined in the Health and Safety Manual.

4.3 Contractor Responsibilities

Contractors are responsible for working safely in a way that protects his or her own health by ensuring compliance with the Occupational Health and Safety legislation, and the Municipality's own health and safety standards as established by policy and safe work procedures.^v Contractors are responsible for other specific duties as outlined in the Health and Safety Manual.

MUNICIPALITY OF CROWSNEST PASS



Blair Painter, Mayor

January 14, 2019,
Date



Patrick Thomas,
Chief Administrative Officer

January 14, 2019
Date

ⁱ Declaration of Management's commitment to health and safety

ⁱⁱ General health and safety responsibilities of Managers, Supervisors, Workers and Contractors

ⁱⁱⁱ Expectation that employees will comply with applicable legislation and the organization's own health and safety standards

^{iv} Ibid

^v Ibid