



P O L I C Y

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Policy Title HEALTH AND SAFETY MANAGEMENT SYSTEM	Date: March 28, 2019	Resolution No. C/116/19

Policy Statement:

Lacombe County Council and management is committed to a Health and Safety Management System that addresses physical, psychological and social well-being. The protection of the personal health and safety of County employees and all parties at or in the vicinity of the worksites is of primary importance.

The goal of the Lacombe County Health and Safety Management System is a healthy and injury free workplace attained by working in cooperation with all employees and impacted parties. Everyone working at Lacombe County worksites is responsible and accountable for achieving this goal.

Guidelines/Procedures:

County employees and all parties (e.g. contractors, suppliers, or service providers) at the worksite(s) are expected to be familiar and comply with:

- Lacombe County’s policies, administrative directives, and procedures
- the *Alberta Occupational Health and Safety Act, Regulation and Code*
- all other applicable legislation, as it pertains to their work

All County employees shall cooperate with any person exercising a duty imposed by the Alberta OHS Act, Regulations or Code.

Assignment of Responsibilities

Council shall:

- approve and periodically review the Health and Safety Management System Policy to ensure the policy complies with all current, relevant legislation and municipal policies

County Manager or designate shall:

- ensure that managerial staff receive the resources and direction required to develop and maintain the County Health and Safety Management System
- visibly promote and communicate the County’s commitment to health, safety and wellness

Managers shall:

- ensure the health, safety and welfare of all employees and other persons at the worksite(s)
- ensure workers understand their rights and obligations under the *Alberta Occupational Health and Safety Act, Regulation and Code*, as well as the Lacombe County Health and Safety Management System
- promote and encourage a workplace that is free of harassment and violence
- provide training opportunities for supervisory staff
- ensure employees are provided with appropriate training
- ensure all known and foreseeable hazards are eliminated or controlled and communicated to employees

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- cooperate with the Joint Worksite Health and Safety Committee

Supervisors shall:

- take all necessary precautions to protect the health and safety of all works under their supervision
- report concerns about an unsafe or harmful work site act or condition that occurred/exists or has occurred/existed to management
- ensure workers under their supervision
 - work in accordance with the *Alberta Occupational Health and Safety Act, Regulation and Code*
 - are advised of all known or reasonably foreseeable hazards in the work area
 - use all hazard controls and properly use or wear personal protective equipment required by the Alberta Occupational Health and Safety Legislation or the County

Workers shall:

- take reasonable care and cooperate with management to protect the health, safety and welfare of themselves and other parties at the worksite(s)
- report to management a concern about an unsafe or harmful work site, act or condition that exists or has existed
- refuse dangerous work that may endanger them or anyone at the worksite(s)
- use and wear required personal protective and safety equipment
- inspect tools, equipment and vehicles before use
- be familiar with the emergency response plan and location of emergency equipment
- be fit for duty when arriving at the worksite(s)
- refrain from causing or participating in harassment and violence

Joint Work Site Health and Safety Committee shall:

- participate in initiatives and provide recommendations to improve health, safety and wellness of all parties at the worksite(s)
- comply with duties as per the Joint Work Site Health and Safety Committee Terms of Reference Administrative Directive

Health and Safety Coordinator shall:

- develop, support, promote and evaluate the Health and Safety Management System
- act in co-operation with employees, supervisors and management

Contractors and Other Parties at the Worksite(s) shall:

- conduct work in a manner that does not create a risk to the health, safety and wellness of anyone at the worksite(s)
- ensure work conducted complies with contractual agreements, regulatory requirements and is completed by competent workers

All of the above responsibilities must be realized in a co-operative spirit working together to achieve a safe and healthy work environment.