



City of Leduc Policy

Policy Title: Occupational Health and Safety

Policy No: 12.06:17

Revision No: 6

Supersedes: Revision 5
(August 2, 2016)

Authority: City Manager	Approval Date: May 30, 2019
Responsible Division: Human Resources	Effective Date: May 30, 2019
Relevant Legislation: Alberta Occupational Health and Safety Act, Regulations and Code	
Relevant Bylaw and Date(s):	
Relevant Council Resolution:	
Authority's Signature: "Original Signed by P. Benedetto, City Manager"	

Policy Objective:

The City of Leduc is committed to the development, implementation and maintenance of a health, safety and wellness (including physical, psychological and social well-being) program. The program is designed and applied with the purpose of protecting employees, contractors, self-employed persons, service providers, visitors, property, the environment and members of the public who enter onto city property. To fulfill this commitment, management will provide and maintain a safe and healthy work environment in accordance with industry standards and in compliance with legislative requirements. The City of Leduc will strive to proactively eliminate or control any foreseeable hazards or risks which may result in adverse environmental impact, equipment damage, property damage, vehicle damage or personal injury or occupational illness.

Definitions:

Contractor: means a person, partnership or group of persons who, through a contract, an agreement or ownership, directs the activities of one or more employers or self-employed persons involved in work at a work-site.

Self-employed person: means a person who is engaged in an occupation but is not in the service of an employer for that occupation.

Service provider: means a person who provides training, consulting, testing, program development or other services in respect of any occupation, project or work site.

Policy:

The City of Leduc's Health, Safety and Wellness Program will be supported by policies and procedures, directives, standards, guidelines and practices pertaining to the health and safety of City of Leduc employees, contractors, self-employed persons, service providers, visitors, residents and others who enter onto city property. These documents pertaining to health, safety and wellness will be situated within the 'City of Leduc Occupational Health and Safety (OHS) Manual'.

Employees at every level should be familiar with the requirements of the Alberta Occupational Health and Safety legislation as it relates to their work processes, rights and roles as employees have responsibilities within the OHS Program and will be held accountable for their performance. Active participation, every day and in every job is necessary to ensure the City of Leduc achieves safety excellence.

All management functions will comply with the Municipal safety requirements as they relate to planning, operation and maintenance of facilities and equipment. All employees will perform their jobs properly in accordance with their job descriptions, established policies and procedures, directives, standards, guidelines and practices. The City of Leduc will strive to eliminate any foreseeable hazards which may result in property damage, accidents or personal injury/illness.

The City of Leduc will ensure contractors and/or self-employed persons conducting work on City of Leduc property or in the vicinity, are expected to cooperate with and effectively communicate any existing or potential hazards that may affect any workers or members of the public.

The City of Leduc will maintain a Health and Safety management system for all employees, in collaboration with the established Joint Work Site Health and Safety Committees. The Health and Safety management system will be continually monitored, evaluated and updated accordingly to remain current and effective.

- The program will consist of policies and procedures, standards, directives, guidelines, and practices pertaining to the health, safety and wellness of City of Leduc employees.
- The policies and procedures, standards, directives, guidelines, and practices pertaining to health, safety and wellness will be situated within the City of Leduc Occupational Health and Safety manual.
- The City of Leduc Occupational Health and Safety manual will be made available to all City of Leduc employees.

The Alberta Occupational Health and Safety Legislation (Act, Regulations and Code) is considered the highest authority for occupational health and safety and takes precedence over this policy.

Resources

OHS Commitment Statement

OHS Manual

Discipline Policy 12.05:14

Employee Recognition 12.05:14

Incident Reporting, Investigation and Tracking Policy 12.05:32

Protective Footwear and Eyewear 12.05:41

Respectful Workplace Policy 12.06:20

Use of Vehicles 31.00:06