



# City of Leduc Policy

**Policy Title: Occupational Health, Safety and Wellness**

**Policy No:** 12.06:17

**Revision No:** 7

**Supersedes:** Revision 6  
(May 30, 2019)

<b>Authority:</b> City Manager	<b>Approval Date:</b> October 15, 2020
<b>Responsible Division:</b> Human Resources	<b>Effective Date:</b> October 15, 2020
<b>Relevant Legislation:</b> Alberta Occupational Health and Safety Act, Regulations and Code	
<b>Relevant Bylaw and Date(s):</b>	
<b>Relevant Council Resolution:</b>	
<b>Authority's Signature:</b>	

## **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, extended leadership 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.

**Extended Leadership:** means a person who represents the organization from multiple levels, which may include the executive team, Directors and Managers.

**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, safety and wellness 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, Safety and Wellness (OHSW) 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 OHSW 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 extended leadership 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 and 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, Safety and Wellness management system for all employees, in collaboration with the established Joint Work Site Health and Safety Committees and Health and Safety Representatives. The Health, Safety and Wellness 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, Safety and Wellness manual.
- The City of Leduc Occupational Health, Safety and Wellness 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.

## **Responsibilities:**

Senior Managers: will allocate appropriate resources to implement, manage and support health, safety and wellness initiatives while overseeing the development and implementation of new OHSW policies, programs and services.

Managers: will take an active leadership role in promoting wellness and a safe and healthy work environment while ensuring the prompt detection, control and resolution of occupational health, safety and wellness matters.

Supervisors: will ensure that safe and healthy work conditions and wellness are maintained, in accordance with legislative requirements, in their assigned work areas while demonstrating a basic understanding of occupational health and safety (OHS) workplace programs, policies and/or procedures.

Workers: will work safely, in accordance with legislative requirements and City safe work procedures and practices while ensuring they are familiar with various work-related illnesses and/or health hazards, and the prevention programs available to employees.

Contractors: in partnership with extended leadership will ensure mitigation measures are in place regarding risks to the health, safety and wellness of any person for the work areas under their control while demonstrating a basic understanding of occupational health and safety legislation.

## **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

Workplace Violence Prevention Policy 12.05:51