



# POLICY

Policy No. 20 – 74 – 19/02/19  
Department: Protective Services

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## HEALTH AND SAFETY

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### SCOPE:

This policy applies to all work-related activities of the Town of Nanton Council, employees, contractors, and volunteers. It also applies to visitors to any Municipal facility.

### PURPOSE:

This policy establishes the foundation for the directives, standards, processes, procedures and practices related to the Town's Occupational Health and Safety Program, in support of the goal of a workplace free from work-related injury and illness. It is a demonstration of the Town's commitment to health and safety programs that address the physical, psychological, and social well-being of its employees and the health and safety of contractors, volunteers, visitors, as well as the public while on Municipal property.

### POLICY:

#### Principles

1. This policy guides all our work activities and processes and will not be compromised.
2. The Town will take a risk-based approach to managing health and safety as a responsible and effective way to reduce workplace incidents and minimize the resulting negative impacts on people, the environment, property and costs.
3. All employees, contractors, volunteers and visitors share in the responsibility for health and safety in the workplace. Active participation in the program is expected, and essential to maintaining the positive safety culture that the Town expects.
4. The Town will strive to improve the Health and Safety Program by learning from its own and other organizations safety performance and incidents.

#### Responsibilities

All employees, to the extent of their level of authority, must comply with all legislation and Town health and safety standards and practices, and fulfill their responsibilities as outlined in the Town's Health and Safety Manual. Others present on Town work sites are also expected to fulfill their responsibilities related to health and safety. In general,

1. *Chief Administrative Officer and Senior Management*
  - Sets a positive example and provide active, visible leadership in health and safety.
  - Periodically evaluate the performance of the Health and Safety Program and develop plans to address significant deficiencies.

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REPLACES POLICY: 20 – 269 - 12/10/15

2. *Managers and Supervisors*

- Support meaningful employee participation in the program.
- Provide appropriate support, training, procedures, and equipment for workers under their supervision to work in a healthy and safe manner.
- Ensure their workers follow all applicable safety legislation and Town procedures.
- Ensure that workplace hazards are identified, controlled and monitored.
- Ensure the safety of facilities, vehicles and equipment in their area of operation.

3. *Workers and Volunteers*

- Work in a safe and healthy manner with a high level of awareness of the potential hazards of the work to be performed.
- Follow all applicable legislation and Town health and safety standards, procedures and practices.
- Report all work-related hazardous conditions and incidents, including near-misses, and participate in any investigations as requested.

4. *Contractors*

- Work in a safe and healthy manner with a high level of awareness of the potential hazards of the work to be performed.
- Follow all applicable legislation.
- Comply with all Town requests for safety-related plans and information.

5. *Visitors*

- Comply with all safety-related requests and instructions of Town employees.

**Legislation**

The *Alberta Occupational Health and Safety Act* (as amended), Regulation and Code takes precedence over this Policy. All employees must comply with the legislation and all Town of Nanton health and safety standards as they apply to their specific role.

Administration of this Policy is the responsibility of the Chief Administrative Officer.

This policy is to be reviewed, at a minimum once every three years, and with any changes in legislation, Mayor or Chief Administrative Officer.

  
MAYOR  
CHIEF ADMINISTRATIVE OFFICER