



Policy Number: 2024 – 09

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Policy Subject/Title: HEALTH AND SAFETY

Signature of Approval by Authorized Personnel:


Karrie A. Gau, CAO

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Policy #2024 – 02; Motion #2024 – 34
Title & No. of Previous Policy if Applicable

POLICY STATEMENT:

The Town of Wainwright is committed to a health and safety program that protects and maintains the physical, psychological, and social wellbeing of workers at our worksites. The Town of Wainwright is also committed to protecting and maintaining the health and safety of others in our workplace, including contractors that we engage, other workers at the worksite, and the general public.

The employer, supervisors and workers at the Town of Wainwright are responsible and accountable for the health and safety performance. Active participation by everyone, every day, is necessary for the health and safety excellence that we expect.

PROCEDURES:

At the Town of Wainwright, our goal is a healthy, injury-free workplace. By working together, we can achieve this goal.

The employer will ensure:

- the physical, psychological, and social wellbeing of workers at the worksites.
- the health and safety of other persons at or near the worksite, who may be affected by hazards from our worksites.
- workers are aware of their occupational health and safety rights and duties.
- workers are not subjected to, and don't participate in, workplace harassment or violence.
- supervisors are competent, and familiar with occupational health and safety

legislation.

- workers have the training they need to work in a healthy and safe manner.
- dangerous work is only carried out by a competent worker, or a worker who is working under direct supervision of a competent worker.
- the Joint Health and Safety Committee complies with their legislated requirements.
- health and safety concerns are resolved in a timely manner.
- information related to worksite hazards, controls, work practices and procedures is readily available to workers, the Joint Health and Safety Committee and the prime contractor.
- current occupational health and safety legislation is readily available to workers and the Joint Health and Safety Committee.

Supervisors will:

- take all precautions necessary to protect the physical, psychological, and social wellbeing of every worker under their supervision, and ensure that those workers:
 - follow procedures and measures required by occupational health and safety legislation.
 - are not subjected to and don't participate in workplace harassment or violence.
 - are aware of their occupational health and safety rights and duties.
- advise every worker they supervise about all known or reasonably foreseeable hazards to health and safety in their work area.

Workers will:

- protect their own physical, psychological, and social wellbeing, as well as that of other people at or near the worksite.
- cooperate with their supervisors and employer to protect their own and others' health and safety.
- use all devices and wear all personal protective equipment required by the employer or the *Occupational Health and Safety Act* or Code.
- understand that the *Occupational Health and Safety Act* gives them specific rights:
 - the right to know
 - the right to participate
 - the right to refuse dangerous work
- refrain from causing or participating in workplace harassment or violence.
- report health and safety concerns to the employer or supervisor.
- participate in any training provided by the employer.
- refrain from performing work that may endanger themselves or others, unless they are competent to do so or directly supervised by a worker who is competent to perform the work.

In addition, the employer, supervisors and workers will:

- cooperate with any person exercising a duty imposed by the *Occupational*

Health and Safety Act or Code.

- comply with the *Occupational Health and Safety Act* and Code, and any worksite policies, procedures and codes of practice.

Other **parties** (for example, **contractors, suppliers, or service providers**) are expected to comply with the *Occupational Health and Safety Act* and Code, and our policies, while at our worksite. The Town of Wainwright will address any health and safety issues relating to another party on site.

Workers at every level must be familiar with the requirements of Alberta occupational health and safety legislation as it relates to their work.

REVIEW CYCLE:

This policy will be reviewed every year.