



Policy Number: 2024 – 02

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Page: 1 of 3

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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 #2019-03; Motion #2019-159
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 health and safety of workers at our work sites. 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 work site, 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 health, safety and welfare of workers at the work sites.
- The health and safety of other persons at or near the work site, who may be affected by hazards from our work sites.
- 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 work site 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 health and safety 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.
- 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 health and safety, as well as that of other people at or near the work site.
- 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.
- 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 work site 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 work site. 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 three (3) years.