



2020

# Health & Safety Worker Handbook



## Health & Safety Policy Statement

The Town of Sexsmith is committed to a strong safety program that protects its employees, contractors, volunteers, elected officials, visitors, its property/equipment and the public, from injuries and illnesses, damages to property/equipment and environmental spills and releases. The basis of a strong and healthy municipality first begins with clear directives and a plan that encompasses health and safety as part of the foundation, culture and future of any business.

The purpose and goal of the health and safety program is to provide a positive working environment and an injury free workplace for all employees and a safe and healthy community for all residents. This will be accomplished through the implementation of safe work practices, loss control processes and procedures, training, inspections, preventative maintenance and strict compliance with the applicable provincial and federal occupational health and safety legislation.

Elected Officials support coordination of safety among all employees of the municipality by providing resources for the proper tools, equipment and training. A positive and proactive safety culture is the Council's goal. This culture will be achieved through education, positive reinforcement and leading by example and supporting continual improvement processes. Elected Officials are accountable for complying with the municipality's health and safety program and initiatives and complying with all applicable legislation including the Alberta Occupational Health & Safety legislation, regulation and codes.

The management of the Town of Sexsmith is committed to the promotion and maintenance of health and safety that addresses physical, psychological and social well-being of its employees. Management is committed to complying with all applicable legislation including the Alberta Occupational Health & Safety legislation, regulation and codes.

Managers, supervisors and workers are responsible and accountable for complying with the municipality's overall safety program and initiatives and are responsible for following all procedures, working safely, and reporting anything unsafe. Managers, supervisors and workers are to improve safety measures, whenever possible, are expected to comply with all applicable legislation, including the Alberta Occupation Health & Safety legislation, regulation and codes. Complete and active participation by everyone, every day, in every job, is necessary for the safety excellence the municipality expects.

Volunteers, prime contractors, contractors and sub-contractors working for the municipality and visitors are to comply with all applicable legislation as well as comply with the municipal's health and safety program and initiatives to support continual improvements and loss reduction strategies and report anything that is unsafe immediately to their direct supervisor.

***The safety information in this policy, the Town Safety Manual, or any other documentation does not take precedence over the Alberta Occupational Health and Safety Act, Regulation and Code.***



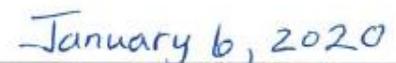
Rachel Wueschner, CAO Signature



Date



Kate Potter, Mayor Signature



Date



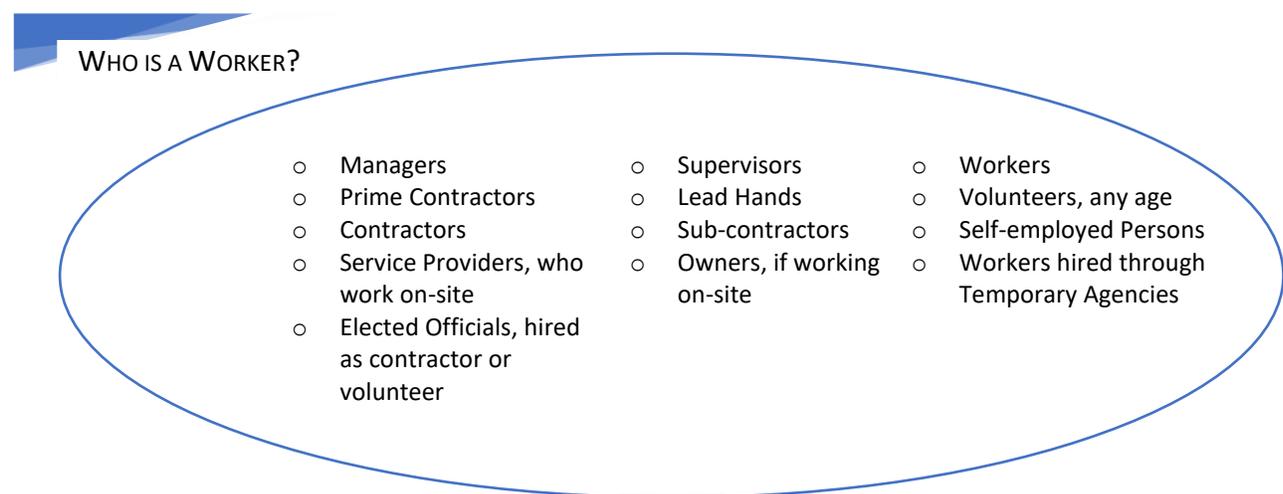
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## Who is a Worker?

In the Health and Safety Manual, there is Manager, Supervisor and Worker Responsibilities defined. All levels within an organization or when an organization hires contractors or other worksite parties and brings volunteers to complete municipal work tasks are all considered workers on a worksite. The municipality is the employer and the roles that represent the employer are; CAO, Elected Officials as they are part of approving policies and programs to support the health and safety program. Managers, and supervisory staff direct the work of others and have employer responsibilities specific to the function of their role.

To summarize an individual who is a manager has multiple obligations and responsibilities. The manager has worker responsibilities, supervisory responsibilities, and responsibilities as the employer's representative, such as managerial responsibilities.

The following is a list of who all is a worker on a worksite. The circle represents the municipal worksite, and the smaller circles represent who all are workers at the worksite.



The definition of a worker includes everyone at the worksite conducting work activities on behalf of or for the Town of Sexsmith.

The reporting flowchart provides new employees with a basic chain-of-command reporting for all types of incidents, illnesses, near misses, work refusals or any time the workers has a question or concern regarding the health and safety at work or any operational question.

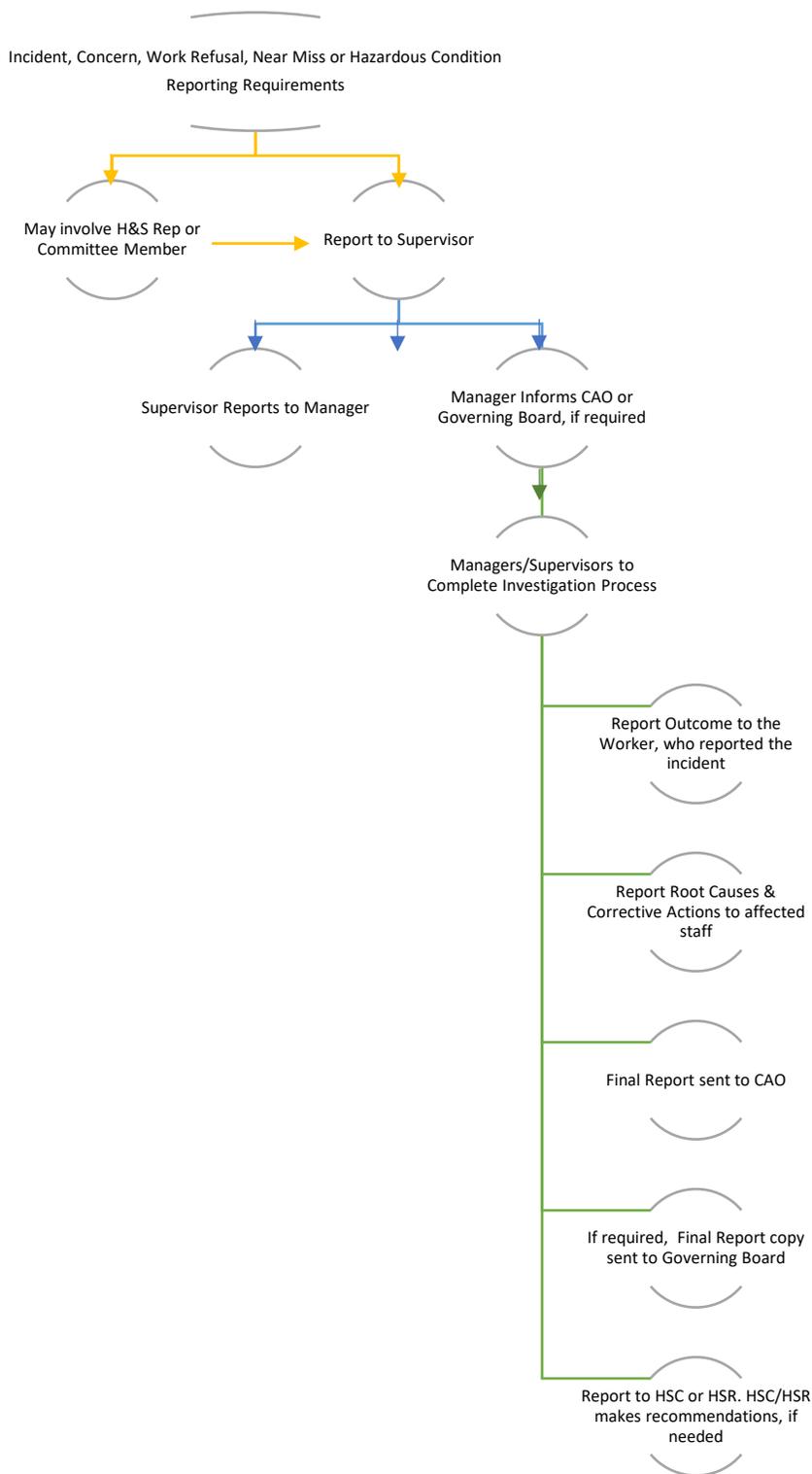
The table of contents provides an outline where in the Sexsmith Health and Safety Manual the policies, responsibilities, directives, and inspection and meeting schedules, lists, forms, general procedures and safety work practices can be located.

In the Health and Safety Manual are detailed procedures and a copy of the forms to use for inspections, orientations and training, competency assessments, monitoring, incident reporting, investigation forms, witness statements, internal auditing forms and meeting minute forms.

Copies of the Health and Safety Manual available for reference at the following facilities;

- Town Office
- Public Works Shop
- Fire Hall
- Library
- Arena

## Reporting Health & Safety Issues – Flowchart



All workers have the right to report dangerous work directly to the OHS Contact Centre,

1-866-415-8690 or 780-415-8690.

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