

<b>POLICY NUMBER:</b>	<b>ARG-006</b>
<b>POLICY SUBJECT:</b>	<b>HEALTH &amp; SAFETY POLICY</b>
<b>DEPARTMENT:</b>	<b>ADMINISTRATION</b>
<b>EFFECTIVE DATE:</b>	<b>JULY 10, 2023</b>
<b>INITIAL EFFECTIVE DATE:</b>	<b>FEBRUARY 1995</b>
<b>REVISION DATE (s):</b>	<b>FEBRUARY 2015</b>

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**PURPOSE:**

The purpose of this policy is to outline The Town of Coaldale's commitment to health and safety that addresses physical, psychological, and social well-being.

**POLICY STATEMENT:**

The Town of Coaldale is committed to a health and safety management system that protects our workers, other workers (i.e., contractors, suppliers, self-employed persons, visitors) who enter onto our property, and the general public. We are committed to the protection and maintenance of the physical, psychological, and social well-being of all employees.

**REASON FOR POLICY:**

The Town of Coaldale, as an Employer, has the ultimate responsibility for the health, safety and wellness of its workers and is committed in promoting health, safety, and wellness within the organization. The Town of Coaldale will provide an Occupational Health & Safety Program that provides a safe and healthy workplace for all employees of the Town of Coaldale and in doing so, protects Employees, property and the public from harm.

**RESPONSIBILITIES:**

Municipal Council:

1. Approve by resolution this policy and any amendments.
2. Consider the allocation of resources for successful implementation of this policy in the annual budget process.

Chief Administrative Officer:

1. Implement this policy and approve procedures.
2. Ensure policy and procedure reviews occur and verify the implementation of policies and procedures.

Manager:

1. To provide information, instructions, and assistance to all supervisory staff to protect the health and safety of all our employees.
2. To participate fully in the health and safety management system and display commitment
3. To understand and enforce the health and safety manual, respectful workplace policy as

well as the occupational health and safety legislation.

4. To provide all supervisory staff with an understanding of our health and safety program as well as relevant occupational health and safety legislation
5. To provide all supervisory staff with proper, well-maintained tools and equipment, plus any other controls or personal protective equipment which may be required.
6. To provide ongoing safety education programs from competent instructors, and to provide approved first aid training courses as required.
7. To monitor departments and projects and hold them accountable for their individual safety performance.
8. To participate, implement, and provide resources, time, and staff for the health and safety committee.

Workers:

1. To read, understand, and comply with the Town of Coaldale's safety manual, safety work procedures, and rules.
2. To wear and maintain the safety equipment, personal protective devices and clothing required.
3. To report any new hazards, unsafe conditions, unsafe acts, or misuse of equipment
4. To participate in hazard assessments
5. To report all incidents, near-misses, and injuries to their supervisor as soon as possible
6. To take every reasonable precaution to protect the safety of other workers, themselves and other people at or near the work site
7. To participate in the health and safety committee and COR audits

Contractors:

1. Comply with the responsibilities as stated in the Alberta Occupational Health and Safety Act.
2. Comply with the requirements set within the Town of Coaldale Contractor Safety Handbook

Related Information:

1. Alberta Occupational Health & Safety Act
2. Alberta Occupational Health & Safety Regulations
3. Alberta Occupational Health & Safety Code
4. Town of Coaldale Occupational Health & Safety Manual
5. Town of Coaldale Contractor & Prime Contractor Safety Handbook

Procedure:

1. The Town of Coaldale Occupational Health & Safety Manual is identified as the Procedure within the Town of Coaldale health and Safety Policy and it is expected that the Employer

and the Employees will work in co-operation to ensure that the workplace remains as a safety and healthy environment.