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| Kneehill County Safety Policy | June 8, 2021 | 259/21 |

Purpose:

Kneehill County is committed to a health and safety program that protects our employees, contractors, volunteers, and the public. An effective program will also result in a reduction of injuries, workplace exposures and reduction in the loss and damage to property, facilities, and materials and equipment.

The employer, supervisors and employees at every level are responsible and accountable for the organization's health and safety performance. Active participation by everyone, every day, in every job is necessary for the health and safety excellence that Kneehill County expects. Health and safety excellence includes the promotion and maintenance of the highest degree of physical, psychological, and social well-being of all employees.

Our goal is a healthy, injury-free workplace for all employees. By working together, we can achieve this goal.

Guidelines:

Kneehill County Council, Administration and employees recognize that safety and preservation of health are of primary importance in all operations and that these activities require combined efforts by the employer, employees, and contractors. Employees at every level including management, are responsible and accountable for total safety results.

Objective:

The objective of the Safety Policy is to identify health and safety concerns, reduce the occurrence of incidents, injuries, and illnesses and to promote physical, psychological, and social well-being. This can be accomplished through active safety program participation, safety prevention, health education and loss control efforts.

Responsibilities:

Council:

- Responsible to support and promote health and safety of employees, contractors and volunteers through regular policy review and providing resources to carry out the health and safety program.

Chief Administrative Officer:

- Responsible for leadership in safety
- Will provide all necessary resources for the promotion of the health and safety program.

Managers and Supervisors:

- Provide employees with the information, training, tools, and support required to do their job safely.



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- To monitor departments and projects, holding those responsible accountable.
- To arrange for emergency medical treatment as required, in case of injury or illness.
- Responsible to meet with contractors to ensure they understand at a minimum, Kneehill County's Health and Safety program through the Contractor Safety Manual and its procedures.
- Responsible to implement all aspects of working safely and support the guidelines of the safety manual through leadership and implementing policies and procedures.

Employees:

- Are accountable for performing work safely by following all safety procedures, while assessing and controlling hazards.
- Employees must work safety and wherever possible, improve existing safety measures.
- Employees must inform their supervisor should anything be deemed unsafe, or if an incident or near miss occurs.

Occupational Health and Safety Officer

- Has the primary duty of maintaining Kneehill County's Health and Safety Program and ensure compliance with applicable federal and provincial laws and regulations.

Joint Health and Safety Committee

- These committees will make recommendations to the CAO or designate on safety matters.
- Members will conduct workplace inspections and review incident reports.
- Members must refer to and follow Terms of Reference for this committee.

Contractors:

- Must, at a minimum, adopt and follow our Contractor Safety Manual and abide by all legislation and Acts regarding safety for their field of work through safe work practices.
- Provide Worker Compensations Board (WCB) account information and liability insurance information as per the contract agreement, and/or the Contractor Safety Manual.
- Advise the appropriate municipal personnel of any safety matters which may have an impact on the operation of the municipality.

Volunteers and Visitors:

- Are accountable for performing work safely and for identifying and communicating workplace hazards to protect themselves, their co-workers, or the public from harm.



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Standards:

The safety information in this policy does not take precedence over any OH&S Regulations, or Codes. All employees and contractors should be familiar with the current Alberta Occupational Health and Safety Act, Regulations and Code.

Approved: March 28, 2017 147/17

Approved: June 8, 2021 259/21

Review Date: June 8, 2025

