

TOWN OF STETTLER

<u>Prepared by:</u>	Town of Stettler Safety Dept.	<u>Number:</u>	XIII-2
<u>Adopted by:</u>	Town of Stettler Council	<u>Original Policy:</u>	2006 05 16
		<u>Previous Policy:</u>	2006 05 16
		<u>Current Policy:</u>	2025 09 16

Title: **Assignment of Responsibility and Accountability for Safety**

Purpose: To outline provisions concerning health and safety requirements for all Managers, Department Heads, Foremen/Other Supervisors and Employees. The Town of Stettler is committed to a health and safety program that protects and maintains the health and safety of workers at our work sites. The employees, CAO, Department Heads, Foreman and Supervisors are responsible and accountable for the company's health and safety performance.

Policy Statement:

TOWN OF STETTLER (EMPLOYER)

- 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 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 health and safety committee, and the prime contractor.
- Current occupational health and safety legislation is readily available to workers and the health and safety committee.

CAO

- To set an example by strictly adhering to the Health and Safety Policy.
- To provide information, instructions, resources and assistance to all managerial staff to assist them in protecting the health and safety of all employees.
- To ensure management understands and enforces the Health and Safety Program, as well as the Occupational Health and Safety Act, Regulation, Code and all other applicable legislation.
- To provide a healthy and safe working environment.
- To conduct an annual work site tour to reinforce health and safety practices and behaviors.
- To review inspection reports and accident/near miss investigations.
- To ensure that the department heads, supervisors and foreman complete all their paperwork that they are responsible for.

DEPARTMENT HEADS

- To set an example by strictly adhering to the Health and Safety Policy.
- To know and apply the municipal safety policies and relevant occupational health and safety legislation.
- To ensure all precautions necessary are taken 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.
- To ensure that the supervisors/foreman have training in order to train the employees in a proper manner.
- To ensure that supervisors/foreman and employees get health and safety information on any new products or machinery.
- Advise every worker they supervise about all known or reasonably foreseeable hazards to health and safety in their work area.
- Report health and safety concerns to employer.

FOREMAN/SUPERVISORS

- To set an example by strictly adhering to the Health and Safety Policy.
- To know and apply the municipal safety policy and relevant occupational health and safety legislation.
- To ensure all precautions necessary are taken 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.
- To ensure that employees get health and safety information on any new products or machinery.
- To advise all employees of any potential or actual dangers and how to isolate, prevent and remove them.
- Report health and safety concerns to employer.
- To ensure that all employees are educated to work in a safe manner and that they use all protective device and procedures required by this municipality and legislation to protected their health and safety.
- To arrange for medical treatment as required, in the case of injury to illness, including transportation to a doctor or hospital if necessary.
- To report all accidents immediately, to investigate all accidents fully and to advise management on how to prevent similar accidents in the future.
- To carry out regular inspections of the workplace to ensure a safe and healthy environment.

EMPLOYEES

- To read, understand and comply with this municipality's safety policy, safe work practices, procedures and rules.
- Protect their own health and safety, as well as that of other people at or near the work site.
- Co-operate 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.
- To notify his/her supervisor of any unsafe conditions or acts that may be of danger to other workers or himself/herself.
- Participate in any training provided by the employer.
- Not perform 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.
- To report all accidents and injuries to his/her supervisor as soon as possible.
- To take every reasonable precaution to protect the safety of other workers and himself/herself.
- Make safety suggestions.
- Set a good example.

HEALTH & SAFETY COORDINATOR

- To update any policy, directive or other changes to the Town's Health and Safety Manual.
- To ensure that the managers get any pertinent health and safety information on new products or machinery.
- To ensure all paperwork is turned in on time and filed.
- To send employees on health and safety courses.
- To arrange Safety Day and any safety award that is approved by Council.
- To ensure that the Town has all the paperwork and is ready for External Audits.
- To perform Internal Audits and External Audits on other municipalities as directed by AMHSA.
- To investigate any near misses and incidents and make corrective actions and discipline employees if warranted.
- To set up and make agendas for Joint Health and Safety Committee meetings.
- To ensure that all workers get involved some way into the Health and Safety program.

- To discuss site inspections and safety with contractors working for the Town of Stettler.

In addition, the employer, directors, foreman, supervisors and workers will:

- Co-operate 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.