



## Health and Safety Policy 01-2019 / Sandy Beach, Alberta

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**Note:** *This document has been updated to be compliant with changes to Alberta's Occupational Health and Safety Act resulting from Bill 30.*

### Intent

The Summer Village of Sandy Beach is vitally interested in the health and safety of its employees. Protection of employees from injury or occupational disease is a major continuing objective. The Summer Village of Sandy Beach will make every effort to provide a safe and healthy work environment. All supervisors, employees, contractors, constructors, and suppliers must be dedicated to the continuing objective of reducing risk of injury. The Summer Village of Sandy Beach is ultimately responsible for worker health and safety, and will take every reasonable precaution possible for the protection of our employees.

The Summer Village of Sandy Beach is committed to promoting a safe and healthy workplace for all employees, contractors, customers, and visitors. In pursuit of our commitment, Sandy Beach will develop, implement, and enforce such policies and procedures that promote and provide a healthier, safer work environment. Sandy Beach understands the importance of safety to the wellbeing and productivity of its people, and strives to safeguard the workplace from injury and wrongdoing through dereliction of duty towards safety.

The Summer Village of Sandy Beach will act in compliance with the *Occupational Health and Safety Act* of Alberta and its regulations, as well as the *Occupational Health and Safety Code*.

### Guidelines

#### Communication

The Summer Village of Sandy Beach encourages open communication on health and safety issues. It is essential to providing an injury-free and productive work environment.

- Employees who voice or identify a health and safety concern will not be subject to retaliation.
- Health and safety comments will be reviewed by human resources. The human resources department will initiate an investigation on each reported or potential hazard.
- Employees are encouraged to inform their supervisor or human resources of any matter they perceive to be an actual or potential workplace hazard.
- Communication can be written or oral, and may be anonymous if so desired.

#### Responsibilities

##### The Summer Village of Sandy Beach

The Summer Village of Sandy Beach will ensure the health, safety, and welfare of:

- Workers engaged in The Summer Village of Sandy Beach work;
- Individuals who are not engaged in Sandy Beach work but are present at the company's work site where work is being carried out; and
- Other people at or in the vicinity of the worksite who may be affected by hazards related to the worksite.



Furthermore, the municipality will ensure that:

- Employees are aware of their rights and duties regarding health and safety and of any issues arising from work being carried out by the company;
- No employee is subject to or contributes to harassment or violence in the workplace;
- Employees are properly supervised by an individual who is competent and familiar with applicable health and safety legislation;
- There is full cooperation with the joint work site health and safety committee or health and safety representative in the exchange of information and resolution of health and safety concerns;
- Health and safety concerns are resolved in a timely manner;
- There is full cooperation with any person exercising a duty under the *Alberta Occupational Health and Safety Act* or *Occupational Health and Safety Code*.

The Summer Village of Sandy Beach will also ensure that employees are properly trained in health and safety matters before they:

- Begin performing work;
- Perform a new duty, use a new piece of equipment, or use a new process; or
- Are moved to a new area of work.

### Supervisors

Supervisors, as long as it is reasonable to do so, are responsible for:

- Ensuring that they are competent to supervise;
- Taking all necessary precautions to ensure the health and safety of every worker under their supervision;
- Ensuring that employees under their supervision work in accordance with all applicable health and safety policies and procedures set out by legislation and the company;
- Ensuring that employees under their supervision use all required hazard controls and personal protective equipment (PPE) as required by legislation or by the company;
- Ensuring that no employee under their supervision is subject to or contributes to harassment or violence in the workplace;
- Ensuring that employees receive adequate training in their specific work tasks to protect their health and safety;
- Advising employees under their supervision of all known or foreseeable health and safety hazards in the area where employees will work;
- Reporting any concern, committed act, or harmful condition pertaining to health and safety; and
- Complying with all health and safety legislation and cooperating with any person exercising their duty under health and safety legislation.

### Employees

All employees at The Summer Village of Sandy Beach are responsible for:

- Taking all reasonable precautions to protect the health and safety of themselves and others in the vicinity of the work site;
- Cooperating with the company and its supervisors in protecting the health and safety of all employees, other workers engaged in work for The Summer Village of Sandy Beach, and any other worker present at the work site;



- Using all provided PPE and devices as required by health and safety legislation or the company in order to protect their health and safety;
- Not participating in or causing harassment or violence in the workplace;
- Reporting any concerns, acts, or harmful conditions that pertain to health and safety;
- Complying with all health and safety legislation and cooperating with any person exercising their duty under health and safety legislation.

### Working Alone

All employees at The Summer Village of Sandy Beach acknowledge and comply with the following:

- Due to the nature of the municipality work environment work alone will take place from time to time;
- Public Works must check in and out with each other through cell or email communication;
- Office employee(s) must check in and out with Administration through cell or email communication;
- All employees must have a next of kin phone number (text preferred) in their file;
- No aggressive or abusive behavior from the public is tolerated whatsoever – office staff must make bathroom excuse and exit through back door and lock and escape through parking lot and inform administration or alternative phone number;
- Public Works is not allowed to engage in any conversation with public within the compound whatsoever;
- Personal vehicles should be parked in such a way that escape does not include reverse;
- All shop liquids and materials must be properly labeled and stored;
- 911 is to be called in all emergencies and all employees must have at least one additional phone number (elected official preferred) in case of all emergencies;
- When departing from compound an employee (when emergency applicable) must park when safe to do so and inform both next of kin and alternative phone number and then find safe shelter and maintain contact;
- The muster point for all employees is just outside the access gate to the compound;

### Acknowledgement and Agreement

I, (\_\_\_\_\_), acknowledge that I have read and understand the Health and Safety Policy of The Summer Village of Sandy Beach. I agree to adhere to this policy and will ensure that employees working under my direction adhere to this policy. I understand that if I violate the rules set forth by this policy, I may face disciplinary action up to and including termination of employment.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Witness: \_\_\_\_\_