


Number: SH1  
Administered by: Healthy Organization  
Approved by:   
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## WORKPLACE SAFETY AND HEALTH

### **PURPOSE**

The City is committed to a Health and Safety Management System (HSMS) that promotes and maintains the highest degree of physical, psychological and social well-being of our workers, the workers of other employers who enter onto our property, visitors to our services, and the general public. This policy clarifies corporate expectations and individual roles and responsibilities.

### **PERSONS AFFECTED**

Employees/Special Purpose Bodies

### **POLICY STATEMENT**

The Safety and Health of people is a shared responsibility that should always be considered first. Workers at every level are responsible and accountable for the corporation's safety and health performance. Active participation by everyone, every day, in every job is necessary for the safety and health excellence the City of Lethbridge expects. Our goal is the prevention of work related injuries and ill-health.

### **RESPONSIBILITIES**

General Manager and Manager will ensure:

- the physical, psychological and social well-being of workers at the work site,
- the physical, psychological and social well-being of other people at or near the work site who may be affected by hazards originating from the work site,
- that workers are aware of the fundamental Occupational Health and Safety (OHS) worker rights; specifically

- Right to know
- Right to participate
- Right to refuse dangerous work
- that workers are not subjected to, or participate in, harassment or violence at the work site,
- that workers are supervised by a person who is competent and familiar with the *Occupational Health and Safety Act*, Regulation and Code,
- that reasonable consultation and cooperation is completed with workers prior to making decisions that may reasonably affect their safety or health,
- that physical, psychological and social well-being concerns are resolved in a timely manner,
- that supervisors and workers are adequately trained for the protection of physical, psychological and social well-being at the work site,
- that workers have access to an Integrated Risk Management (IRM) Committee,
- that all serious injuries and incidents are reported to the Healthy Organization Manager as soon as reasonably possible,
- that all work performed on behalf of the City of Lethbridge by an external entity is only assigned to an entity that can reasonably demonstrate their ability to meet their obligations under the *Occupational Health and Safety Act*, Regulation and Code.

Supervisors will ensure:

- they are competent to supervise the workers under their supervision,
- the workers under their supervision work in accordance with procedures and measures required by the *Occupational Health and Safety Act*, Regulations and Code,
- the workers under their supervision use all hazard controls and properly use or wear the personal protective equipment required by the employer or applicable legislation, and
- that workers are not subjected to, or participate in, harassment or violence at the work site.
- to take all reasonable precautions necessary to protect the physical, psychological and social well-being of every worker under their supervision.
- to advise every worker under their supervision of all known or reasonably foreseeable hazards to physical, psychological and social well-being in the area where the worker is performing work.
- to report in a timely manner to the appropriate employer representative, all dangerous, unsafe or harmful work site acts that occur (or have occurred), and all dangerous, unsafe or harmful work site conditions that exist (or have existed).

Workers will:

- protect the physical, psychological and social well-being of themselves and other people at or near the work site.
- cooperate with supervisors, managers and other stakeholders to protect the physical, psychological and social well-being of themselves and others.
- comply with the *Occupational Health and Safety Act*, Regulation and Code.
- comply with the City's Health and Safety Management System (HSMS).

- use and wear devices and personal protective equipment required by the employer or applicable legislation.
- refrain from causing or participating in harassment or violence.
- report in a timely manner to the appropriate employer representative, all dangerous, unsafe or harmful work site acts that occur (or have occurred), and all dangerous, unsafe or harmful work site conditions that exist (or have existed).

Healthy Organization Manager will:

- establish the structure for the City's Health and Safety Management System (HSMS).
- support departments, unions and Integrated Risk Management (IRM) committees in the implementation and continuous improvement of the City's HSMS.
- coordinate auditing of the City's HSMS for the purposes of maintaining designation as a Certificate of Recognition (COR) employer.
- report in a timely manner and to the appropriate employer representative any concern involving a dangerous, unsafe or harmful work site act or condition (including inappropriate management action or abuse of power) that creates an unacceptable risk of harm to the safety and health of a person(s).
- ensure all mandatory reporting to Occupational Health and Safety and/or Workers' Compensation Board is completed accurately and in a timely manner.

## **DEFINITIONS**

- **Competent**: in relation to a person, means adequately qualified, suitably trained and with sufficient experience to safely perform work without supervision or with only a minimal degree of supervision.
- **Employee**: means a person, volunteer or a contractor employed by the City.
- **General Manager**: means an employee who is directly accountable for the performance of a declared department.
- **Hazard**: means a situation, condition or thing that may be a potential source of harm to the physical, psychological or social well-being of people, and/or damage to property.
- **Health and Safety Management System**: means a systematic approach put in place by an employer to minimize the risk of injury and ill health in the workplace
- **Injury and Ill Health**: means adverse effect on the physical, mental or cognitive condition of a person
- **Manager**: means a person employed by the City with the formal authority to exercise management rights on behalf of the City.
- **People/person**: includes employees, contractors, volunteers, suppliers, service providers, self-employed persons, citizens and visitors.

- **Serious injuries and incidents**: means the death of a worker; a worker being admitted to hospital; an unplanned or uncontrolled explosion, fire or flood; the collapse or upset of a crane, derrick or hoist; and the collapse or failure of any component of a building or structure necessary for the structural integrity of the building or structure.
- **Special Purpose Body**: means a committee, board, or commission which is established under the legislated powers of the City but has their own legislation or bylaws, current ones being Galt Museum & Archives, Lethbridge Public Library, and Lethbridge Police Commission.
- **Supervisor**: means a person who has charge of a work site or authority over a worker.
- **Worker**: means a person engaged in an occupation, including a person who performs or supplies services for no monetary compensation for an organization or employer.
- **Work site**: means any location, including a vehicle or powered mobile equipment, where a worker is engaged in his or her occupation.

## **REFERENCES**

- *Occupational Health and Safety Act*
- HSMS Guidance Document 1.0: *Understanding Our Health & Safety Management System*
- HSMS Guidance Document 1.1: *Understanding HSMS Roles & Responsibilities*
- HSMS Guidance Document 1.2: *Understanding the 3 Worker Rights [and Obligations]*
- HSMS Guidance Document 1.3: *Understanding the Dangerous Work Refusal Process*
- HSMS Guidance Document 1.4: *Understanding Non-Compliance to the HSMS*

## **REVISION/REVIEW HISTORY**

- September 23, 2010: Annual review and signature
- September 30, 2014: Annual review and signature
- July 6, 2015: Annual review and signature
- July 24, 2018: Significant revision and reformatting replaces previous unnumbered policy
- November 27, 2019: Annual review and signature. Responsibilities and definitions section updated.
- August 30, 2021: Replaces RM15 Workplace Health and Safety