



# POLICY

Section <b>Health and Safety</b>	Policy No. <b>17-1</b>	Page <b>1 of 2</b>
Policy Title <b>Kneehill County Safety Policy</b>	Date: <b>March 28, 2017</b>	Resolution No. <b>147/17</b>

## Purpose:

The philosophy of Kneehill County is that injuries and occupational illness can be prevented. An effective occupational health and safety program will result in a safer and healthier work environment for all employees, contractors and volunteers. An effective program will also result in a reduction in injuries, workplace exposures and reduction in the loss and damage to property, facilities, and materials and equipment.

The Kneehill County Safety Program sets minimum standards to assist with the implementation of a coordinated occupational health and safety program. The scope of the safety program covers all matters which may have an effect on the health and safety of employees, contractors, volunteers and the public.

## 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. Complete and active participation by everyone, every day, in every job is necessary for the safety excellence Kneehill County expects to achieve.

## Objective:

The objective of the Safety Program is to identify health and safety concerns, reduce the occurrence of incidents, injuries and illnesses and to promote employee health and 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.
- To monitor departments and projects, holding those responsible accountable.
- To arrange for 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.



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*Employees*

- Are accountable for performing work safely by following all safety procedures, while assessing and controlling hazards.
- Employees must work safely 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.

*OHS Coordinator*

- 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*

- This committee 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 the 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 in regards to safety for their field of work through safe work practices.
- Provide Workers Compensation 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.

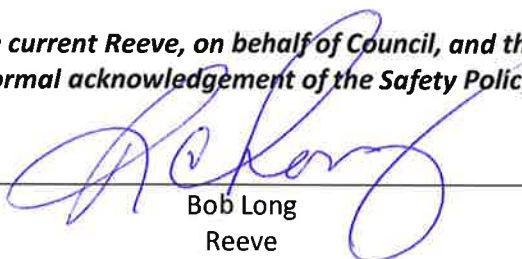
*Volunteers and Visitors*

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

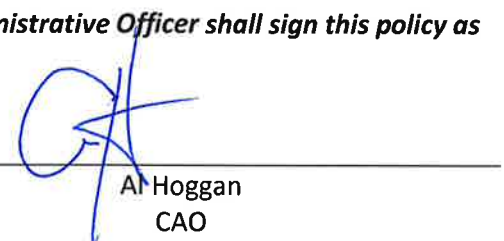
**Standards:**

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.

***The current Reeve, on behalf of Council, and the current Chief Administrative Officer shall sign this policy as a formal acknowledgement of the Safety Policy.***



Bob Long  
Reeve



Al Hoggan  
CAO

Approved:      March 28, 2017      147/17  
 Review Date:   **March 2020**