

Purpose:

- 1 To protect and ensure the safety and health of all workers and the public in The City's operations.
- 2 To prevent the loss of human and financial resources, productivity, and material that occur as a result of incidents or injuries from unsafe acts or unsafe working conditions.
- 3 To comply with the Occupational Health and Safety Act, Code, and Regulation of Alberta.

Policy Statement(s):

- 4 The City provides and maintains, so far as practicable, a safe work environment for all workers and members of the public who may come in contact with City work sites.
- 5 The City meets or exceeds standards of achievement in occupational health and safety performance.
- 6 The City establishes, promotes, reviews, and maintains a comprehensive occupational health and safety program to enhance worker's quality of life; prevent incidents, illnesses, and injuries.
- 7 Safety is a shared responsibility. The City's Occupational Health & Safety policy requires active leadership by management and participation from all employees.
- 8 Safe work practices are viewed as indicators of work performance. The principles of progressive discipline apply if there is blatant disregard for safety policy, regulations, and recognized practices.

References/Links:

- 1 Occupational Health and Safety Act, Regulation and Code of Alberta
- 2 2001-CA Driving Records
- 3 2005-CP Occupational Health & Safety
- 4 2006-CA Rehabilitation Abstracts
- 5 2007-CP Medical Records Information
- 6 2017-CA Annual Safety Awards
- 7 2024-CA Respectful Workplace

- 8 2024-CP Respectful Workplace
- 9 2201-CP Hazard Assessment, Elimination, and Control
- 10 2202-CA Health & Safety Orientation
- 11 2203-CA Workplace Inspections
- 12 2204-CA Personal Protective Equipment & Clothing
- 13 2205-CA Working Alone
- 14 2205-CP Working Alone
- 15 2206-CA Vehicle and Equipment Maintenance
- 16 2208-CA Workplace Violence
- 17 2208-CP Workplace Violence – Prevention & Mitigation
- 18 2209-CA Emergency Preparedness - Rescue and Evacuation
- 19 2211-CP Threat Response
- 20 2214-CA Substance Use and Fitness for Duty
- 21 2220-CP Respiratory Protective Equipment

Scope/Application:

- 1 This policy applies to all employees, volunteers, contractors, and consultants working on behalf of/for The City of Red Deer.

Authority/Responsibility to Implement:

- 1 Employees are responsible to ensure volunteers, contractors, and consultants working on behalf of/for The City are made aware of expectations of this policy.

Inquiries/Contact Person(s):

- 1 Human Resources Manager
- 2 HR Team Leader – Wellness & Safety

- 3 Corporate Health and Safety Committee Co-Chairs
- 4 Joint Health and Safety Committee Co-Chairs

Policy Monitoring & Evaluation:

- I This policy will be reviewed annually and revised as necessary.

Document History:

Date	Approved/Reviewed By:	Title
Approved: January 19, 2001		
Reviewed: December 6, 2005		
Revised: June 11, 2007	“Craig Curtis”	City Manager
Revised: July 11, 2009	“Craig Curtis”	City Manager
Reviewed: May 28, 2012	“Craig Curtis”	City Manager
Reviewed: July 31, 2019	“Kristy Svoboda”	Director of Human Resources
Reviewed: October 22, 2020	“Allan Seabrooke”	City Manager

Appendix A

Occupational Health & Safety Program Components

The required components of The City's Occupational Health and Safety Program include:

- I Occupational Safety Components:
 - a) City policy, administrative responsibilities, committee makeup
 - b) Training and orientation
 - c) Hazard identification, assessment and control. Procedures for identifying, assessing and controlling hazards on a job site
 - d) Safe work practices
 - e) Incident investigation policies, procedures and forms for determining the root cause and prevention of recurrence of incidents
 - f) Competency testing
 - g) Inspection practices
 - h) Maintenance - policy statements regarding maintenance and care of equipment
 - i) Reports and management information - summary reports for comparison, tracking and planning purposes
 - j) Safe work recognition

- 2 Occupational Health Components:
 - a) City policy, administrative responsibilities, committee make-up
 - b) Return-to-work procedures/modified work
 - c) Rehabilitation
 - d) Medical liaison
 - e) Medical records/information
 - f) Health assessment/medicals
 - g) Work injury claims administration