



Health and Safety

Human Resources Policy L15

Policy:	L15 – Health and Safety
Policy Department(s):	Human Resources
Adoption Date:	October 7, 2019
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Policy Purpose

The policy purpose is to establish the County commitment to implement an effective health and safety program that protects employees, contractors, volunteers, and the public from incidents occurring at our workplaces. Through this program, Council and senior leadership will work with employees to develop a strong health and safety culture.

Policy Statement

Council and management are committed to working together to protect and maintain the physical, social, and psychological well-being of all employees while working to promote our vision of being “first in building sustainable, prosperous, and safe communities”.

Definitions

“Certificate of Recognition (COR)” is awarded by Alberta Partnership in Injury Reduction for employers who have developed and maintained a health and safety management system that meets established standards.

“Chief Administrative Officer” also known as “CAO” or “County Manager” means the person, or delegate appointed by Council to the position of Chief Administrative Officer under the Municipal Government Act for the County of Grande Prairie No. 1.

“Contractor” means any person(s) employed by the County to perform work by means of contract.

“Council” means the duly elected Council members of the County of Grande Prairie No. 1.

“County” means the municipality of the County of Grande Prairie No. 1 having jurisdiction under the Municipal Government Act and other applicable legislation

“Director” means middle management as outlined in the County’s Organizational Chart who reports directly to a General Manager.

“Employee” in the context of Policy L7, employee means permanent, temporary, seasonal, casual, contract, full-time, part-time, and paid response (volunteer).



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“General Manager” means senior administration as outlined in the County’s Organizational Chart who reports directly to the CAO.

“Health and Safety Management System” means the program put in place by the County to minimize the risk of workplace injury or illness. The County’s Employee Safety Handbook is the framework for its health and safety management system.

“Senior Leadership” means the General Managers and the CAO of the County.

Policy Guidelines

1. The County and its employees will:
 - 1.1. Protect the health and safety of ourselves and those around us.
 - 1.2. Provide and maintain safe working environments.
 - 1.3. Prevent and report all damage or harm to people, equipment, or property.
 - 1.4. Recognize, control, and/or eliminate hazard(s) as they arise.
 - 1.5. Recognize that everyone has a role in safety and culture improvement.
 - 1.6. Comply with all regulatory requirements including Alberta Occupational Health and Safety Legislation.
 - 1.7. Know about the hazards that exist while performing work and how those hazards are controlled.
 - 1.8. Participate in health and safety activities.
 - 1.9. Openly express health and safety concerns.
 - 1.10. Refuse to do unsafe or dangerous work.
2. The County’s Employee Safety Handbook does not take precedence over Alberta Occupational Health and Safety Legislation.
3. All employees and contractors performing work for the County are responsible for reviewing, understanding, and complying with Alberta’s Occupational Health and Safety Legislation and the County’s Employee Safety Handbook and applicable safe operating practices and procedures, while applying the County’s safety program to their work.
4. To meet Certificate of Recognition (COR) requirements, this policy must be signed by the current County Manager and must contain a list of roles and responsibilities for each level of employee as they pertain to health and safety in the workplace.
5. To ensure the effectiveness of the County health and safety management system, the following roles and responsibilities apply:



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- 5.1. Council is responsible for:
 - 5.1.1. Communicating the importance of health and safety to employees and the public
 - 5.1.2. Providing resources to improve health and safety concerns
 - 5.1.3. Demonstrating the County commitment to health and safety
- 5.2. County Manager is responsible for:
 - 5.2.1. Signing this policy
 - 5.2.2. Communicating the importance of health and safety
 - 5.2.3. Communicating the County commitment to health and safety
- 5.3. General Managers, Directors, and Supervisors are responsible for:
 - 5.3.1. Ensuring hazards are identified and controlled
 - 5.3.2. Ensuring inspections are completed
 - 5.3.3. Ensuring health and safety meetings are held and attended
 - 5.3.4. Ensuring workers receive required training
 - 5.3.5. Ensuring incidents are investigated and reported
 - 5.3.6. Ensuring corrective actions following incidents are implemented
 - 5.3.7. Participating in hazard assessments, work site inspections, and health and safety meetings
 - 5.3.8. Responding to health and safety concerns
- 5.4. All employees are responsible for:
 - 5.4.1. Following policy, Alberta Occupational Health and Safety Legislation, the County Employee Safety Handbook and safe work practices
 - 5.4.2. Bringing forward health and safety concerns as required
 - 5.4.3. Identifying hazards and recommending controls
 - 5.4.4. Participating in health and safety activities
 - 5.4.5. Reporting all incidents including hazards, near misses, injuries and property damage
 - 5.4.6. Participating in training
 - 5.4.7. Setting a positive example as it relates to workplace health and safety



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- 5.5. Volunteers are responsible for:
- 5.5.1. Complying with the County health and safety management system as it applies to the activities performed
 - 5.5.2. Informing the County of any hazards or incident that arise through the performance of work
- 5.6. Contractors are responsible for:
- 5.6.1. Complying with the County health and safety management system
 - 5.6.2. Completing a Contractor Health and Safety Orientation prior to conducting any work for the County
 - 5.6.3. Informing the County of any hazards or incident that arises through the performance of work

Signature

Joulia Whittleton, County Manager

Date

Attachments

N/A

References

Legal Authorities	Alberta's Occupational Health and Safety Legislation
Related Plans, Bylaws, Policies, Etc.	Policy B1 – Policy Development
Other	The County of Grande Prairie's Employee Safety Handbook

Revision History

Review Date	Description
September 19, 2024	Reviewed and Amended CAO Approval
June 27, 2022	Reviewed and Amended CM20220627.004
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