
Health and Safety

References: *Occupational Health and Safety Act, RSA 2000, c O-2 s. 32*

Cross-reference: HUM-001-034 Employee Total Rewards

Policy Statement

Strathcona County is committed to protecting and maintaining the health and safety of all employees, contractors, and visitors at its worksites. Strathcona County leaders, managers, and supervisors commit to protecting the physical and psychological health and social well-being of employees.

A healthy and safe workplace is the responsibility of every employee, at every level.

Purpose

The purpose of this Directive is to establish the general roles and responsibilities of management, supervisors, workers and contractors to ensure the health and safety of every employee.

Definitions

Contractor: a person, partnership, or group of persons who, through a contract, agreement or ownership, directs the activity of one or more employers involved in work at a worksite and are not an employee of the County (including contractors, contracted services and contract workers). Also known as "contracting employer" in s.1(f) of the *OHS Act* or "Supplier" in Strathcona County contract agreements.

Management: Any worker occupying a position classified within the management job family.

Supervisor: an employee whose responsibilities include supervision of other employee(s), not just those with the formal title of "supervisor".

Worker (employee): a person, including volunteers, engaged in an occupation.

Guidelines

All work performed for Strathcona County must meet the requirements identified in the Alberta Occupational Health and Safety Act, Regulation, and Code and must comply with the Strathcona County Occupational Health and Safety Management Program. As a core value, occupational health and safety will be integrated into all Strathcona County work activities.

RESPONSIBILITIES

- 1) Management is responsible for:
 - a) Providing leadership in promoting a safe culture within the county.
 - b) Working with the Strathcona County health and safety committees to address health and safety issues as they are identified.
 - c) Providing resources and support for the development and implementation of the Occupational Health and Safety Program and ensuring workers have the authority to meet their responsibilities.
 - d) Participating in health and safety activities.
- 2) Supervisors are responsible for:
 - a) Ensuring workers, under their supervision, follow the Occupational Health and Safety Management Program and are aware of their responsibilities.
 - b) Ensuring that workers are aware of the hazards associated with their work and use identified hazard controls.
 - c) Ensuring that workers who report to them have the qualifications, training, and experience to do the work assigned to them.
- 3) Workers are responsible for:
 - a) Actively participating in education and training.
 - b) Using established hazard controls.
 - c) Reporting safety issues, hazards and incidents.
 - d) Following policies, procedures, and rules to ensure the safety of themselves and others.
- 4) Contractors working on behalf of Strathcona County are responsible for:
 - a) Meeting or exceeding applicable laws and legislation.
 - b) Protecting the health and safety of their employees, Strathcona County employees, other contractors, visitors, and patrons.

Policy Record

Next Review Date: September 20, 2026


Policy No: HUM-001-036D

Last Review Date: September 20, 2023

Administrative Review: Human Resources

Approved by:


Chief Commissioner


Date