

## Health and Safety

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

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

### Policy Statement

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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

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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

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**Contractor** – a person, partnership or group of persons who, through a contract, or an agreement with the county, directs the activities of one or more employers or self-employed persons involved at work at a workplace, and are not an employee of Strathcona County.

**Worker (employee)** – Any person employed by Strathcona County on a permanent, non-permanent, full-time or part-time basis; including all unionized, classified, management, and staff engaged through an employment contract.

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

**Supervisor:** A worker whose job responsibilities include supervision of another worker(s).

### Guidelines

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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 employees reporting to them are appropriately trained.
  - b) Ensuring workers, under their supervision, follow the Occupational Health and Safety Management Program and are aware of their responsibilities.
  - c) Ensuring that workers are aware of the hazards associated with their work and use identified hazard controls.
  - d) Ensuring that workers are trained and competent 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**

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**Next Review Date:** August 17, 2023

**Policy No:** HUM-001-036D

**Last Review Date:** August 17, 2020

**Replaces:** N/A

**Administrative Review:** Human Resources

**Approved by:**

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Signed – Darrell Reid  
Chief Commissioner

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August 17, 2020  
Date