

**Title: Safety Program**

**Policy No: 3901**

**Approval: Town Council September 23, 2009**

**Effective Date: January 11, 2006**

**Reviewed: November 4<sup>th</sup>, 2008**

**August 20, 2009**



**Supersedes Policy No:**

**Policy Statement:** It is the policy of the Town of Hardisty to incorporate and enforce safe working conditions. Health and safety will be given primary importance in planning and operating all Town activities in order to protect employees against hardship and suffering caused by industrial injuries and to protect the Town against unnecessary financial burden and reduced efficiency.

Management is responsible for the safety and the education of fellow employees. Every employee is entitled to work under the safest possible conditions and to this end, every reasonable effort shall be made to provide for safe and healthy working conditions and to eliminate hazards that may cause injury to workers or damage to property or equipment. Each individual employee is responsible for the success of the health and safety program.

A safe and healthy work environment is a goal everyone shares. For that reason, the Occupational Health and Safety Act is an important piece of legislation, which was passed to protect employer, management and workers. The Act provides a framework within which the Town management, supervisors and employees can work together to keep the worksite safe and free from health hazards. The Town shall appoint a Safety Officer who will manage the Town Safety Program as approved by Council, and, as per the Occupational Health and Safety Act.

**Management and Supervisors shall:**

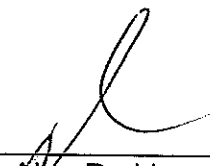
1. Familiarize themselves with the sections of the Occupational Health and Safety Act as it pertains to their worksite;
2. Do everything reasonable to protect the health and safety of themselves and their workers;
3. Ensure workers have the skill and training necessary to do their jobs safely;
4. Inform workers of any hazards which exist at the job site;
5. Ensure workers are aware of their obligations;
6. Investigate and eliminate any danger that exists when a worker refuses to perform a job that would pose an imminent danger to himself or his fellow workers;
7. Ensure only qualified workers will be assigned to do jobs;

8. Notify their Supervisor if an incident occurs which results in, or may have resulted in, an injury to a worker;
9. Prepare Safe Work Procedures for the worksite;
10. Hold regular safety meetings to inform employees of any changes in Act.

**The Employee shall:**

1. Be familiar with all regulations that apply to his or her worksite;
2. Work in a safe manner and be safety conscious on the job;
3. Co-operate with his or her supervisor by following the health and safety rules established for safety;
4. Wear or use personal protective equipment as outlined or provided by the employer;
5. Notify the Safety Supervisor immediately of any safety hazard;
6. Notify the Supervisor or Management if a known hazard is not rectified;
7. If asked to do work that he or she believes poses an imminent danger to himself or others, refuse to do it and:
  - a) immediately notify Supervisor;
  - b) explain his or her reasons; and
  - c) if supervisor does not agree, then contact Management;
8. If a serious accident occurs which results in, or may have resulted in, serious injury to himself or another worker, notify the Supervisor or Management;
9. Cooperate with an Occupational Health and Safety Officer and provide any information requested by him during an investigation.

Any contractor to the Town shall observe all safety regulations, safe work procedures and requirements under the Occupational Health and Safety Act as conditions of their contract.

Signed:   
Alan Parkin

Date: Sept. 28/09.