



Statement of Policy and Procedure			
Department:	Corporate Services	Policy No.	19.1
Section:	Occupational Health & Safety	Issued:	August 11, 2008
Subject:	Occupational Health & Safety Policy	Effective:	April 16, 2018
Council Resolution # and Date:	Council Resolution No. 0152 of April 16, 2018		
		Replaces:	Policy No. 19
Issued by:	Gordon Hood, Coordinator, Health, Safety & Environment	Dated:	August 11, 2008
Approved by:	Jim Toye, Acting Director of Corporate Services		

1 POLICY

- 1.01 That the City of Prince Albert will conduct all site operations in the spirit of improving illness and injury prevention. We will strive to make consistent and measurable progress. To fulfil this commitment, the City of Prince Albert will:
- a. meet or exceed all applicable laws and regulations;
 - b. make workplace safety a primary consideration in all our activities.
 - c. maintain a safe and healthy work environment;
 - d. establish and communicate the health and safety responsibilities of all workplace parties, contractors, and visitors;
 - e. ensure employee accountability for safe and healthy behaviour and to work in accordance with legislation, corporate policies and procedures;
 - f. require all levels of supervision to ensure that safe and healthy working conditions are provided and maintained;
 - g. provide adequate training to employees in order to carry out their duties safely;
 - h. require contractors and their workers to meet or exceed Corporate health and safety standards;

- i. promptly report and eliminate or control any health and safety hazards identified;
 - j. develop safe and healthy procedures that are easily accessible and understood; and,
 - k. review health and safety measures and procedures at least annually in light of current practice, knowledge and science.
- 1.02 That all City of Prince Albert operations will strive to be a model of high-quality health and safety practices. The following principles have been established to guide management and all employees in their daily activities. We believe that:
- a. a safe and a safe and healthy environment is a benefit to employees, visitors, and the community;
 - b. all injuries and occupational illnesses are preventable;
 - c. safe work practices are a job requirement for every position in the City of Prince Albert and must be integrated into every activity;
 - d. off-the-job safety and health is important;
 - e. employees must be trained adequately;
 - f. to achieve excellence, management must demonstrate leadership and set the example in its commitment to safety and health; and,
 - g. involvement in safe and healthy practices develops knowledge, increases awareness of hazards, and helps prevent incidents of illness, injury and environmental harm.

2 PURPOSE

- 2.01 To provide for a safe and healthy workplace that meets or exceeds all legislative requirements. The City of Prince Albert recognizes that its workers are its most valuable asset. Therefore, it is committed to taking the appropriate measures to ensure the health and safety of everyone.
- 2.02 To complement the efforts of the Employee and Family Assistance Program, Workers' Compensation Board, Disability Income Replacement Plans, Private Physicians and Community Health Professionals in working toward improved worker health and safety.

- 2.03 To enhance the workplace by minimizing or eliminating hazards which may result in personal injuries/illnesses, service interruption, fires and property damage.

3 SCOPE

- 3.01 The Occupational Health & Safety Policy shall apply to all City of Prince Albert workers, contractors and their sub-contractors working on all City of Prince Albert worksites or on behalf of the City of Prince Albert.

4 RESPONSIBILITY

- 4.01 All management and workers, as a team, will participate and contribute to achieving a healthy, safe, cost efficient and productive workplace.

- 4.02 That the City Manager or designate will:

- a. review and approve all Safety Administrative Policies for the City of Prince Albert;
- b. ensure that the current Occupational Health and Safety Policy, as outlined in Section 1, is formatted, signed (by the current City Manager), and placed on the Occupational Health and Safety bulletin boards in all city facilities;
- c. review and approve all Safety Administrative Procedures and Practices that are general in scope; and,
- d. support the senior management team in meeting the commitments of this policy and associated safety administrative policies, procedures and practices.

- 4.03 That Senior Management will:

- a. ensure the management leadership and support necessary to create a safe and healthy workplace in compliance with this Policy;
- b. ensure that adequate resources are allotted to meet the needs of this Policy and associated Safety Administrative Policies, Procedures, and Practices;
- c. ensure compliance with all regulatory/legal requirements;

- d. ensure that health and safety considerations are an integral part of all decisions affecting the design, construction, purchase and maintenance of buildings, equipment or work processes;
- e. monitor and evaluate safety performance, recommend changes and improvements and set performance goals;
- f. take timely action and provide the resources necessary to correct unsafe and unhealthy conditions in an expedient manner;
- g. ensure that the performance of all managers/supervisors is measured relative to this Program, as occupational health and safety is a line responsibility; and, take corrective action where the requirements of the Occupational Health and Safety Program are deliberately ignored; and,
- h. review and approve all Safety Administrative Procedures and Practices that pertain mainly to their Department or when their Department has been designated to be the lead by the City Manager.

4.04 That Managers will:

- a. ensure that all activities under their control are conducted in compliance with this Policy;
- b. ensure that all workers are knowledgeable about the sections of the Saskatchewan Employment Act and associated Occupational Health and Safety Regulations and related legislation pertaining to their workplace and operations;
- c. ensure that workers in their area of responsibility have been given adequate training and instruction in the safe performance of their work;
- d. determine and assist in the development of procedures to be used to ensure that the work is carried out in a safe and efficient manner, consult with workers affected, provide instruction to workers in those procedures, and provide adequate supervision;
- e. ensure that all work areas under their responsibility are regularly inspected for unsafe conditions and unsafe work practices;
- f. correct all unsafe work practices and conditions where it is within their authority;

- g. stop work that in their judgement poses immediate danger to workers;
- h. report all unsafe work practices and conditions to the appropriate authority if it is not within the scope of their authority to correct the situation;
- i. ensure that all accidents and incidents are promptly reported to the appropriate authorities; and,
- j. participate and cooperate in any accident/incident investigation.
- k. review and approve Safety Administrative Practices that pertain to their areas work unit or when designated by their Director.

4.05 That Workers will:

- a. use reasonable care to protect their health and safety and the health and safety of others who may be affected by their actions or lack of action;
- b. conduct all activities in compliance with the Occupational Health and Safety Rules and Regulations established by Law or City of Prince Albert Safety Administrative Policies, Procedures, and Practices;
- c. become familiar with the Saskatchewan Employment Act and associated Occupational Health and Safety Regulations and the Corporate Occupational Health and Safety Administrative Policies, Procedures, and Practices as it pertains to their work;
- d. co-operate with the employer in the discharge of the employer's responsibilities;
- e. offer suggestions for improvements in order to enhance this Program;
- f. properly use and care for personal protective equipment required for their work activities;
- g. immediately report all accidents/injuries and substandard conditions to their supervisor;

- h. participate and cooperate in any accident/incident investigation;
and,
 - i. participate in modified work and return to work initiatives.
- 4.06 That Occupational Health and Safety Committees will:
- a. provide advice and make recommendations to ensure the health and safety of all workers;
 - b. assist in the development and upkeep of City of Prince Albert Occupational Health and Safety Policy, Procedures, and Practices and be consulted on changes;
 - c. assist in resolving health and safety issues which are not resolved “on the floor” and refrain from allowing other influences (i.e. labour relations) to influence recommendations;
 - d. assist in promoting health and safety awareness by communicating and receiving feedback from the workers; and,
 - e. receive and communicate, to the proper authorities, suggestions for Policy and Program improvements; and, participate in inspections, audits and accident investigations.
- 4.07 That the Coordinator, Health, Safety and Environment will:
- a. ensure development and maintenance of City of Prince Albert Occupational Health and Safety Program in compliance with legislative requirements and consistent with this Policy;
 - b. provide advice and make recommendations to improve/promote the health and safety of all City of Prince Albert workers;
 - c. research, develop, provide and coordinate health and safety training and education;
 - d. act as an advisor to all Occupational Health and Safety Committees;
 - e. receive suggestions for program changes and improvements and consult with affected workplace parties prior to implementing new processes;

- f. be able to assist in all accident/incident investigations; and,
- g. have the authority to stop work when conditions or practices pose an immediate danger to the health or safety of any City of Prince Albert worker or other worker working on City of Prince Albert projects or worksites.

5 DEFINITIONS

- 5.01 Accident – An undesired event that results in harm to people, damage to property, or loss of service/productivity.
- 5.02 Construction – The erection, alteration, renovation, repair, dismantling, demolition, structural maintenance and painting of a structure, and includes:
 - a. land clearing, earth moving, grading, excavating, trenching, digging, boring, drilling, blasting and concreting; and,
 - b. the installation of any plant, traffic control devices and electrical devices.
- 5.03 Contractor – A person who, or a partnership or group of persons that, pursuant to one or more contracts, direct the activities of one or more employers or self-employed persons involved in work at a place of employment. Contractor services are grouped into three (3) categories:
 - a. Category 1 – Part-time service contractors (example: janitorial duties, clerical support, recreational instructors, etc.) with a minimal change of loss to the City and contractor. Risks are controlled through written guidelines and orientation sessions with Project Manager;
 - b. Category 2 – Contractors on site for short duration (example: hours to days) with a moderate to high chance of loss to the City and contractor. Typical services include short-term maintenance, facility modification, confined space entry, excavations, etc.; and,
 - c. Category 3 – Contractors on site for moderate to long duration (example: several days and longer) with a moderate to high chance of loss to the City and contractor. Typical services include long-term maintenance, repair, and construction.

- 5.04 Corrective Action – Assist, guide and train workers and encourages self development and self control.
- 5.05 Coordinator, Occupational Health & Safety – A person assigned, full-time, to develop, coordinate, monitor and assist managers in enforcing the Occupational Health and Safety Program and associated processes.
- 5.06 Disability – A limiting condition in a person which may be either physical or mental and which can be described medically.
- 5.07 Immediate Danger – Conditions that pose a real sudden threat to life or health.
- 5.08 Incident – An undesired event which, except for luck, could have resulted in harm to people or loss to process.
- 5.09 Injury – Physical harm or damage to a person resulting in the marring of appearance, personal discomfort and/or bodily injury or impairment.
- 5.10 Inspection – A planned method to identify and report existing and potential health and safety hazards, evaluate their risks and recommend corrective action.
- 5.11 Loss – Harm to people, property or process.
- 5.12 Maintenance – is, but not limited to:
 - a. the improvement, repair, alteration, reconstruction, demolition or excavation of/for any building, structure, roadway, sidewalk, bridge, pipeline, excavation, tunnel, electrical or transmission lines and traffic control devices; and,
 - b. operation of any powered mobile equipment, tree pruning, boulevard work, including grass cutting, boulevard repairs, watering of boulevard trees and grasses, pesticide spraying and all pertinent duties performed on travelled roadways and adjacent areas.
- 5.13 Modified Work – A work assignment, usually temporary in nature, for which a worker is qualified and which is compatible with the workers physical or mental restrictions or limitations resulting from illness and/or injury.

- 5.14 Occupational Health and Safety – The promotion and maintenance of the highest degree of physical, mental and social well-being of workers in all occupations. This includes the prevention among workers of ill health caused by their working conditions; the protection of workers in their employment from factors adverse to their health; and the placing and maintenance of workers in working environments that are adapted to their individual physiological and psychological conditions.
- 5.15 Occupational Health and Safety Committee (OHSC) – A group of workers and management representatives established pursuant to the Act and Regulations. The Committee will work co-operatively to identify and resolve health and safety problems. As well, the Committee brings together labour’s in-depth, practical knowledge of specific jobs and management’s larger overview of job interrelationships, general policies, standards and procedures.
- 5.16 Orientation – Information presented to a worker when they commence employment or are transferred to a new job which will enhance their awareness of the workplace.
- 5.17 Personal Protective Equipment (PPE) – Any clothing, device or other article that is intended to be worn or used by a worker to prevent injury or to facilitate rescue.
- 5.18 Physical Agent – Physical force (noise, heat, radiation) or influence which affects the body, a part of the body or any of its functions.
- 5.19 Plant – Includes any premises, site, land, mine, water, structure, fixture or equipment employed or used in the carrying on of an occupation.
- 5.20 Powered Mobile Equipment – Self-propelled machine or a combination of machines, including a prime mover, that is designed to manipulate or move materials or to provide a work platform for workers.
- 5.21 Project Manager – An employee assigned by The City of Prince Albert to oversee the project design and completion of a contract.
- 5.22 Risk – Chance or likelihood of loss.
- 5.23 Safe – Condition where risks are as low as practicable and present no significant residual risk.

- 5.24 Safety – The control of accidental losses; activities involved in minimizing levels of risk for the worker.
- 5.25 Safety Rule – A statement requiring compliance by all workers.5.56 Senior Management – Are a team of individuals at the highest level of organizational management and includes the Mayor and Council, The City Manager, all Department Directors and those management personnel who directly report to the City Manager.
- 5.26 Standards – Criteria developed to prescribe acceptable practice.
- 5.27 Substandard Condition – Circumstances which could permit the occurrence of an accident.
- 5.28 Substandard Conditions/Practices – Deviations from an accepted standard or practice.
- 5.29 Substandard Practice - Behaviour which could permit the occurrence of an accident.
- 5.30 Supervisor – A person who is authorized by an employer to oversee or direct the work of workers.
- 5.31 Training – Includes the lessons, practice and drills which raise the workers skill level to a specific acceptable standard which will permit the worker to competently and safely perform their work.
- 5.32 Unusually Dangerous Work – A danger which is not normal for the worker's occupation, or a danger under which a worker engaged in that occupation would not normally carry out the work. Also, work for which the worker has not been trained to perform.
- 5.33 Visitor – Any person not normally employed at a work location, including but not exclusive to, Councillors, Members of the Management Committee, Department Heads, Contract Workers, Service Personnel, Inspectors, Consultants and Workers of Sub-Trades.
- 5.34 Work Practices – Procedures for specific tasks which, when followed, will ensure that workers' exposure to hazardous situations, substances and physical agents is controlled by the manner in which the work is carried out.

5.35 Worker – A person who is engaged in an occupation in the service of an employer.

6 REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE

6.01 Saskatchewan Employment Act

6.02 Saskatchewan Occupational Health & Safety Regulations 1996

6.03 Saskatchewan Workers' Compensation Act

7 PROCEDURE

7.01 Staff and managers will develop appropriate Safe Work Practices (SWPs) in consultation with the Safety Coordinator.

7.02 Safety Coordinator would:

- a. assist departments/City develop policies and procedures;
 - b. ensure appropriate consultation is conducted on all aspects of the safety program (policies, procedures, practices) with affected Occupational Health and Safety Committees/departments; and,
 - c. forward finalized Policy/Procedure/Practice to the appropriate individual for final approval as designated in this policy.
- 7.03 Authorized approver will review the finalized draft policy, procedure or practice and ensure if approval is giving that adequate resources to implement and ensure compliance with the process are in place.