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2.1 Occupational Health and Safety Policy

The Town of Daysland is committed to providing a safe working environment for all employees, to ensure that occupational induced injuries and illnesses are primarily prevented, and that the physical, psychological and social well-being of employees is protected. Management of The Town of Daysland will provide all materials necessary to operate productively with the priority of safety to the highest degree.

All employees are required to practice both cooperation and communication to ensure that our safety policies are complied with at all times such that the accidental loss of resources, including employee and physical assets, is prevented. Our goal is to provide employees with the proper training and understanding of health and safety practices and procedures in accordance with legislative requirements to better establish a no-loss working environment.

Our objective is to provide a health and safety management system that not only reduces the number of occupational incidents, but also reduces the near misses that occur in all possible work environments to which our employees are subjected.

Our health and safety management system includes the following:

- Training to provide all employees with a complete understanding of our health and safety management system including our safety manual(s), safety rules and any policies related to health and safety.
- Management's responsibility for leadership to enforce and ensure ongoing improvement of our health and safety management system.
- Safe work practices and procedures along with competency training.
- Safety meetings in house as well as tailgate meetings on jobsites to enforce preventative actions towards possible health and safety risks along with immediate response to accident reports and investigations.

The Town of Daysland recognizes the responsibility of the chief administrative officer, foreman, supervisors and employees to carry out moral and legal requirements to enforce the highest standard of health and safety for themselves and those around them. The complete cooperation of all employees is vital to the operation of a functional health and safety program and personal commitment is of the highest importance. Failure to meet these requirements will result in consequences discussed in the rules section of the safety manual.

The safety information in this policy does not take precedence over applicable government regulations, with which all employees should be familiar.

Rod Krips, Chief Administrative Officer

Date



2.2 Management Commitment and Leadership

Responsibility, Accountability and Authority

The Town of Daysland's management team will provide leadership for occupational health and safety activities and assume overall responsibility for the Occupational Health and Safety Management System. This responsibility includes:

- Establishing, actively promoting and maintaining the OHSMS.
- Providing appropriate financial support, personnel, and organizational resources to plan, implement, check, review and correct the OHSMS.
- Defining roles, assigning responsibilities, establishing accountability and delegating authority to implement an effective OHSMS.
- Establishing and implementing an Occupational Health and Safety policy and measurable objectives.
- Reviewing the organization's OHSMS at planned intervals;
- Ensuring that employees and employee representatives are consulted as required by CSA Z1000-06; and
- Encouraging active participation on the part of employees and employee representatives in the establishment and maintenance of the OHSMS.
- Ensuring employees are aware of their rights and duties under the law and are aware of any OH&S issues.
- Providing competent foremen/supervisors and training employees.
- Preventing workplace violence, bullying and harassment.
- Ensuring public safety at or in the vicinity of worksites.
- Working with the health and safety representative.

Management Representatives

The CAO will be the management representative who, irrespective of other responsibilities, will have the defined roles, responsibilities and authority for ensuring that an OHSMS is established, maintained and reviewed in accordance with the requirements of this CSA Z1000-06 to support the following:

- Effective processes to identify and eliminate or control work-related hazards and risks.
- Reporting on the performance of the OHSMS to the foreman, supervisors, employees and employee representatives as appropriate for review and as the basis for improvement.
- Participation of employee's: the roles of the foreman, supervisors, health and safety representative and regular employees in the OHSMS shall all be supported by the management team.

The CAO will also tour the facilities on a regular basis to observe health and safety practices and reinforce the management team's commitment to ensuring that all the policies, procedures, practices and rules established within the OHSMS are being followed.



Chief Administrative Officer Responsibilities

- Set a standard of performance and behaviour.
- Demonstrate commitment to health and safety.
- Provide adequate supervision and resources.
- Communicate expectations for health and safety to employees.
- Promote health and safety awareness.
- Ensure training needs are met.
- Instruct employees in the safe work practices and procedures.
- Ensure proper maintenance of equipment, tools and PPE.
- Correct unsafe practices or conditions.
- Conduct hazard assessments where required and eliminate or reduce associated risks.
- Ensure employees are aware of hazards and are trained to perform their job safely.
- Enforce Health and Safety Standards and positively reinforce good behaviour.
- Conduct or participate in inspections at least annually.
- Ensure incidents are reported and investigated, and that corrective actions are taken.
- Comply with all legislation including compliance with the “employer shall” requirements in the OH&S Code.
- Tour the work site to reinforce health and safety practices and behaviors at least annually.
- Communicate to employees, at least annually, the organization’s commitment to health and safety.
- Prevent any form of workplace violence, bullying or harassment.



Foreman/Supervisors Responsibilities

- Set a standard of performance and behaviour.
- Demonstrate commitment to health and safety.
- Communicate expectations for health and safety to employees.
- Promote health and safety awareness.
- Ensure training needs are identified and met.
- Establish safe work practices and procedures.
- Instruct employees in the safe work practices and procedures.
- Hold regular safety meetings.
- Ensure proper maintenance of equipment, tools and PPE.
- Correct unsafe practices or conditions.
- Conduct hazard assessments where required, and eliminate or reduce associated risks.
- Ensure employees are aware of hazards and are trained to perform their job safely.
- Enforce health and safety standards and positively reinforce good behaviour.
- Conduct or participate in inspections.
- Ensure incidents are reported, investigated and that corrective actions are taken.
- Comply with all applicable legislation.
- Report all health and safety concerns to the employer.
- Prevent violence and harassment.



2.3 Employee Participation

Employee participation is an essential aspect of The Town of Daysland's Occupational Health and Safety Management System. The Town of Daysland will do the following to promote it:

- Provide employees and employee representatives with time and resources to participate effectively in the development of the Occupational Health and Safety policy and in the process of Occupational Health and Safety Management System planning, implementation, training, evaluation, and corrective action.
- Encourage employee participation by providing mechanisms that support employee participation, such as identifying and removing barriers to participation.
- Ensure that employees and employee representatives are trained in, and consulted on, all aspects of Occupational Health & Safety associated with their work.

Employee/Volunteer Responsibilities

- Become familiar with the Occupational Health and Safety Management System.
- Participate in the OHSMS and make suggestions for improvement.
- Participate in all training offered by the employer.
- Follow the employer's safety standards.
- Comply with all legislation including all "employee shall" requirements in the Occupational Health & Safety Code.
- Report any unsafe conditions or acts to their foreman or supervisor.
- Immediately correct unsafe conditions, if safe to do and where possible.
- Refuse to perform work when unsafe conditions exist.
- Report all incidents and near misses to their foreman or supervisor.
- Use required protective and safety equipment.
- Inspect tools, equipment and vehicles before use.
- Be familiar with the emergency response plan and location of first aid, fire fighting and communication equipment.
- Ensure the health and safety of themselves, other employees and individuals on a work site.
- Refrain from causing or participating in violence, bullying and/or harassment.



2.4 Health and Safety Rules

The Town of Daysland is committed to providing a safe working environment for all employees and volunteers. The following general health and safety rules apply to all The Town of Daysland employees and volunteers:

1. All incidents, injuries, near misses or hazardous conditions shall be promptly reported to a foreman or supervisor.
2. Cooperate with any incident investigation.
3. Adhere to all applicable federal, provincial and local legislation along with Town of Daysland policies and safe work practices and procedures.
4. Appropriate PPE must be worn when required.
5. All customer site requirements must be followed.
6. Maintain good housekeeping in your area.
7. Only use tools for the purpose they are intended.
8. Never remove guards from tools or equipment.
9. Defective tools or equipment must be taken out of service until repairs are completed by a qualified person.
10. Damaging, disabling or interfering with safety, fire fighting or first aid equipment is strictly prohibited.
11. Only certified, competent employees are to operate equipment.
12. Seat belts must be worn when operating equipment and company vehicles
13. Operate all vehicles and mobile equipment in accordance with site rules and The Town of Daysland policies as well as highway regulations, including the distracted driving law.
14. Horseplay and fighting are strictly prohibited.
15. Possession or use on the job of intoxicating beverages or unauthorized drugs is strictly prohibited. Compliance with the Alcohol and Drug Policy is required at all times.

Employees or volunteers who are found to be in breach of one of the Health and Safety Rules may be subject to discipline up to and including, termination.