

TOWN OF SLAVE LAKE

Human Resources

Department:	Human Resources	Policy No:	CRS.HR-23.1010
Policy Title:	Health & Safety Policy	Issue Date:	August 26, 2025

1. PURPOSE

1.1. The objective of this policy is to:

- 1.1.1. Fulfill a commitment to protect all employees, prime contractors, contractors, subcontractors, third party visitors, suppliers the public and property including one's physical, psychological, and social well being. Management will provide and maintain a safe and healthful work environment in accordance with industry standards and in compliance with legislative requirements and will strive to minimize incidents which may result in property damage or personal suffering due to injury and illness.
- 1.1.2. Establish guidelines so that all Employees at every level are familiar with the requirements of the Alberta Occupational Health and Safety (OHS) legislation as it relates to their work processes.
- 1.1.3. Establish that incidental loss can be controlled through good management in combination with active Employee involvement. Health and safety is the direct responsibility of all Managers, Supervisors, and Employees.

2. POLICY STATEMENT

- 2.1. Establish that incidental loss can be controlled through good management in combination with active Employee involvement. Health and safety is the direct responsibility of all Managers, Supervisors, and Employees.
- 2.2. This policy is intended to comply with applicable legislation. In the event of a conflict between this policy and the legislation, the legislation will prevail.

3. DEFINITIONS

3.1. Contractor:

A person, partnership, or group of persons who, through a contract, agreement or ownership, directs the activities of one or more employers involved in doing a particular job or assignment for the Town of Slave Lake.

3.2. Employer:

The Town of Slave Lake.

3.3. First Aid Injury:

A minor injury requiring only first aid treatment, normally given by someone other than a physician.

3.4. Frontline Employee:

A Town of Slave Lake employee who is not associated with management of a work site.

3.5. Fundamental Worker Rights:

All workers have three fundamental rights.

3.5.1. The Right to Know:

Workers have the right to know what hazards are present in the workplace, and be given the information, training, PPE and supervision you need to protect themselves.

3.5.2. The Right to Participate:

Workers have the right to participate in keeping the workplace healthy and safe, this may include selecting or being a health and safety representative/committee member, being involved in the formal hazard assessment process, reporting hazards, near misses/incidents, unsafe conditions, and practices.

3.5.3. The Right to Refuse:

Workers may refuse work they believe to be unsafe, to themselves, co-workers, or the public. When exercising their right to refuse, workers must follow proper Work Refusal Procedures.

3.6. Health and Safety Management System:

The systematic approach implemented by the Town to minimize the risk of injury, illness, and property damage.

3.7. Incident:

An unplanned, undesired event that could have or did result in injury, illness or disease; damaged tools, equipment, or machinery; damaged material or property

3.8. Incidental Loss:

Injury, illness, or property damage resulting from workplace incidents.

3.9. Lost Time Injury:

A workplace injury that results in the worker losing time from work beyond the date of the incident.

3.10. Medical Aid Injury:

A workplace injury requiring medical care beyond first aid and is administered by a physician or registered healthcare personnel under standing orders of a physician.

3.11. Minister:

The Minister responsible for the OHS Act.

3.12. Near Miss:

Indicates that an uncontrolled hazard exists, and while an incident did not occur this time, one may occur in the future unless a control is put in place. A narrowly avoided accident/Incident.

3.13. Potentially Serious Incident (PSI):

When an incident occurs, and the incident had the likelihood of causing a serious injury or illness and there is reasonable cause to believe that corrective action may need to be taken to prevent reoccurrence.

3.14. Reasonably practicable:

That which is, or was at a particular time, reasonably able to be done to ensure health and safety.

3.15. Safety Data Sheet (SDS):

A document that provides detailed information about the hazards of a product and advice about safety precautions.

3.16. Undue Hardship:

An action requiring significant difficulty or expense.

3.17. Undue Hazard:

A serious and immediate threat to health and safety of workers or others.

3.18. Visitors:

Can include customers, friends, family, delivery people, utility workers. All visitors have health and safety responsibilities.

4. GUIDELINES

4.1. Responsibility

4.1.1. Chief Administrative Officer (CAO):

4.1.1.1. Ensure that the Town's Health and Safety Management System (HSMS) is administered and enforced.

4.1.1.2. Ensure the Town's HSMS is allocated sufficient resources to attain the high standards of performance this Town Policy demands.

4.1.1.3. Ensure the general OHS standards of the Town workforce are maintained.

4.1.2. Contractors:

4.1.2.1. Ensure that their workers are competent to perform their job tasks or under the direct supervision of a competent worker while performing such tasks, in accordance with Alberta OHS legislation.

4.1.2.2. Comply with the Occupational Health and Safety Act, Regulations and Code, and Town's HSMS.

4.1.2.3. Advise the appropriate municipal personnel of any health and safety matters which may impact the Town's operations.

- 4.1.2.4. Provide the Town with a copy of their HS Policy, as applicable to the job. Undergo the Town's Contractor orientation before start-up and as required thereafter.

4.1.3. Visitors:

- 4.1.3.1. Ensure that upon arrival of any Visitor that they sign-in at the required department's Administration desk and that all Visitors sign-out at the end of their required stay.
- 4.1.3.2. Ensure the appropriate Manager, Supervisor or Employee will be available to go through the following below making sure any questions or concerns of the Visitor is addressed before proceeding through department.
- 4.1.3.3. Ensure Visitors are familiar with and comply to the Occupational Health and Safety Act, Regulations and Code, and Town's HSMS & Policy & Procedures system.
- 4.1.3.4. Ensure the Visitors are familiar with the departments ERP and where to muster to in or if an emergency event should occur and should be familiar with locations of fire extinguishers, safety showers, eyewash stations, First aid rooms and AED locations.
- 4.1.3.5. Ensure Visitors that are coming onto any town site that requires specific PPE will be informed before arrival or will be given the required PPE upon arrival.
- 4.1.3.6. Any Visitor not complying with the Occupational Health and Safety Act, Regulations And Code & Town's HSMS & Policy & Procedures system will be asked to leave the Site.

4.1.4. Director/Manager/Supervisors:

- 4.1.4.1. Provide guidance and/or assistance to ensure the Town HSMS is in place for each work function area to protect the health and safety of all Employees.
- 4.1.4.2. Understand and enforce this HS Policy, as well as Alberta OHS legislation. Provide all Supervisors with an understanding of this HS Policy, as well as relevant OHS legislation and ensure that supervisors are trained and competent within their role.

- 4.1.4.3. Investigate and respond to incidents of workplace violence and harassment.
- 4.1.4.4. Facilitate ongoing health and safety education programs and approved first aid training courses, as required.
- 4.1.4.5. Monitor departments and projects and hold them accountable for their individual health and safety performance.
- 4.1.4.6. Accompany Provincial OHS Inspectors, or provide a delegate, during inspections of facilities or job sites, and review results with OHS Inspector and/or inspection team. Cooperate with any person exercising a duty imposed by OH&S Act, regulations or Code.
- 4.1.4.7. Find an alternate when a Health and Safety Committee (HSC) member for their department cannot attend a HSC meeting and inform the HSC Secretary prior to the meeting.
- 4.1.4.8. Obtain a valid SDS from a supplier the first time a controlled product is received in a workplace.
- 4.1.4.9. Address environmental and ergonomic issues that may affect the health and safety of Employees.
- 4.1.4.10. Ensure that health and safety concerns raised by workers, supervisors and Health and Safety Committee are resolved in a timely manner.
- 4.1.4.11. Coordinate and conduct inspections of Town facilities, job sites and contractor worksites for safety compliance. Assist in, at minimum, one inspection per year for each permanent worksite within your department as well as occasional jobsite and contractor worksites.
- 4.1.4.12. Coordinate and conduct incident investigations, review all workplace incidents for trends and root causes, and make recommendations to prevent recurrence. Delegate and ensure that each department has trained personnel available to conduct incident investigations in the Director/Managers absence.
- 4.1.4.13. Review all of their departmental incident reports. Ensuring all areas of investigation are completed and corrective actions have been implemented. Forward completed investigations to HS Coordinator and CAO for final review/sign offs and filing. Assist departments in applying corrective actions if necessary.

4.1.4.14. Forward all OHS & WCB cases to HS Coordinator immediately to ensure they are reported in a timely manner.

4.1.4.15. Work with staff to develop and implement safe work practices for specific tasks in all municipal operations as well as update and maintain Formal Hazard Assessments for each role within department.

4.1.4.16. Work with staff to develop and implement worksite emergency response planning. Ensure the worksite ERP is current, well communicated and regularly tested.

4.1.4.17. Coordinate ERP drills within departments (minimum once per year).

4.1.4.18. Attend occasional health and safety related meetings within department.

4.1.4.19. Work with supervisors/employees to ensure departmental/site orientations have been conducted and employees are adequately trained in all matters necessary to perform their work in a healthy and safe manner. Ensure new employees are working under the direct supervision of a worker who is competent to do the work.

4.1.4.20. When required, hiring contractors from the "Approved Contractor List" or completing contractor orientation if necessary. Forward all completed contractor orientations and documentation to Health & Safety Coordinator for their records.

4.1.4.21. Receive and maintain necessary training for your role as a Director/Manager.

4.1.4.22. Additional Responsibility for Directors:

Act as rotating co-chair for the Health and Safety Committee, following a pre-set schedule that is set annually and take responsibility for committee meeting agendas and proceedings, ensuring committee members understand their role and comply with legislation.

4.1.5. Employee:

4.1.5.1. Read, understand, and comply with this HS Policy and the safe work practices, procedures, and rules that apply to their work tasks.

4.1.5.2. Wear the personal protective equipment and clothing required by regulations and by their Employer.

4.1.5.3. Notify their Supervisor of any unsafe conditions or acts that may be of danger to other workers or themselves.

4.1.5.4. Report all incidents, near misses, and injuries to their Supervisor as soon as possible and prepare an incident report for submission to their Supervisor.

4.1.5.5. Participate in the incident investigation process by providing relevant information to determine causes and prevention measures. Be familiar with the location of standard first aid kit and equipment and adequately trained to render first aid.

4.1.5.6. Take every reasonable action and precaution to protect the health and safety of other workers and themselves by not engaging in unsafe work practices.

4.1.5.7. Ensure visitors they bring onto Town premises are aware of the job site's emergency response procedures and evacuation routes.

4.1.5.8. Stop work immediately, in a manner that does not jeopardize the health and safety of other Employees, if the Employee feels they are under imminent danger.

4.1.5.9. Complete or review a formal hazard assessment as appropriate prior to commencing their job tasks.

4.1.5.10. Be familiar with the interpretation and use of SOS binders and sheets. Report any unhealthy or unsafe condition or practice to their Supervisor.

4.1.6. Health and Safety Committee (HSC)/ Health and Safety Representative (HSR):

4.1.6.1. Receive and address concerns and complaints about the health and safety of Employees. Participate in the identification of hazards to Employees or other persons arising out of or in connection with activities at the work site by participating in the formal hazard assessment process and review.

4.1.6.2. Develop and promote measures to protect the health and safety of persons at the work site and check the effectiveness of the measures.

4.1.6.3. Cooperate with an OHS officer exercising duties under the OHS Act, Regulations and Code.

4.1.6.4. Develop and promote programs for education and information concerning health and safety.

4.1.6.5. Make recommendations to the Employer with respect to the health and safety of workers. Participate in investigating serious injuries and incidents at the work site. Coordinate and conduct regular inspections of Town work sites and review documentation at meetings. Following up on the status of corrective actions.

4.1.6.6. Review and participate in updates to violence and harassment prevention plans.

4.1.6.7. Maintain records in connection with the concerns and complaints received and review documentation at meetings. Following up on the status of corrective actions.

4.1.6.8. Review and participate in updates to the violence and harassment prevention plans.

4.1.6.9. Additional Duties of Co-Chairpersons of Committee:

Scheduling meetings and notifying members, preparing the agenda, inviting specialists or resource people as required, chairing and leading HSC meetings, reviewing and signing meeting minutes, communicating recommendations with the Town.

4.1.7. Health and Safety Coordinator (HS Coordinator):

4.1.7.1. Provide timely assistance and act as a resource to all departments on human resources and safety matters.

4.1.7.2. Coordinate staff education on safety practices and risk management strategies through postings, courses, seminars and training sessions, and provide safety orientation for all new/returning staff.

4.1.7.3. Support Directors/Managers with the completion of health and safety related paperwork; ensure all incident investigations and WCB

reports are completed appropriately and submitted to regulatory authorities in a timely manner.

- 4.1.7.4. Ensure that all health and safety files and records are maintained and made available, as needed. (Employee certificates, health and safety statistics, ERP drills, tailgate meetings, FLHA, inspections, contractor orientations etc.)
- 4.1.7.5. Maintain current knowledge of OHS literature, regulations, codes of practice and records.
- 4.1.7.6. Work with the Health and Safety Committee to maintain the Town HSMS.
- 4.1.7.7. Maintain the Town's Certificate of Recognition (COR) and be a functional part of the Alberta Municipal Health and Safety Association (AMHSA).
- 4.1.7.8. Assist Directors with information gathering for internal and external COR audits. Be a resource for workers who report unsafe conditions or practices, or who are not satisfied with the resolution of a health and safety issue.
- 4.1.7.9. Regularly update Safety Bulletin Boards and contribute to staff communications on health and safety.
- 4.1.7.10. Assist with the collection of information from annual fire extinguishers and first aid kit inspections with all departments.
- 4.1.7.11. Cooperate with any person exercising a duty imposed by OH&S Act, regulations, or Code.
- 4.1.7.12. Maintain "Approved Contractors List". Ensuring all approved Contractors remain compliant by pulling monthly WCB clearance and tracking insurance expiry dates.
- 4.1.7.13. Assist Directors/Managers with onboarding new Contractors and conducting Contractor orientations where required.
- 4.1.7.14. Coordinate and conduct inspections of Town facilities, job sites and contractor worksites for safety compliance.
- 4.1.7.15. Coordinate and conduct incident investigations, review all workplace incidents for trends and root causes, and make recommendations to prevent recurrence.

- 4.1.7.16. Reports to Alberta OHS, Worker's Compensation Board (WCB), and other regulatory authorities as required.
- 4.1.7.17. Work with staff to develop and implement safe work practices for specific tasks in all municipal operations.
- 4.1.7.18. Work with staff to develop and implement worksite emergency response planning.
- 4.1.7.19. Speeding or dangerous driving while operating municipal vehicles or equipment is prohibited.
- 4.1.7.20. Unsafe and/or unauthorized use of equipment/tools is prohibited.
- 4.1.7.21. Incidents, injuries or near misses, regardless of their nature, shall be promptly reported to Supervisors and an incident report completed as soon as possible.
- 4.1.7.22. Employees will ensure all personal protective equipment (PPE) is used as per OHS legislation requirements and manufacturer's recommendations.
- 4.1.7.23. Employees will report any equipment/tool malfunction or problem to their Supervisor for advice and assistance.
- 4.1.7.24. All Employees must take part in maintaining good housekeeping practices on Town worksites.
- 4.1.7.25. Disciplinary action up to and including termination for cause will be taken against any employee who fails to observe this policy, any other health and safety statement or program, or who violates any workplace safety requirements.

4.1.8. Housekeeping:

- 4.1.8.1. Good housekeeping is essential to create safe work areas. It can bring greater efficiency, eliminate hazards, prevent fires, improve employee morale, and create a good impression on clients and visitors.
- 4.1.8.2. Housekeeping includes keeping work areas neat and orderly, maintaining halls and floors free of slip and trip hazards, and removal of waste materials (e.g. paper, cardboard) and other fire hazards

from work areas. It also requires paying attention to important details, such as the layout of the whole workplace, aisle marking, the adequacy of storage facilities and maintenance. Good housekeeping is also a basic part of incident and fire prevention.

4.1.8.3. Effective housekeeping is an ongoing operation. Poor housekeeping can be a cause of incidents such as:

- a) Tripping over loose objects on floors, stairs and platforms;
- b) Being hit by falling objects;
- c) Slipping on greasy, wet or dirty surfaces;
- d) Striking against projecting, poorly stacked items, or misplaced material;
- e) Cutting, puncturing, or tearing the skin of hands or other parts of the body on projecting metal, nails, or filing cabinet drawers.

4.1.8.4. All worksites and areas under the authority of the Town will therefore maintain the highest possible standard of housekeeping.

4.1.9. First Aid:

The Town will effectively manage the provision of first aid services and maintenance of first aid equipment and supplies at the various Town worksites, in accordance with the applicable legislation.

4.1.10. OHS Training:

4.1.10.1. In accordance with Alberta OHS legislation, the Town requires workers to be competent before carrying out work tasks without supervision, or with only minimal supervision. Worker competency can be determined in a number of ways, including work experience, training, on the job observations, specific competency assessments and practical demonstrations. Proof of competency must be obtained and placed on employee file.

4.1.10.2. Competency assessments are required for new workers, workers who have been reassigned duties or when there is a change in operations.

4.1.10.3. Copies of certifications required in the job description and/or obtained in the course of employment with the Town must be submitted to Human Resources for record keeping.

4.1.11. Workplace Hazardous Material Information System (WHMIS):

4.1.11.1. WHMIS provides Employees with information on the handling, use, storage and disposal of controlled products used in the workplace that could be hazardous to the safety of people and the environment.

4.1.11.2. Through WHMIS, the Town ensures that information is readily available to Employees handling controlled products in three ways:

1. Labelling:

Designed to alert Employees to the identity and dangers of products, and to the basic safety precautions.

2. Safety Data Sheets (SDS):

technical bulletins which provide detailed hazard and precautionary information.

3. Employee Education and Training:

instruction for all Employees in both general information about WHMIS, and in specific training for handling, use and storage of controlled products.

4.1.12. Emergency Preparedness and Response:

4.1.12.1. Employees may be assigned specific duties within the Town's Emergency Response Plan (ERP). It is therefore required that all Employees review and understand the contents of the ERP for their worksite, as well as be familiar with the related hazards and response equipment.

4.1.12.2. ERP must be well communicated and annually tested to ensure that Employees are able to respond as planned.

4.1.13. Hazard Management:

4.1.13.1. The goal of hazard management is to organize and control work activities so that hazards are eliminated, or that the related risks to Employees, the public, and organizational assets are minimized.

4.1.13.2. The 3 steps involved in hazard management include:

1. Hazard identification

Part of the process of evaluating if any workplace factors (e.g. substance, equipment, machines, method of work, or work environment) have the potential to cause harm.

2. Risk assessment

Entails identifying the hazards in the work activities; rating the risks by determining the hazard severity, probability, and frequency of worker exposure to the hazards.

3. Hazard control

The systematic approach to risk reduction associated with hazards through the implementation of hazard control mechanisms.

4.1.14. Incident Reporting and Investigation:

All incidents, injuries, near misses, occupational illnesses, and work refusals must be reported and investigated. Incident investigations should be carried out promptly post-incident. The purpose of the investigation is not to find fault, but rather to identify root causes of the incident and to develop suitable corrective actions to prevent recurrence.

4.1.15. Health and Safety Committee (HSC):

An HSC is a group of frontline Employees and Management representatives working together to identify and solve health and safety concerns at Town work sites. They also promote awareness and interest in health and safety, and act as a medium for frontline Employees and Management to communicate and exchange information on health and safety matters. HSCs form an important part of the internal responsibility system by advising and making recommendations to Management, and by helping ensure that work site parties are aware of their roles and responsibilities in the workplace.

4.2. Policy and Procedure

4.2.1. Organizational Commitment

This HS Policy is signed by the current CAO. This policy is posted at each Town-owned facility, in our HS Manual, and on the Town website.

Responsibilities and accountability of Employees at every level are outlined in the Procedures section of this Policy.

4.2.2. Hazard Identification and Risk Assessment

4.2.2.1. As part of its commitment to health and safety, the Town works to identify hazards and rate the hazard risk for each job task that Employees need to perform.

4.2.2.2. Hazards are evaluated in many different ways:

1. **Formal Hazard Assessment:**

Are conducted for the Town's overall operations to identify hazards, measure risk (to help prioritize hazards), and develop, implement, and monitor related controls. Directors/Supervisors will be responsible for updating the formal hazard assessments and will make required adjustments when new hazards are reported to them. They are meant to be a living document and will be reviewed annually at a Tailgate or Departmental Meeting and may be modified at any time when changes to the work process are made, new hazards are identified through employee reports, field level hazard assessments, investigations or facility inspections, and/or a new work process is introduced. Individuals leading the formal hazard assessment process must be properly trained in hazard identification, assessment and control.

2. **Field Level Hazard Assessment:**

Are performed before work starts at a site and where conditions change, or when non-routine work is added.

3. **New Hazard Identification/Reporting:**

When a worker identifies a new hazard, they are to report to

their direct supervisor and notify other workers who may be affected immediately. Work processes should be put on hold while workers conduct a Field Level Hazard Assessment and either eliminate or control the hazard before work continues.

4. Tailgate Meetings:

Are completed at any time between Supervisors and workers. Workplace hazards and other HS topics may be discussed on an informal basis and documented in a tailgate meeting form.

5. Departmental Meetings:

Are regularly scheduled meetings between supervisors and workers that occur in each department. They address any changes to the operations that have been or are being implemented and can include discussions about hazards and other health and safety issues.

6. Facility Inspections:

Are coordinated twice per calendar year for each permanent work sites within the Town. The site supervisor is responsible for documenting any new hazards found during the inspection and ensuring that corrective actions are implemented to control those hazards.

7. Annual Performance Evaluation:

Supervisors shall review with their workers the hazard identification, assessment and control forms conducted within their area of responsibility during annual performance evaluations. This review must be documented and signed by supervisors and their staff.

8. Contractor Orientation:

Are conducted prior to Contractors performing work for the Town. The Project Manager and Contractor representative discuss the scope of work and hazard management procedures during this pre-job process.

9. Visitor Orientation:

Are conducted the day the Visitor's coming to the respective department site to visit. The Manager or Supervisor will communicate to Workers, who will be assisting with why they have come and if there is any PPE that is required for the Visitor to obtain, safety measures and hazard that could be present.

4.2.3. Hazard Control

4.2.3.1. The Town makes every effort to eliminate workplace hazards. When it is not reasonably practicable to eliminate a workplace hazard, the Town will use the OHS hierarchy of controls to minimize the hazard risk. This hierarchy of controls consists of engineering controls, administrative controls, personal protective equipment (PPE), or a combination of any of these controls.

4.2.3.2. Engineering controls - are mechanisms that form an integral part of the design of equipment, plant, or process that reduce the hazard.

Engineering controls include but are not limited to:

- a) hazard elimination;
- b) substitution (for a less hazardous process or product);
- c) isolation or enclosure;
- d) general ventilation; and
- e) machinery or workplace redesign.

4.2.3.3. Administrative controls - are modifications to work practices or processes that aim to reduce the severity or impact of hazards.

Administrative controls include but are not limited to:

- a) worker education and training;
- b) use of safe work practices and procedures;
- c) good housekeeping;
- d) scheduling workers to minimize exposure; and
- e) warning and alarm systems.

4.2.3.4. Personal Protective Equipment (PPE) - is the last line of protection for workers against hazards.

PPE includes but is not limited to:

- a) eye protection;
- b) foot protection;
- c) head protection;
- d) hand protection;
- e) respiratory protection; and
- f) hearing protection

4.2.4. Work Refusal

4.2.4.1. A Town Employee may refuse work or to do particular work at a worksite if the worker believes on reasonable grounds that there is an undue hazard at the worksite or that the work constitutes an undue hazard to the worker's health and safety, or the health and safety of another worker or person.

4.2.4.2. When exercising a right to refuse unsafe work, an Employee must ensure that, as far as it is reasonable to do so, that the refusal does not endanger the health and safety of any other person.

4.2.4.3. Employee must promptly report the refusal and the reasons for it to their supervisor or director.

4.2.4.4. Employee who made the work refusal must remain at the work site and may be assigned temporary work reassignments that the Employee is reasonably capable of performing. There will be no loss in pay or disciplinary actions acted upon.

4.2.4.5. When a work refusal is received, the Work Refusal Form must be completed and the supervisor/director shall, as soon as possible, inform the health and safety representative/ committee of the report. If there is no immediate remedy for the alleged undue hazard after a discussion with the Employee, an investigation must take place to determine a remedy for the alleged undue hazard. No other employee may be assigned to do the particular work that had been refused due to undue hazard until it has been determined that the work does not constitute an undue hazard. The supervisor/director must prepare a written report of the refusal to work, the inspection that took place and the action item and provide a copy to the employee and the HSC. If the employee agrees with the remedy,

they must sign their agreement, if they do not agree they may now contact OHS. If work refusals are reported to OHS, the Town must advise any other employees assigned to do the work in writing of, the first worker's refusal, the reasons for the refusal, and the reason the Town believes the work does not constitute an undue hazard.

4.2.5. Health and Safety Committee (HSC)/ Health and Safety Representative

4.2.5.1. An HSC will be established for Town work sites where there are 20 or more regularly employed workers.

4.2.5.2. At work sites where there are 5 to 19 regularly employed workers, a health and safety representative will be appointed by the frontline workers of the work site's prime contractor. If there is no prime contractor, all employers and self-employed persons shall coordinate the appointment of an HS representative.

4.2.5.3. The HSC will consist of at least four members, of which at least half represent frontline employees. The frontline employee representatives are selected by the frontline employees and may be frontline employees, not associated with management. Management representatives are selected by Management and may be Supervisors, Managers or Directors.

4.2.5.4. Each committee must have two co-chairpersons. A management co-chair is chosen by the management members on the committee and the frontline employee co-chair is chosen by the frontline employee members, one to represent the frontline employees and one to represent Management. Management co-chairperson will rotate on a regular basis, always ensuring the frontline Employee and Management chairs are represented.

4.2.5.5. Committee members will be elected to a term of not less than one year. Members may continue to hold office until reappointed or re-elected, or until a replacement is appointed or elected. Members can hold office indefinitely.

4.2.5.6. HSC meetings shall be held at least once a month, except for the month of May when meetings will be held only for extraordinary circumstances. A schedule of meetings will be developed by the HSC.

4.2.5.7. Addressing Employee Concerns to HSC or HSR:

1. Employees are to be encouraged to report any health and safety concerns through their supervisor or designated personnel immediately without being subject to disciplinary action for exercising a right or fulfilling a duty imposed by this policy, the OHS Code or OHS Act. This will be established by initial reporting, investigation, corrective action and communication. If the concern is not resolved adequately, further steps such as involving the HSC through the HSR or HS Coordinator may become necessary.

2. Reporting the Concern to the HSR or HS Coordinator:

Employees should report any potential health and safety hazards with their supervisor through communication via meeting, email, FLHA or tailgate form to the HSR or to the HS Coordinator. If the hazard has to do with a refuse to work claim, have the employee go through the right to refuse work form first.

3. Committee Actions:

The HSC will then assess the risks associated with the employee's health and safety concerns. Develop and recommend solutions to address the hazard further. The committee will provide a written response to the employee via HSR or HS Coordinator outlining the actions taken or proposed.

4. Documentation & Follow-Up:

The HSC will monitor the progress of the implemented action through documentation of initial report, investigation and follow-up actions, communicating with the employee through updates and feedback till concern of employee has been completed.

- 4.2.5.8. Meeting minutes will be recorded and distributed by the HSC Secretary to all HSC members and HSR for approval before posting at all Town sites for Employee reference. The approval process must be completed within 7 days of the meeting.

- 4.2.5.9. The HSC meetings will have a quorum of at least one half of the members if both frontline Employee and Management members are present, and at least one half of those present are frontline employee members.

4.2.5.10. If the HSC fails, after trying in good faith, to reach consensus about making recommendations to the employer, either co-chair of the HSC has the power to make unilateral written recommendations to management.

4.2.5.11. Management will ensure that HSC co-chairs and HS representatives receive training with respect to the duties and functions of the roles and responsibilities of co-chair, representatives and members, the obligations of worksite parties and the rights of workers.

4.2.5.12. HSC members, co-chairs and health and safety representatives will be permitted time away from regular duties to attend training.

4.2.5.13. An HSC, its individual members, or a HS representative, will not disclose an Employee's personal information about an identifiable individual unless the disclosure is required by law.

4.2.5.14. In circumstances where committee members are not fulfilling their duties, the HSC will arrange to meet the corresponding site Supervisor or Director communicate the situation to propose a suitable solution. If no solution can be reached between the HSC and the corresponding Supervisor or Director, the matter will be brought to the attention of the CAO. The CAO will gather all the associated information and will make the final decision on the issue at hand.

4.2.6. Orientation and Training

4.2.6.1. Health and safety orientation and training is established to comply with OH&S requirements and industry standards. Refresher training is to be completed as required or when operational changes require it. All employees must work with or be under direct supervision of a competent worker until they have been deemed competent within their roles/duties.

1. Employee Onboarding:

Training may vary from role to role, employees MUST receive all necessary training specific to their role. Basic requirements are as follows: New employee HS orientation, site orientation, WHMIS, bullying/ harassment awareness, first aid (where applicable), specific job tasks, hazards and controls through documented practical demonstrations/on

the job training, job specific training (Confined space, TDG, Alberta Transportation, mechanic, wastewater treatment etc.) PPE use, maintenance, and limitations.

2. Supervisor Onboarding:

All that is required for Employees, additional training for supervisors may include, but is not limited to: Leadership for safety excellence, incident investigation, hazard identification/formal hazard assessments, workplace inspections, recognizing impairment, etc.

3. Management Onboarding:

All that is required for Employees, additional training for management may include but is not limited to: Leadership for safety excellence, incident investigations, hazard identification/formal hazard assessments, workplace inspections, PH&S legislation/knowledge.

4. Young Worker Onboarding:

All that is required for Employees. Additional training on worker rights, hazards/controls and practical demonstrations may be required.

5. Volunteer (Unpaid worker) Onboarding:

All volunteers/unpaid workers must complete a HS orientation prior to commencing work. Volunteer orientation will consist of notifying volunteers of their rights & responsibilities, reporting procedures, direct hazards/controls (formal hazard assessment), SWP and PPE requirements for their tasks, site ERP awareness, violence/harassment policies, SDS sheets if required. Volunteers must have all OH&S and industry required training for the tasks they are required to complete, unless otherwise agreed upon, the Town will not be responsible for any costs associated to training. Volunteer/unpaid workers are required to complete pre-job hazard assessments and daily tailgate meetings with their designated Town supervisor.

4.2.7. Third Parties/Visitors at or in Vicinity of Workplaces

4.2.7.1. The Town is committed to ensuring the health and safety of visitors to its work sites as well as members of the public in the vicinity of Town work sites, and the Town will make every reasonably practicable effort to minimize the hazards originating from its work sites.

4.2.7.2. All visitors must report to the work site Supervisor upon arrival, and they will be given instructions on procedures to follow in case of an emergency.

4.2.7.3. All visitors are required to wear appropriate PPE for the site they are visiting. The following rules of conduct must be followed by visitors at all times:

- a) Follow all signs and verbal instructions.
- b) Do not touch or attempt to operate any machine, tool, device or equipment unless authorized to do so by a site Supervisor.
- c) Do not distract workers who are engaged in safety sensitive functions, such as heavy equipment operation.
- d) Do not engage in any pranks, horseplay, running, or rough, boisterous conduct.
- e) Stay out of restricted areas.
- f) Report all injuries or problems immediately, no matter how minor.

4.2.7.4. All visitors must notify the site Supervisor when they are leaving the site. Any incidents or injuries involving visitors, or the public must be investigated and reported to the Director and Health and Safety Coordinator.

4.2.7.5. The Town will not be responsible for injuries to visitors and persons in the vicinity of Town work sites as a result of violating these rules.

4.2.8. Formal Workplace Inspections

4.2.8.1. It is policy of the Town that formal inspections are carried out and recorded regularly in all areas of the Town's operations.

4.2.8.2. Formal inspections are conducted to:

- a) ensure that methods used to protect staff from health and safety

- hazards are effective; and
 - b) ensure that any other hazards are identified, assessed and controlled.
- 4.2.8.3. Inspections of different Town work sites will occur on average twice per month, with a rotation of the varied departments and/or facilities, throughout the year.
- 4.2.8.4. The inspection team will be led by an HSC member, who will be accompanied by a group of other Town Employees. This group may include the Chief Administrative Officer (CAO), Directors, Managers, Supervisors, HS Coordinator, front-line workers, and/or other HSC members. No member of the inspection team shall be an employee of the site being inspected.
- 4.2.8.5. The CAO will participate in at least three formal inspections annually.
- 4.2.8.6. Directors are to participate in at least one inspection annually for each permanent worksite within their department.
- 4.2.8.7. Supervisors will participate in at least one inspection annually.
- 4.2.8.8. An inspection schedule will be established at the January HSC meeting of each calendar year. Inspection results will be discussed at HSC meetings, distributed to Town staff, and posted at all applicable facilities.
- 4.2.8.9. Operations at all worksites should also be informally inspected on an ongoing basis to ensure no uncontrolled hazards are evident.
- 4.2.8.10. All Supervisors, Managers and HSC members are encouraged to have training in Formal Inspections.
- 4.2.8.11. Every inspection and any correction actions arising from them will be discussed at HSC meetings. All corrective actions and/or other hazard controls must be implemented in a timely manner.
- 4.2.8.12. Lead inspector to conduct a follow-up with Site Tour Leader at minimum two weeks post inspection to confirm corrective actions have been completed or receive an update on the corrective action progress. The state of the corrective actions and hazard controls will be reviewed at every subsequent HSC meeting until completed/applied.

4.2.9. Emergency Response

4.2.9.1. Each worksite has an emergency response plan appropriate to that location, which outlines the following:

- a) Potential emergencies of the site.
- b) Employee responsibilities during an emergency.
- c) Location of emergency equipment.
- d) Location of muster point(s).
- e) List of first aiders at the site.
- f) Contact numbers and locations of emergency facilities.
- g) Alarm and emergency communications requirements.
- h) Procedures for rescue and evacuation.
- i) List of designated rescue and evacuation workers.

4.2.9.2. In the event of an emergency, Employees shall follow the direction of the emergency response personnel (fire, police, ambulance, etc.) and/or direct Supervisor when working in any field locations.

4.2.9.3. A specific contingency plan must be prepared in all cases where chlorine and/or ammonia will be encountered and may be required under other circumstances as deemed necessary.

4.2.9.4. Local emergency response plan training shall be employed or reviewed at least annually or as necessary, to ensure that all Town personnel know how to use the plan and respond to persons responsible for special functions. All training shall be documented. Drills will be held at least annually to test the effectiveness of the system.

4.2.9.5. Emergency response procedures are reviewed annually by the Health & Safety Coordinator and amended as required. Site-specific ERP shall be updated by site Supervisors, as required.

4.2.10. Incident Investigation

4.2.10.1. Incident investigation is the process of examining an undesired event that resulted, or could have resulted in an injury, occupational illness, or property damage. Investigations should determine the immediate, underlying causes and system weaknesses that led to the incident and develop appropriate corrective actions needed to prevent a reoccurrence of the incident. The purpose of the incident investigation process is not to place blame on the parties involved.

4.2.10.2. Regardless of time of day, any Employee, or municipal representative (consultant) who is involved in, or witness to, a work-related incident, must immediately report the incident to the site Supervisor. The site Supervisor will then notify the Director as soon as practically possible. If the Supervisor believes immediate action is required to prevent loss of life or property, they should initiate the appropriate Emergency Response Plan.

4.2.10.3. When an incident occurs, the Employee involved must:

- a) take measures to prevent further personal injury and property loss;
- b) immediately report the incident to their Supervisor; and
- c) complete all required incident report forms.

4.2.10.4. The Incident Investigation Report form is completed by the Employee with the involvement of the site Supervisor and the Director, Health and Safety Coordinator, other HSC member, or site HSR. The Director, Health and Safety Coordinator and CAO review and sign off on the completed form.

4.2.10.5. Results of incident investigation are reviewed at HSC meetings, health & safety staff meetings and informal meetings within the departments.

4.2.10.6. Injuries that require any treatment beyond first aid, modified duties, or lost time injuries require completion of Workers Compensation Board (WCB) forms by both Employer and Employee.

4.2.10.7. Contractors are responsible for their own WCB reporting.

4.2.10.8. Workers Compensation Board forms must be forwarded to the HS Coordinator immediately.

4.2.10.9. WCB forms must be forwarded to WCB within 72 hours of the incident by the employer.

4.2.10.10. When the following injuries or incidents occur in connection with a work site, the prime contractor, or if there is no prime contractor, the Town shall report the time, place and nature of the injury, illness or incident to OHS as soon as possible.

4.2.10.11. Injuries, illnesses and incidents reported to OHS are:

- a) An injury, illness or incident that results in the death of a worker.
- b) An injury, illness or incident in which there is reason to believe the worker has been or will be admitted to a hospital beyond treatment in an emergency room or urgent care facility.
- c) An unplanned or uncontrolled explosion, fire or flood that causes a serious injury or illness or that has the potential of causing a serious injury or illness.
- d) The collapse or upset of a crane, derrick or hoist.
- e) The collapse or failure of any component of a building or structure necessary of the structural integrity of the building structure.
- f) If an incident occurs where the incident had a likelihood of causing a serious injury or illness, and there is reasonable cause to believe that corrective action may need to be taken to prevent reoccurrence. (PSI)

4.2.10.12. Modified Work/Return to Work Program

- a) In keeping with WCB Policy 04-05 part II that directs an employer to consider suitable employment for any employee unable to perform their regular duties post workplace injury.
- b) The Town extends this modified work program to the extent that the accommodation does not cause the Town undue hardship.
- c) The Town will work along side WCB and the medical professionals assisting our worker with their recovery to provide workers with modified work/return to work plans specific to their treatment plans, the Town may modify workers duties/work tasks, work hours, work area/environment, and/or equipment/tools. The Town required written notice from WCB and/or Medical Professional that the worker is able to return to regular duties.

4.2.11. System Administration

4.2.11.1. The Human Resources Department records lost time, medical aid & first aid injury data. The data is analyzed to look for trends and reviewed at HSC meetings.

4.2.11.2. Meetings, inspections, investigations, corrective actions and training records are retained and reviewed at HSC meetings.

4.2.11.3. Relevant summary data of the foregoing is discussed at the All-Staff Health & Safety meetings, and minutes are distributed to all employees and posted in each facility.

4.2.11.4. Audits of the Health and Safety Management System (HSMS) occur annually, and action plans are created to address any deficiencies found. These are reviewed at HSC meetings and by the affected Director(s).

4.2.11.5. HSC meetings will be held once every month except for the month of May. These meetings will run no longer than 2 hours. An agenda will be produced prior to the meeting and minutes will be circulated afterwards. A quorum of at least 50% of the membership is necessary for the meeting to proceed.

4.2.11.6. The "Award and Recognition for Excellence in Health and Safety" is given to a worker who shows commitment to the Health and Safety program and to preventing incidents and injuries both at work and in the community. Examples for consideration of this reward include workers who:

- a. Show leadership and initiative in the HSMS for the Town of Slave Lake.
- b. Consistently follow safe work practices.
- c. Participate in HS Training. Participate in formal site inspections.
- d. Report health and safety concerns to their Supervisor.
- e. Report incidents (including near misses) that lead to improvements in our HSMS.
- f. Participate in incident investigation.

4.2.11.7. Nominations will be requested by the HSC annually and the successful candidate(s) will be chosen.

4.2.12. Testing

4.2.12.1. All permanent, full time Employees who work in an area that has been identified as a hearing protection worksite, will receive a baseline hearing test within the first six (6) months of employment and again at one (1) year, then all applicable employees will be tested every two (2) years as per OHS legislation requirements.

4.2.12.2. Employees may be subject to drug and alcohol testing under certain circumstances. (refer to CRS.HR-23.1011 Substance Use and Fitness for Duty policy)

5. CONTRAVENTIONS OF THE POLICY

5.1. Contraventions of the Health and Safety Policy may lead to disciplinary action up to and including termination of employment.

7. REVIEW AND POLICY

7.1. This Policy will be reviewed every three years and may be amended from time to time based on the needs and experiences of our workplace.

8. RELATED POLICIES

1.1. CRS.HR-23.1011 Substance Use and Fitness for Duty

9. APPROVAL AND REVISION CONTROL

ISSUED BY:	APPROVED BY:	DATE:
1. Chief Administration Officer		Aug 26/2025