

TOWN OF STETTLER

<u>Prepared by:</u>	Safety Committee	<u>Number:</u>	XIII-2
<u>Adopted by:</u>	Town of Stettler Council	<u>Original Policy:</u>	2006 05 16
		<u>Revised Policy:</u>	N/A
		<u>Current Policy:</u>	2006 05 16

Title: **Assignment of Responsibility and Accountability for Safety**

Purpose: To outline provisions concerning health and safety requirements for all Managers, Department Heads, Foremen/Other Supervisors and Employees.

Policy Statement:

A. **TOWN MANAGER**

1. To set an example by strictly adhering to the Health and Safety Policy.
2. To provide information, instructions, resources and assistance to all managerial staff to assist them in protecting the health and safety of all employees.
3. To ensure management understands and enforces the Health and Safety Program, as well as the Occupational Health and Safety Act, Regulation, Code and all other applicable legislation.
4. To provide a healthy and safe working environment.
5. To conduct an annual work site tour to reinforce health and safety practices and behaviors.
6. To review inspection reports and accident/near miss investigations.

B. **DEPARTMENT HEADS**

1. To set an example by strictly adhering to the Health and Safety Policy.
2. To know and apply the municipal safety policy and relevant occupational health and safety legislation.

3. To ensure that the supervisors have training in order to train the employees in a proper manner.
4. To ensure that the supervisors complete all their paperwork that they are responsible for.
5. To ensure that supervisors and employees get health and safety information on any new products or machinery.

C. **FOREMEN/OTHER SUPERVISORS**

1. To set an example by strictly adhering to the Health and Safety Policy.
2. To know and apply the municipal safety policy and relevant occupational health and safety legislation.
3. To ensure that all employees are educated to work in a safe manner and that they use all protective devices and procedures required by this municipality and by legislation to protect their health and safety.
4. To advise all employees of any potential or actual dangers and how to isolate, prevent and remove them.
5. To arrange for medical treatment as required, in the case of injury or illness, including transportation to a doctor or hospital as necessary.
6. To report all accidents immediately, to investigate all accidents fully and to advise management on how to prevent similar accidents in the future.
7. To carry out regular inspections of the workplace to ensure a safe and healthy environment.

D. **EMPLOYEES**

1. To read, understand and comply with this municipality's safety policy, safe work practices, procedures and rules.
2. To wear the safety equipment and personal protective devices and clothing required by regulations and his/her employer.

3. To notify his/her supervisor of any unsafe conditions or acts that may be of danger to other workers or himself/herself.
4. To report all accidents and injuries to his/her supervisor as soon as possible.
5. To take every reasonable precaution to protect the safety of other workers and himself/herself.
6. Make safety suggestions.
7. Set a good example.

E. **HEALTH & SAFETY COORDINATOR**

1. To update any policy, directive or other changes into the Town's Health and Safety Manual.
2. To ensure that the managers get any pertinent health and safety information on new products or machinery.
3. To ensure all paperwork is turned in on time and filed.
4. To send employees on health and safety courses.
5. To arrange Safety Day and any safety award that is approved by Council.
6. To ensure that the Town has all the paperwork and is ready for External Audits.
7. To perform Internal Audits and External Audits on other municipalities as directed by AMHSA.
8. To investigate any near misses and incidents and make corrective actions and discipline employees if warranted.
9. To set up and make agendas for Joint Health and Safety Committee meetings.
10. To ensure that all workers get involved some way into the Health and Safety program.
11. To discuss site inspections and safety with contractors working for the Town of Stettler.