

**CITY OF AIRDRIE  
HEALTH & SAFETY POLICY**

**Effective Date:** July 4, 2011

**Revision Date:**

**Approved By:** City Council

**Approved On:** July 4, 2011

**Revision Date:**

**PURPOSE:**

The purpose of this policy is to ensure practical and effective measures are in place to protect the health and safety of our employees.

**SCOPE:**

The City of Airdrie requires the cooperation between City employees, volunteers and contractors, as well as between each employee and his or her co-workers for all workplace injuries and work related illnesses for the good of all personnel.

**POLICY:**

**Working Together For Success:** The City of Airdrie is fully committed to preventing occupational illnesses and injuries and maintaining a safe, secure and healthy working environment in compliance with all applicable laws and regulations.

As an employer, the City is ultimately responsible for the health and safety of its workers, contractors, and visitors, and will do everything reasonably practical to eliminate or reduce work-related hazards. The City of Airdrie expects its workforce to be familiar with and to comply with safety policies, guidelines, procedures, and all relevant health and safety legislation as it relates to its operations.

At the City of Airdrie, staff at every level play an important role in making our workplaces safe and healthy. Every employee, contractor and volunteer are personally responsible for their own safety. As well, they share the responsibility for the safety of other persons. All employees are responsible for conducting themselves in a safe manner and for identifying and reporting unsafe acts or conditions.

**Tomorrow – Your reward for working safely today**

### Council's Statement of Commitment

The safety and health of all City employees are of primary importance. There is no job that is so urgent that it cannot be performed in a safe manner. The prevention of occupational injuries and illnesses is a prime goal of the Health and Safety Program.

As far as is reasonably practicable, the City will provide all necessary equipment, devices, and facilities required for the personal safety and health of City employees. All City employees are responsible to identify, control, and eliminate known hazards which can result in personal injury or illness, equipment or property damage, a negative environmental impact, or any form of controllable loss.

All employees are responsible for their own safety by complying with occupational health and safety legislation and the City of Airdrie Health & Safety Policy and program. They are required to promptly report all unsafe acts and unsafe conditions for immediate corrective actions.

All contractors, sub-contractors, and volunteers are responsible for their own safety and must comply with occupational health and safety legislation and the City of Airdrie Health & Safety Policy when performing work for the City.

To ensure the safety of visitors, all visitors must report to and should be accompanied by a City representative when on City work sites.

The City will maintain an occupational health and safety program that promotes safe work practices. To be successful, the safety program requires a positive attitude towards accident and illness prevention on the part of all employees. It also requires the cooperation between City employees, volunteers, and contractors, as well as between each employee and his or her co-workers to prevent all workplace injuries and work-related illnesses for the good of all personnel. A positive attitude and the cooperation of all contractors, sub-contractors, volunteers, and visitors, are required regarding health and safety matters.

It is the objective of the Health and Safety program that work-related injuries and illnesses be reduced to an absolute minimum. The success of this program requires the commitment, dedication, and involvement of all personnel working together to achieve this common goal.

The Health and Safety Program will include:

- provision for mechanical and physical safeguards to the extent required;
- education of all employees on safety in the workplace;
- providing a system of checks and balances by inspections to eliminate unsafe working conditions and practices, to control health hazards, and to comply with safety and health standards and legislation for every job;
- providing necessary personal protective equipment and instruction for its use, care and limitations;
- developing and enforcing compliance with safety and health guidelines; and
- investigation of incidents in a timely fashion to determine the cause of the incident and to take corrective action to prevent reoccurrence.

The responsibilities for health and safety are shared by the City, team leaders, employees, and others as follows:

- The City accepts the responsibility of leadership in making the safety program effective.
- Team leaders are responsible for nurturing and promoting positive attitudes toward health and safety in the workplace. They are also responsible for ensuring that work is performed in a manner that is consistent with safe work practices.
- Every employee, contractor, and volunteer are personally responsible for their own safety. As well, they share the responsibility for the safety of others.
- Employees must comply with all safety policies and guidelines and cooperate by engaging in and promoting safe work practices.

The safety information in this policy does not take precedence over occupational health and safety legislation. All employees should be familiar with the Alberta Occupational Health and Safety Act and Regulations.

July 5<sup>th</sup> / 11  
Date

[Signature]  
Mayor

[Signature]  
Chief Administrative Officer