Administrative Policy

Policy Title:	**Workplace Health and Safety Policy**
Policy #:	PS-01-17
Effective Date:	Sept. 25, 2017
Supersedes:	
Review Date:	July 14, 2026

1. Purpose

The Town of Drayton Valley (hereinafter referred to as the "Town") is strongly committed to providing an effective Health and Safety Management Program (the "Program") that supports employees and contractors in carrying out their daily responsibilities in accordance with the Occupational Health and Safety Act (the "Act"). The Program will be developed and continuously improved through collaboration, communication, and a shared commitment to the physical, psychological, and social well-being of all workers. Employees are expected to comply with all applicable legislation, as well as the Town's health and safety standards. The Program is intended to reduce the risk of personal injury, illness, property damage, and environmental harm.

2. General Policy

The Town of Drayton Valley will hold every level of management, worker and contractor accountable for the health and safety of all personnel at any Town work site.

3. Scope

This policy applies to all Town of Drayton Valley employees, elected officials, contractors, volunteers, and any other persons conducting work on behalf of the Town at any Town-owned or operated work site, including temporary or mobile work environments. It encompasses all occupational health and safety activities under the Health and Safety Management Program and supports compliance with the Alberta Occupational Health and Safety Act, Regulation, and Code.

4. Definitions

Within this Policy the following definitions shall apply:

a. **Policy:** is a formal statement of principles and intentions that provides a framework for consistent decision-making and behavior related to health and safety.

b. **Program:** Refers to the Town's Health and Safety Management Program, which includes policies, procedures, and practices for managing workplace health and safety.

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c. **Employer:** As defined in the OHS Act, a person who employs or engages one or more workers, including contractors, is ultimately responsible for ensuring the health and safety of all workers at the work site.

d. **Worker:** As defined under the OHS Act, any person engaged in an occupation including full-time, part-time, temporary, casual, or contracted work at a Town work site.

e. **Work Site:** A location where work is conducted by workers under the control or direction of the Town, including vehicles and mobile units.

f. **Hazard:** A situation, condition, or thing that may be dangerous to the health and safety of workers, such as physical, chemical, biological, ergonomic, or psychosocial hazards.

g. **Hazard Assessment:** The process of identifying existing or potential hazards at the work site, evaluating the risk, and determining appropriate control measures.

h. **Control Measures:** Actions or strategies implemented to eliminate or reduce the risk associated with a hazard. These include engineering controls, administrative controls, and personal protective equipment (PPE), in accordance with the hierarchy of controls.

i. **Reasonably Practicable:** That which is reasonably capable of being done to ensure health and safety, considering the likelihood, severity, knowledge of the hazard or risk, and ways to reduce or eliminate the hazard.

j. **Incident:** Any unplanned event that results in or has the potential to result in injury, illness, property damage, or environmental harm. Includes near misses.

k. **Refusal of Unsafe Work:** The right and responsibility of a worker to refuse work if they believe, on reasonable grounds, that the work poses a danger to themselves or another person, as per the OHS Act.

l. **Competent Worker:** A worker who is adequately qualified, suitably trained, and with sufficient experience to safely perform the work.

m. **Due Diligence:** The level of judgment, care, prudence, and action that a reasonable person would be expected to take under similar circumstances to protect health and safety.

n. **Joint Health and Safety Committee (HSC):** or Health and Safety Representative (HSR): A committee or individual required under the OHS Act in certain workplaces, responsible for supporting the employer and workers in creating and maintaining a healthy and safe workplace.

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5. Responsibilities

a. Chief Administrative Officer must:

i. Ensure that an effective Health and Safety Management Program is developed, implemented, and maintained across all Town departments.

ii. Promote a culture of health and safety throughout the organization and ensure compliance with applicable legislation and Town policies.

iii. Provide leadership and demonstrate commitment to occupational health and safety by supporting the implementation and continuous improvement of the Health and Safety Management Program.

iv. Approve policies and allocate necessary resources to meet the Town's legal and moral obligations regarding health and safety.

v. Designate roles and responsibilities to ensure accountability at all levels.

b. General Managers/Managers/Supervisors must:

i. Ensure, as far as reasonably practicable, that workers are aware of their rights and responsibilities under the OHS Act, Regulation, and Code.

ii. Identify and assess workplace hazards and ensure appropriate controls are implemented.

iii. Provide and document health and safety orientation and job-specific training.

iv. Ensure that workers are adequately supervised, competent, and informed of any known workplace hazards.

v. Investigate and report incidents, injuries, and near misses

vi. Conduct and document regular inspections of the work environment.

vii. Investigate and report incidents, injuries, and near misses.

viii. Support worker participation in safety initiatives, committees, and reporting of concerns.

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ix. Ensure timely implementation of corrective actions.

c. All Employees/Contractors must:

i. Understand and comply with this Policy and all applicable safe work procedures and practices.

ii. Take reasonable care to protect their own health and safety, as well as the health and safety of others at the work site.

iii. Participate in hazard identification and the development of risk controls.

iv. Report all hazards, incidents, and near misses immediately to their supervisor.

v. Use required personal protective equipment (PPE) and safety devices properly.

vi. Refuse unsafe work when they have reasonable grounds to believe it poses a danger.

vii. Attend and actively participate in safety training, toolbox talks, and workplace inspections.

viii. Ensure they are competent to perform assigned tasks safely and seek assistance when unsure.

Chief Administrative Officer

16 July 2026
Date

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