



Statement of Policy and Procedure			
Department:	Corporate Services	Policy No.	19.2
Section:	Occupational Health & Safety	Issued:	August 11, 2008
Subject:	Occupational Health & Safety Policy	Effective:	September 16, 2024
Council Resolution # and Date:	Council Resolution No. 0291 of September 16, 2024		
		Replaces:	Policy No. 19.1
Issued by:	Kevin Yates, Human Resources Manager	Dated:	April 16, 2018
Approved by:	Kiley Bear, Director of Corporate Services		

1 POLICY

- 1.01 The City of Prince Albert is committed to providing a safe and healthy work environment for all its employees, contractors, and visitors. We recognize that the health, safety and wellbeing of our employees is fundamental to the efficient and effective operation of the City. This Policy is established to promote a culture of safety, where everyone is encouraged to prioritize and practice safe behaviours in all aspects of their work.
- 1.02 The City recognizes its obligation to adhere to all applicable health and safety laws, regulations and standards. We are committed to preventing illness and injuries. Our goal is to achieve zero workplace incidents and accidents.

To uphold this commitment, the City of Prince Albert will endeavor to:

- a. Meet or exceed all applicable laws, regulations, and ethical standards to maintain a safe and healthy work environment;
- b. Conduct regular safety audits and inspections of all facilities, equipment, and work processes to identify and mitigate potential risks;
- c. Make workplace safety a primary consideration in all our activities;
- d. Implement comprehensive Emergency Response Plans and safety programs that address potential hazards, provide clear guidelines, and ensure compliance with all health and safety regulations;

- e. Promote a safety culture where safety is a core value, encouraging proactive participation and accountability from employees in maintaining a safe work environment;
 - f. Establish clear communication channels for reporting safety concerns, incidents, and near-misses, and ensure prompt investigation and resolution of reported issues;
 - g. Ensure employee accountability for safe and healthy behaviour which includes notifying Supervisors or Managers and the Coordinator Health, Safety and Environment (Coordinator HSE) of safety violations and documenting the violation;
 - h. Provide regular training and education for all employees, contractors, and relevant stakeholders to ensure they are knowledgeable about the City's safety protocols and practices;
 - i. Develop and review annually Safe Operating Procedures (SOPs) in light of current practice, knowledge and science, that are easily accessible and understood;
 - j. Cooperate with the Occupational Health Committee (OHC), occupational health and safety (OHS) representative and other parties to resolve health and safety issues in a timely fashion;
 - k. Provide appropriate Personal Protective Equipment (PPE) for employees based on the specific hazards associated with their roles and responsibilities; and
 - l. Support employee health and wellness programs.
- 1.03 The City of Prince Albert is committed to exemplifying exceptional health and safety practices. The following principles have been established to guide management and employees in their daily activities:
- a. Adhere to all relevant laws, regulations, and ethical standards to maintain a safe and healthy work environment;
 - b. Continuously assess potential risks and proactively implement measures to prevent injuries, illnesses, and incidents, as all injuries and occupational illnesses are preventable;
 - c. Integrate Safe Operating Procedures (SOPs) in the workplace;
 - d. The expectation is that employees at all levels are responsible for setting a positive example and ensuring that health and safety standards are consistently upheld; and

- e. Engage employees in training, developing and ensuring safe and healthy practices, expanding knowledge and increasing awareness of hazards to prevent incidents of illness and injury.

2 PURPOSE

- 2.01 To provide a clear framework and set guidelines to minimize or eliminate hazards and ensure the safety and wellbeing of all employees, contractors, and visitors.
- 2.02 To outline the City's obligation to comply with all relevant health and safety laws, regulations and standards.
- 2.03 To promote a culture where safety is a core value in the workplace.
- 2.04 To support the importance of ongoing training and education to ensure that employees are informed about Safe Operating Procedures and programs.

3 SCOPE

- 3.01 The Occupational Health & Safety Policy shall apply to:
 - a. All City of Prince Albert employees, contractors, subcontractors, consultants and volunteers;
 - b. Municipal buildings, facilities, and offices;
 - c. Outdoor work sites, including parks, recreational areas, construction sites; and
 - d. Any other locations where City employees conduct official business or perform duties.

4 RESPONSIBILITY

- 4.01 All employees are responsible to participate and contribute to achieving a healthy, safe, cost efficient and productive workplace.
- 4.02 Employees are responsible for:
 - a. Meeting or exceeding all Occupational Health and Safety Rules and Regulations and City of Prince Albert Safety Administrative Policies, Safe Operating Procedures, and Practices;

- b. Being familiar with the Saskatchewan Employment Act, Occupational Health and Safety Regulations and the City's Occupational Health and Safety Administrative Policies, Safe Operating Procedures, and Practices as it pertains to their work;
- c. Promptly reporting hazards, unsafe conditions or incidents to their Supervisor or Manager and Coordinator HSE;
- d. Participating in training programs and applying the knowledge gained into daily work activities;
- e. Properly using and maintaining PPE based on the specific hazards associated with their roles and responsibilities;
- f. Being active in promoting a safe and healthy work environment;
- g. Being familiar with and following all emergency policies and procedures; and
- h. Using reasonable care to protect their health and safety and the health and safety of others who may be affected by their actions or lack of action.

4.03 City Manager is responsible for:

- a. Ensuring the approval and adoption of all Safety Administrative Policies for the City of Prince Albert;
- b. Ensuring that the City complies with all relevant health and safety laws and regulations; and
- c. Supporting and ensuring the management team is accountable for their role in maintaining a safe workplace and in meeting their commitments to this Policy and associated Safety Administrative Policies, Safe Operating Procedures and Practices.

4.04 Department Heads and Senior Management are responsible for:

- a. Implementing this Policy within their respective Departments and Divisions;
- b. Taking timely action and ensuring that adequate resources are allotted to meet the needs of this Policy and associated Safety Administrative Policies, Safe Operating Procedures, and Practices;
- c. Ensuring that their Department and Division is compliant with all relevant health and safety laws and regulations;

- d. Ensuring that health and safety are an integral part of all decisions affecting the design, construction, purchase and maintenance of buildings, equipment or work processes;
- e. Overseeing the health and safety performance of their Managers and Supervisors;
- f. Ensuring that Managers and Supervisors are trained, supported and held accountable for fulfilling their workplace health and safety requirements; and,
- g. Ensuring reviews of Safe Operating Procedures and Practices that pertain to their Department or Division take place.

4.05 Managers and Supervisors are responsible for:

- a. Ensuring that all activities under their control are conducted in compliance with this Policy;
- b. Ensuring that employees are knowledgeable and comply with the sections of the Saskatchewan Employment Act, Occupational Health and Safety Regulations and related legislation, and City policies and procedures pertaining to their workplace and operations;
- c. Ensuring hazards are identified and proper steps are taken to eliminate the hazards or control the risks;
- d. Ensuring that employees under their supervision receive required training and education on health and safety practices relevant to their roles for the safe performance of their work;
- e. Instructing and coaching employees to follow safe work procedures;
- f. Ensuring equipment is properly maintained;
- g. Ensuring only authorized, competent employees operate equipment;
- h. Assisting in the development of Safe Operating Procedures collaboratively with employees and the Coordinator HSE to be used to ensure that the work of their work unit is carried out in a safe and efficient manner;
- i. Ensuring that all work areas under their responsibility are regularly inspected for unsafe conditions and unsafe work practices;

- j. Reporting unsafe work practices, conditions, accidents and incidents to the appropriate authority and correcting all unsafe work practices and conditions where it is within their authority;
- k. Stopping work that in their judgement poses immediate danger to employees;
- l. Participating and cooperating in accident or incident investigations, as requested.
- m. Ensuring that employees are only performing tasks that they have been trained to safely perform;
- n. Ensuring that employees are provided with the proper equipment and PPE based on the specific hazards associated with their roles and responsibilities; and
- o. Participating in modified work and return to work initiatives.

4.06 Occupational Health and Safety Committees are responsible for:

- a. Identifying potential hazards in the workplace and assessing the associated risks via regular workplace inspections;
- b. Regularly evaluating the effectiveness of the City's Occupational Health and Safety Policy, Procedures, Practices, and initiatives;
- c. Assisting in resolving health and safety issues that cannot be addressed at the ground level, and ensuring that recommendations are not influenced by other factors, such as labour relations;
- d. Promoting health and safety awareness by communicating and receiving feedback from employees; and,
- e. Participating in accident investigations and corrective actions.

4.07 The Coordinator, Health, Safety and Environment is responsible for:

- a. Monitoring the City's compliance with Occupational Health and Safety Regulations and standards;
- b. Developing, implementing and maintaining the City's Occupational Health and Safety Program, Policies and Safe Operating Procedures to comply with legislative requirements and standards, and ensuring these policies are communicated to all employees and are consistently applied;

- c. Conducting regular workplace inspections and risk assessments to identify potential hazards. Developing and implementing strategies to eliminate or mitigate these risks, and ensuring compliance with safety regulations;
- d. Acting as a liaison between management, employees and the Occupational Health Committees by communicating safety matters and all aspects of the Safety Program to employees, providing advice and making recommendations to improve/promote the health and safety of employees;
- e. Coordinating and delivering health and safety training and education for employees, Supervisors and Managers;
- f. Acting as an advisor to all City Occupational Health and Safety Committees;
- g. Assisting departments and divisions in developing safety policies and Safe Operating Procedures;
- h. Investigations into workplace accidents, incidents, and near misses. Documenting findings, identifying root causes, and recommending corrective actions to prevent recurrence; and,
- i. The Coordinator Health, Safety and Environment has the authority to stop work when conditions or practices pose an immediate danger to the health or safety of any City of Prince Albert employee, contractor, volunteer or visitor working or attending City of Prince Albert projects, worksites, facilities or greenspace.

5 DEFINITIONS

- 5.01 Accident – An undesired event that results in harm to people, damage to property, or loss of service/productivity.
- 5.02 Injury – Physical harm or damage to a person resulting in personal discomfort and/or bodily injury or impairment.
- 5.03 Inspection – A planned method to identify and report existing and potential health and safety hazards, evaluate their risks and recommend corrective action.
- 5.10 Orientation - Information presented to an employee when they commence employment or are transferred to a new job which will enhance their awareness of the workplace.

- 5.11 Personal Protective Equipment (PPE) – Any clothing, device or other article that is intended to be worn or used by an employee to prevent injury or to facilitate rescue.
- 5.12 Safe Operating Procedure (SOP) – A set of step-by-step instructions compiled to help employees carry out complex routine operations. SOP's aim to achieve efficiency, quality output and uniformity of performance, while reducing miscommunication and failure to comply with industry regulations.
- 5.13 Safety Alert – A statement communicated to employees requiring compliance.
- 5.14 Safety Directive – A formal instruction or mandate issued to ensure the health, safety, and well-being of employees and other stakeholders. This legally binding directive typically outlines specific safety measures, procedures, and responsibilities that must be followed to prevent accidents, injuries, or illnesses in the workplace.
- 5.15 Standards – Criteria developed to prescribe acceptable practice.
- 5.16 Substandard Practice - Behaviour which could permit the occurrence of an accident.
- 5.17 Training – Includes the lessons, practice and drills which raise the employee's skill level to a specific acceptable standard which will permit the employee to competently and safely perform their work.
- 5.18 Unusually Dangerous Work – A danger which is not normal for the employee's occupation, or a danger under which an employee engaged in that occupation would not normally carry out the work. Also, work for which the employee has not been trained to perform.
- 5.19 Work Practices – Procedures for specific tasks which, when followed, will ensure that employees' exposure to hazardous situations, substances and physical agents is controlled by the manner in which the work is carried out.

6 SAFETY VIOLATION PROCEDURE

- 6.01 Any employee who violates any Safety Regulations, Policy, Procedure or Practice may be subject to the safety violation procedure, depending upon the severity and frequency of the violations.
- 6.02 Every safety violation will be investigated thoroughly, and the appropriate action will be administered on the merits of each case.

6.03 All safety violations will be placed on an employee's personnel file.

7 REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE

7.01 The Saskatchewan Employment Act.

7.02 The Saskatchewan Occupational Health & Safety Regulations, 2020.

7.03 The Saskatchewan Workers' Compensation Act.