

GENERAL SAFETY POLICY

Subject: Health and Safety

Ref: Safety

Code: 27

Date Approved: May 13, 2025

Motion 189/13/05/25

Replaces: 035/26/01/21

The purpose of this statement is to demonstrate the County of Northern Lights's commitment to providing and maintaining a workplace where the well-being and safety of its employees are paramount. Health and safety excellence includes the promotion and maintenance of the highest degree of physical, psychological, and social well-being of all employees.

At every level, employees are held accountable for the County's health and safety performance. Active participation by all employees, every day, in every job is essential for achieving the safety excellence that the County expects.

Signed: _____

Chief Elected Official

Signed: _____

Chief Administrative Officer

SENIOR LEADERSHIP will ensure:

- The health, safety, and welfare of workers at the work site.
- The health and safety of other persons at or near the work site, who may be affected by hazards from our work site.
- Workers are aware of their occupational health and safety rights and duties.
- Workers are not subject to, and don't participate in, workplace harassment or violence.
- Supervisors are competent, and familiar with the occupational health and safety legislation.
- Workers have the training they need to work in a healthy and safe manner.
- Dangerous work is only carried out by a competent worker, or a worker who is working under the direct supervision of a competent worker.
- That the health and safety committee or representative complies with their legislated requirements.
- Health and safety concerns are resolved in a timely manner.
- Information related to work site hazards, controls, work practices and procedures is readily available to workers, the health and safety committee or representative, and the prime contractor.
- Current occupational health and safety legislation is readily available to workers and the health and safety committee or representatives

SUPERVISORS will:

- Take all precautions necessary to protect the health and safety of every worker under their supervision and ensure:
 - The workers they supervise follow procedures and measures required by the occupational health and safety legislation.
 - The workers they supervise are not subject to and don't participate in workplace harassment or violence.
- Advise every worker they supervise about all known or reasonably foreseeable hazards to health and safety in their work area.
- Report health and safety concerns to the employer.

WORKERS will:

- Protect the health and safety of themselves and other people at or near the worksite.
- Cooperate with their supervisors and employers to protect the health and safety of themselves and others.
- Use and wear devices and personal protective equipment required by the employer or the OHS Act, Regulation or Code.
- Refrain from causing or participating in harassment or violence.
- Report concerns about an unsafe or harmful work site act or condition that occurs/exists or has occurred/existed to the employer or supervisor.

CONTRACTORS will:

- Comply with the OHS Act, Regulations, and Code, as well as company safety procedures.
- Ensure the health and safety of their workers and others at the worksite.
- Use competent workers or provide proper supervision for hazardous tasks.
- Report any health and safety concerns or hazards to the employer or prime contractor.
- Conduct regular inspections and provide the company with inspection reports.
- Ensure that their worksite remains clean and that waste is properly disposed of.
- Maintain appropriate insurance and Workers' Compensation Board (WCB) coverage.
- Ensure their work does not create hazards for themselves or others.
- Comply with OHS legislation and company policies.
- Rectify any hazards or unsafe conditions.
- The prime contractor shall ensure that the name of the prime contractor is posted in a conspicuous place at the work site.
- The prime contractor shall establish, as far as it is reasonably practicable to do so, a system or process that will ensure compliance with the OHS Act, the regulations and the OHS Code in respect of the work site, including a system or process to ensure cooperation between the employer and workers in respect to health and safety
- Every prime contractor shall ensure that the owner and any employer, supplier or service provider on a work site is informed of any existing or potential work site hazards that may affect workers or other persons at the work site.

In addition, the employer, managers, supervisors, workers and contractors will:

Cooperate with any person exercising a duty imposed by the Occupational Health and Safety Act or Code., and

Comply with the Occupational Health and Safety Act and Code and any site policies, procedures, and safe work procedures.

The company will ensure, to the best of its ability, that other parties at the work site (e.g., contractors, suppliers, or service providers) comply with the Occupational Health and Safety Act and Code, and worksite policies.

Workers at every level must be familiar with the requirements of the Occupational Health and Safety legislation as it relates to their work.