



COUNTY OF NORTHERN LIGHTS

POLICY

GENERAL HEALTH & SAFETY REQUIREMENTS

CREATED: 2/9/2025

REVISED:

TOTAL PAGES: 3

INTRODUCTION

The health and safety of all employees are of utmost importance in the conduct of our business. All levels of management are responsible and accountable for providing a safe work environment. With everyone's cooperation, we are confident that our Safety Program will work. Management is responsible and accountable for providing a safe work environment, the supervisory support, well maintained equipment and the time for our employees to do the required work safely. We are committed to do our part and are committed to ensuring that everyone else within the company assists us in our endeavor. Through a strong company policy and commitment from Management, the company supports and encourages a safe and healthy working environment and is committed to making this an ongoing effort. The following is an outline of the Company's Safety Management System.

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- All new employees and sub-contractors will complete a new employee orientation. This orientation will be tracked and filed electronically within the company Safety Management System and kept active for the duration of employment. These files will include any training that the employee has completed with respect to his/her job.
- All seasonal employees will be required to complete an annual employee orientation. This orientation will review company health, safety, and environmental job requirements and will be tracked and filed in the same manner as a new employee orientation.
- A formal monthly meeting will be held during active operations to discuss health and safety issues in the workplace. Attendance to these meetings is mandatory and all attendance records, agendas, and meeting minutes will be tracked, filed, and kept for a minimum of three years.
- Informal information share meetings will be held on a regular basis to discuss and identify any issues that are priority and must be addressed immediately.
- Monthly formal work site inspections will be conducted, documented, rated for severity, and assigned responsibility for follow up. Records of these formal inspections will be tracked and will be kept for a minimum of 3 years.
- An internal evaluation/audit of the overall SMS will be conducted on an annual basis to review the overall effectiveness of the program.

HEALTH AND SAFETY RESPONSIBILITIES

The objectives of a Safety Management System are:

- To prevent injury, property damage, quality degradation, production loss and adverse environmental impact.
- To minimize the effects of incidents in the workplace, and
- To meet or exceed legislative requirements.
- These objectives are met by:
 - Identification of all hazards to the health and safety of workers.
 - Elimination of hazards where possible, effective control of hazards where elimination is not a practical alternative.
 - Planning work activities so they can be accomplished in a safe manner.
 - Providing adequate supervision to workers.
 - Providing on-going training to ensure that workers are qualified to perform their work tasks.

All organizations have certain responsibilities under legislation. The major sources of legislative responsibility are contained in the *Alberta Occupational Health and Safety Act, Regulation and Code*. The following section outlines employer and employee responsibilities in the workplace.



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EMPLOYER RESPONSIBILITIES

An employee is defined as any person who has been designated by an employer as his representative. The Employer shall ensure as far as practically possible that:

- The health and safety of workers engaged in work at the site, and the health and safety of workers present at the site but not engaged in work are protected.
- Provide equipment that is maintained in a safe condition and is appropriate to the work performed.
- No worker shall be dismissed or have disciplinary action taken against them if they are acting in compliance of the OH & S legislation.
- All workers are aware of their responsibilities and duties under the Act and Regulations.
- All hazards are identified and communicated to workers.
- Hazards are eliminated where possible, and the dangers are controlled or the worker protected if elimination is not possible.
- The work being done is planned in order to do it safely.
- Instruction, training, and supervision are provided to workers.
- Records are maintained as necessary and incidents/injuries are reported as required by legislation.
- If work is to be done that may endanger a worker, County of Northern Lights must ensure that the work is done (a) by a worker who is competent to do the work, or (b) by a worker who is working under the direct supervision of a worker who is competent to do the work. An employer must ensure that a worker is trained in the safe operation of the equipment the worker is required to operate.

GENERAL REQUIREMENTS

Rules are written to protect employees and visitors from known hazards. Company safety rules are reviewed and updated periodically to ensure they are workable and function as designed.

Housekeeping Rules:

- a) Take pride in your tidy workplace and keep your work area clear of rubbish, unneeded tools and material.
- b) Dispose waste materials in designated containers such as the used oil collection tank and waste bins.
- c) Do not litter on bush-roads, highways or worksites.
- d) Dispose of cigarette butts in proper containers or ashtrays.
- e) Clean up spilled chemicals immediately.
- f) Keep walkways free of snow or slipping or tripping hazards.
- g) Keep work site clean and free from materials or equipment that could cause workers to slip or trip.
- h) Return unused supplies to the storage areas.

General Safety Rules:

- a) Report to work well rested and physically fit to be able to give full attention to your job.
- b) Be aware of what is going on around you and think safety before you start.
- c) Inform Supervisors about significant allergies which might be encountered while at work (i.e. bee stings). The person with the severe allergy should carry an "ANA Kit" or "Epi-pen" and familiarize fellow workers on how to assist with it.
- d) Wear appropriate personal protective equipment in all work areas.
- e) Employee shall not attempt any job or task, operate or use any vehicle or equipment, without having proper knowledge or experience.
- f) Use of the proper tool for the task is required
- g) Report any unsafe acts, unsafe conditions, and incidents.
- h) You have the right and must refuse any job you feel is unsafe.
- i) Follow all signs posted: speed limits, smoking areas, hard hats etc.



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- j) Follow "Good Environmental Operating Practices" and do not dispose of any hazardous materials or flammable liquids by pouring them down a sewer or drain.
- k) Take all damaged or broken tools or equipment out of service immediately and report to your supervisor so that it may be repaired or replaced.
- l) Do not operate any machinery or equipment if it is known to be in an unsafe condition.
- m) Use the buddy or working alone system during dark hours, doing hazardous work or if working in remote areas.
- n) Perform all work using Safe work practices and job procedures.
- o) All work must be carried out according to Provincial and Federal Legislation
- p) "STRIKE ANYWHERE" matches are prohibited.
- q) Running is not permitted except in the case of an emergency.

COMMUNICATION

As per the company's Safety Management System Manual, and corporate communication policy, all applicable policies and procedures are reviewed with all new employees prior to engaging in any work activities (during orientation) and annually with seasonal/returning employees (refresher training).

Chief Elected Official

Chief Administrative Officer