

TOWN OF TWO HILLS



Policy Number: 2004-10
Date of Issue: October 12, 2004
Revised: September 12, 2011
Policy Subject: **Safety Policy**

Declaration and Goals:

The Town of Two Hills is committed to a strong safety program that protects its staff, its property and the public from accidents.

Employees at every level, including management, are responsible and accountable for the municipality's overall safety initiatives. Complete and active participation by everyone, every day, in every job is necessary for the safety excellence the municipality expects. Management supports coordination of safety among all workers on the job site.

Management supports participation in the program by all employees and provides proper equipment, training and procedures. Employees are responsible for following procedures, working safely, and wherever possible, improving safety measures.

An injury and accident free workplace is our goal. Through continuous safety and loss control efforts, we can accomplish this.

Assignment of Responsibility and Accountability for Safety:

Managers

- To provide information, instructions and assistance to all supervisory staff in order to protect the health and safety of all Town employees.
- To understand and enforce our accident prevention policy as well as the Occupational Health and Safety, and Worker's Compensation Board legislation.
- To provide all supervisory staff with an understanding of our accident prevention program as well as relevant Occupational Health and Safety legislation.
- To provide all supervisory staff with proper, well maintained tools and equipment, plus any other special personal protective devices which may be required.
- To provide ongoing safety education programs and approved first aid training courses as required.
- To monitor departments and projects and hold them accountable for their safety performance.

Supervisors

- To know and apply the Town's safety policy and relevant Occupational Health and Safety legislation.
- To ensure that all employees are educated to work in a safe manner and that they use all protective devices and procedures required by this municipality and by legislation to protect their health and safety.
- To advise all employees of any potential or actual dangers and how to isolate, prevent or remove them.
- To arrange for medical treatment as required, in case of injury or illness including transportation to a doctor or hospital as necessary.
- To report all accidents immediately, to investigate all accidents fully, and to advise management on how to prevent similar accidents in the future.
- To carry out regular inspections of the workplace to ensure a safe and healthy working environment.

Employee:

- To read, understand, and comply with the Town of Two Hills safety policy, safe work practices, procedures and rules.
- To wear the personal protective equipment and use the safety devices as required by regulations and the employer.
- To notify supervisor of any unsafe conditions or acts that may be of danger to other workers, the public or themselves.
- To report all accidents and injuries to their supervisor as soon as possible.
- To take every reasonable precaution to protect the safety of other workers, the public and themselves.

MAYOR

CHIEF ADMINISTRATIVE OFFICER