



Town of Stavely – Policy #03-07

Policy Area: Employment Occupational Health & Safety

POLICY TITLE: OCCUPATIONAL HEALTH AND SAFETY POLICY

Date Approved by Council: June 23rd, 2025

Resolution No: 25-138

Last Review Date: 2018

Next Review Date: As needed

Intent

The Town of Stavely is vitally interested in the health and safety of its employees. Protection of employees from injury or occupational disease is a major continuing objective. The Town of Stavely will make every effort to provide a safe, healthy work environment. All supervisors, employees, contractors, constructors and suppliers must be dedicated to the continuing objective of reducing risk of injury. The Town of Stavely is ultimately responsible for worker health and safety, and will take every reasonable precaution possible for the protection of our employees.

The Town of Stavely is committed to promoting a safe and healthy workplace for all employees, contractors, customers and visitors. In pursuit of our commitment, the Town of Stavely will develop, implement and enforce such policies and procedures that promote and provide a healthier, safer work environment. The Town of Stavely understands the importance of safety to the well-being and productivity of its people, and strives to safeguard the workplace from injury and malfeasance through dereliction of duty towards safety.

The Town of Stavely will act in compliance with the [Occupational Health and Safety Act](#) and [Occupation Health and Safety Code](#) of Alberta and its *Regulations*.

Definitions

Workplace Injury

Any injury that occurs on Town of Stavely premises or during the transaction of approved Town of Stavely business that requires either First-Aid or Health-Care.



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First-Aid

First aid includes one-time treatment and care for injuries, including but not limited to:

- Cleaning of minor cuts, scrapes, or scratches with anti-septic
- Treatment of minor burns
- Application of bandages and/or dressings
- Application of ice bags, or other similar devices
- Application of splints for breaks / sprains

Health-Care

Health care includes:

- Services requiring the professional skills of a health care practitioner (e.g. doctor, nurse, chiropractor, or physiotherapist)
- Services provided at hospitals and health facilities
- Prescription drugs

Employee Responsibilities

Council Members

- Must ensure that resources are allocated and governed properly to achieve the health and safety requirements of employees, and that their policies comply with the Town of Stavelly's legal obligations.
- Foster a workplace culture of safety, with appropriate leadership.
- Review the policies efficacy on an annual basis, and revise where necessary.

Employer

1. Ensure Health, Safety, and Welfare:
 - For their own workers.
 - For others present at the work site.
 - For anyone nearby who may be affected by workplace hazards.
2. Inform Workers:
 - Make sure workers know their rights and duties under OHS laws and codes.
3. Prevent Harassment and Violence:
 - Ensure a work environment free from harassment and violence.
4. Provide Competent Supervision:
 - Supervisors must be competent and knowledgeable about applicable OHS laws.
5. Support Health & Safety Committees/Representatives:



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- Ensure they meet all legal requirements and respond to their concerns promptly.
- 6. Train Workers:
 - Provide adequate training to ensure safe and healthy work practices.
- 7. Competency for Dangerous Work:
 - Hazardous tasks must be done by competent workers or under direct supervision.
- 8. Share Safety Information:
 - Make hazard-related information available to workers, safety reps/committees, and prime contractors.
- 9. Provide Access to OHS Documents:
 - Ensure workers can access current copies of the OHS Act, regulations, and code.
- 10. Self-Employed Workers:
 - Must follow the same rules as employers, with adjustments as needed.
- 11. Cooperate with Authorities:
 - Assist anyone enforcing the OHS laws and regulations.

Supervisors

1. Protect Workers' Health and Safety
 - Take all reasonable steps to ensure the safety of workers under their supervision.
2. Ensure Compliance with Safety Laws
 - Make sure workers follow the OHS Act, regulations, and code while performing their duties.
3. Prevent Harassment and Violence
 - Ensure no worker under their supervision is involved in or exposed to harassment or violence at the workplace.
4. Hazard Communication
 - Inform workers about any known or foreseeable health and safety hazards in their work area.
5. Report Hazards
 - Notify the employer of any unsafe acts, conditions, or incidents that occur or have occurred at the work site.
6. Cooperate with Authorities
 - Work with anyone carrying out duties under the OHS Act, regulations, or code.

Workers

1. Protect Health and Safety
 - Take reasonable care to protect their own safety and that of others at or near the work site.
2. Cooperate with Employer/Supervisor



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- Work with supervisors, employers, and others to ensure a safe workplace for everyone.
- 3. Use Personal Protective Equipment (PPE)
 - Always use and wear the required PPE provided by the employer or mandated by OHS laws.
- 4. No Harassment or Violence
 - Do not engage in or contribute to harassment or violence at the workplace.
- 5. Report Hazards
 - Notify the employer or supervisor about unsafe acts or hazardous conditions.
- 6. Participate in Training
 - Attend and engage in all safety training provided by the employer.
- 7. Cooperate with Authorities
 - Assist anyone carrying out duties under the OHS Act, regulations, or code.
- 8. Competency for Hazardous Work
 - Do not perform potentially dangerous work unless properly trained or under direct supervision of a competent worker.

All Staff Are Responsible for the Following:

- Completion of required occupational health and safety training.
- Performance of their duties in a manner conducive to a safe workplace, following all safety practices and procedures.
- Reporting of any incident, injury or hazard as outlined within this policy.
- Report any acts of violence or harassment in the workplace.
- Promoting a hazard-free workplace.

**We are all responsible for health and safety at the Town of Stavelly.*

Injury and Incident Reports

- All Town of Stavelly staff members are required to complete an Injury Report in the event of a health and safety violation that the employee has either caused or witnessed.
- Injury and Incident Reports should be filled out and submitted to employer and/or supervisors promptly to ensure the safety of other employees, and to rectify the problem as quickly as possible.
- Failure to report health or safety violations will be viewed as gross negligence, and may result in disciplinary action up to, and including termination.

****Failure to comply with Town of Stavelly health and safety guidelines, or engage in conduct which creates risk for a worker, supervisor, employer, contractor, customer or visitor, will be met with disciplinary action and/or termination of employment.***



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Specific Reporting Requirements: Alberta

Every worker must ***immediately*** report all incidents and near-misses, no matter how small, to their immediate supervisor/employer and safety representative.

Reportable Injuries

An injury or incident must be reported within 72 hours in writing via completing the Injury or Incident Report. However, the Town of Stavelly will strive to report all incidents as soon as reasonably possible. *The sooner an employee reports an injury to their Manager, the sooner it can be properly reported to the appropriate Safety Authorities.*

The Town of Stavelly shall report injuries that result in:

- Employee death;
- An employee being hospitalized for more than two (2) days;
- Medical treatment; and
- An employee being unable to conduct their job duties beyond the day of the incident;
- An injury that results in death;
- Fracture of a major bone, including skull, spine, pelvis, femur, humerus, fibula or tibia, radius or ulna;
- Amputation other than a portion of a finger or toe;
- Loss of sight of an eye;
- Internal hemorrhage;
- Third degree burns;
- Unconsciousness that results from concussion, electrical contact, asphyxiation or poisoning; and / or
- An injury that results in paralysis (ie. permanent loss of function).

Accidents or incidents that result in the death or serious injury of an employee must be immediately reported to the **Government of Alberta Workplace Health and Safety contact Centre: 1-780-415-8690** (Local Edmonton) or **1-866-415-8690**.

Immediately Reportable (Regardless of Injury)

The Town of Stavelly shall **immediately report** the following incidents regardless of whether there is an injury:

- An unplanned / uncontrolled explosion;
- Fire or flood that causes or has potential to cause serious injury;
- Failure of a safety device on a hoist, hoist mechanism or hoist rope;



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- Collapse or failure of any building component or structure necessary for structural integrity;
- Collapse or upset of heavy equipment;
- Collapse or failure of a temporary support structure;
- Collapse or cave-in of a trench, excavation wall, or stockpile;
- Incidental release of a designated substance; and / or
- Contact with an electrical power line above or underground.

Personal Protective Equipment (PPE):

The following will be observed and practiced by the company and employees when the company undertakes any job or contract.

1. The Town of Stavely will perform workplace hazard assessments and determine the appropriate forms of PPE for eliminating and/or controlling the risk of the hazard prior to completing the work.
2. Where a form of PPE is required, all workers involved in a hazard, or will be in contact with, or reasonably expected to come into contact with a potential hazard shall be required to utilize appropriate forms of PPE.
3. All PPE used shall meet the requirements of the Occupational Health and Safety Act.
4. All PPE used shall be used and maintained in accordance with the manufacturer's recommendations.
5. Town of Stavely issued PPE shall be inspected by the person in use of the PPE prior to each use.
6. Any PPE that is damaged or requires repair must be removed from service and tagged "Out of Service".
7. Any PPE that has been tagged "Out of Service" may not be returned to service until such time as it has been inspected and repaired by a qualified and competent person.
8. In the event that any damaged or malfunctioning PPE cannot be repaired, it shall be disposed of properly and replaced.
9. Town of Stavely issued PPE may not be modified or changed in any way that contravenes the manufacturer's instructions or specifications, or in such a way that would contravene applicable health and safety legislation.
10. The Town of Stavely may increase PPE requirements based on hazards and all workers must comply with these standards.



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Acknowledgment & Agreement

I, _____ (Employee Name), acknowledge that I have read and understand Workplace Health and Safety policy. I agree to adhere to this agreement in its entirety and will ensure that employees working under my direction adhere to this Policy. I understand that if I violate the rules set forth in this Policy, I may face legal, punitive, or corrective action.

Name: _____

Signature: _____

Date: _____

Witness: _____