



TOWN OF HIGH RIVER POLICY
MASTER HEALTH AND SAFETY POLICY

Policy Number:	HR-POL-107-02
Policy Name:	Master Health and Safety Policy
Related Procedure Number:	HR-PRO-100-00
Related Procedure Name:	Health & Safety Manual
Approval Date:	July 18 th , 2011
Revision Date:	October 28, 2019
Policy Category:	Health, Safety and Wellness
Responsible Department:	Human Resources

Policy Statement:

The Town of High River is a people first community and, therefore, is committed to excellence in the areas of health and safety and wellness by providing a safe, supportive and respectful organizational culture to ensure the physical, psychological and social wellbeing for all workers. As a service provider, it is our mission to safely meet our obligations to the community including the health and safety of the public when accessing services provided by the Town.

The Town is committed to providing a respectful workplace in which all workers are treated with respect and dignity within an environment free of discrimination, harassment and violence. We demonstrate commitment by supporting those who may have experienced discrimination, harassment, and violence in the workplace.

Purpose Statement:

The purpose of the Health and Safety Policy is to ensure the Town of High River:

1. Comply with the requirements under Alberta Occupational Health and Safety Legislation.
2. To protect and ensure the safety, health and wellness of all workers and the public when accessing services provided by the Town.
3. To prevent the loss of human and financial resources, productivity and materials that occur as a result of incidents or injuries from unsafe acts or unsafe working conditions.

The Town will do this by:

1. Providing a health and safety management program that maintains a safe and healthy work environment in accordance with industry standard and in compliance with legislative requirements. The health and safety management program will utilize a continuous improvement approach to health and safety which focuses on learning and elimination or control of any foreseeable hazards.
2. Delivering and promoting initiatives that support worker health, safety and wellness.
3. Providing workers and leaders with resources, education and learning opportunities to increase awareness and promote health, safety and wellness.
4. Where necessary, reviewing and investigating of incidents effecting the Health and Safety of workers.
5. Reviewing and investigating all reports of discrimination, harassment and violence in an objective and fair manner and implementing corrective actions to eliminate or control instances of psychological injury in the workplace. Workplace complaints related to discrimination, harassment and violence will:
 - a. be reviewed using the utmost level of confidentiality. Information including names of the complainant, the person to whom the allegations were made against, and any witnesses will not be disclosed except where necessary to complete the investigation, to inform those involved of the results and/or corrective action arising from the investigation, or as required by law.
 - b. ensure workers are protected from retaliation in relation to any complaints. Workers will not be penalized, reprimanded or in any way criticized when acting in good faith while following the appropriate procedure for addressing situations involving harassment and discrimination. This policy is not intended to discourage an worker from exercising rights pursuant to any other law, including the Alberta Human Rights Act.

Definitions:

Continuous Improvement – means a focus on learning from incidents and near misses to limit or minimize health and safety risks to workers, the organization and the community.

Council – means elected officials for the Town of High River.

Human Resources – means a representative from the Human Resources division.

Leader – means the Chief Administrative Officer and all Managers, Directors, Supervisors and Lead-hands.

Psychological wellbeing – means a state of well-being in which every individual realizes their potential, can cope with stresses, can work productively and is able to contribute to their workplace and community.

Social wellbeing – means the extent to which a person feels a sense of belonging, connection and social inclusion within the workplace.

Town - the Town of High River.

Wellness – wellness goes beyond health, emphasizing the active on-going process by which individuals become aware of, and make choices that will lead to or sustain a high quality of life and includes physical health, psychological wellbeing and social wellbeing.

Worker – means all Town employees, contractors and volunteers.

Roles and Responsibilities:

The Town recognizes a shared responsibility between workers and leaders across the organization to support and encourage worker health, safety and wellness and to continue to build and sustain a healthy and productive work environment.

1. Council is responsible for demonstrating commitment to workplace health, safety and worker wellness by setting a positive example.
2. Leaders (champions) are responsible for setting a positive example and model healthy workplace practices. Leaders are responsible for contributing to a healthy and productive working environment by supporting worker health, safety and wellness. In addition, leaders need to be aware of the impact they have and the role they place in encouraging worker engagement. They must be aware of health, safety and wellness programs, services and resources in order to support and guide workers.
3. Workers (participants) are responsible for recognizing and accepting personal responsibility for their mental, social and physical health and wellness, as well as the impact of their actions or omissions on the health, safety and wellness of others in the workplace. Workers have the right to know, the right to participate and the right to refuse dangerous work.
4. Human Resources is responsible for providing advice and coordination for organization-wide health and wellness programs, services and resources which are aligned with the organization's values, culture, Council priorities and that support the organization with achieving its goals.

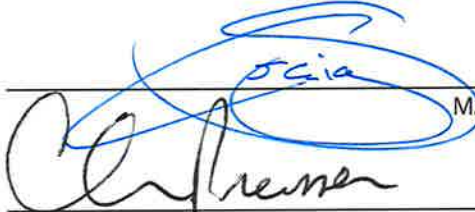
Related information and resources:

1. Town of High River Master Health & Safety Manual.
2. All other related Town of High River Emergency Response Plans, Standard Operating Procedures and Safe Work Practices.
3. The Collective Agreement between the Town of High River and the Town of High River Employee Association.
4. All applicable Legislation including:
 - a. Alberta Occupational Health and Safety Act
 - b. Alberta Human Rights Act

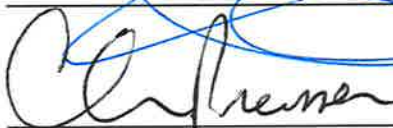
c. Alberta Workers Compensation Act
10 Employee and Family Assistance Program (EFAP)

Approval


This policy shall come into force and effect upon adoption by Council at a Regular or Special Meeting.



MAYOR/DEPUTY MAYOR



CHIEF ADMINISTRATIVE OFFICER



DATE