

TOWN OF HIGH PRAIRIE

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Supersedes None	Effective Date July 27, 2011	Legal Authority M.G.A.
Amendments	Amendment Date October 09, 2018	Resolution Number Motion # 410/18

TITLE: Health and Safety Program
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Policy Statement

The Town of High Prairie will implement a policy to ensure that Occupational Health and Safety is supported.

Town of High Prairie has a responsibility to protect workers and the environment while engaged in its activities. To meet our responsibilities, we will operate under the following guiding principles:

- Management is responsible for providing a safe working environment and for ensuring that work is performed to accepted standards.
- Where any of these safety regulations differ from or conflict with any other regulations (e.g. Alberta Labour, Alberta Occupational Health and Safety Act, Regulations and Code, Environmental Public Health, or other government regulations) then the most stringent regulations shall take precedence.
- No set of rules or safe work practices could cover all situations that arise. In such cases, the Supervisor or Employee must rely on his/her own experience or trade knowledge and be prepared to justify his/her actions.
- Each employee is responsible for working safely with equal concern for the safety of all co-workers. A safe working environment can be achieved through careful planning and through the support and active participation of everyone to all safety and operational requirements.
- All employees, contractors, and visitors will comply with all applicable safety legislation in respective.

BACKGROUND

ABOUT PIR & COR

Partnerships in Injury Reduction is a joint project of Alberta Labour – Partnerships the Workers' Compensation Board Alberta, and employers, represented by one of Alberta's 13 certifying partners. AMHSA (Alberta Municipal Health and Safety Association) is the certifying partner for the municipal sector. All of the certifying partners meet regularly as a group with Alberta Labour – Partnerships and WCB Alberta – to discuss issues and concerns common to all the certifying partners and to explore ways to improve the PIR program.

It is recognized that a meaningful and well-implemented health and safety management system will lead to a reduction in workplace losses, injuries, and illness. The program helps municipalities earn financial incentives (refunds) to encourage implementing effective health and safety management systems. All Alberta municipalities are eligible to participate in this voluntary program.

Certifying Partners such as AMHSA, issue a certificate which recognizes that an employer's health and safety management system has been evaluated by a certified auditor and meets PIR standards.

Municipalities must receive a **COR (Certificate of Recognition)** to qualify for a WCB rebate

PIR FINANCIAL INCENTIVE

Successful municipalities can earn a PIR discount from the Workers' Compensation Board. To qualify for the discount, municipalities must have a valid COR and meet additional Partnerships program requirements. The incentive ranges from 5% to 20% of the industry premium rate, depending on the municipality's claims cost history. This discount is in addition to any reduction or discount from WCB.

Individual employers will pay less or more than their industry rate, depending on their injury/illness experience. High claims and claims costs will cause an employer to pay a higher rate while lower claims and claims costs will contribute to a reduction in an employer's premium rate. The incentives are based on industry rates rather than individual employer rates.

- An employer will receive a 5% rebate for achieving/maintaining a COR
- A first-time COR holder will receive a 10% rebate for achieving a COR, or
- An employer will receive up to a 20% rebate for improving its performance from previous years or performing significantly better than other participating organizations in its industry (i.e., maintaining industry leadership).

COR (Certificate of Recognition)

The COR audit is used to evaluate an employer's health and safety management system. Although the COR audit does not assess an employer's level of compliance with legislation, COR-holding employers must meet their responsibilities under Alberta's Occupational Health and Safety Legislation.

A COR is valid for 3 years from the date of issue, if all maintenance requirements are met.

To maintain a COR, you must do a maintenance audit in each of the 2 calendar years after your certification audit.

Maintenance audits must be done by a qualified auditor, recognized by your Certifying Partner. The auditor can be internal to the organization, or external.

Alberta Occupational Health and Safety Act Effective June 1, 2018

Health and safety program

- Employers with 20 or more workers must have a written health and safety program.
- The program must have 10 elements and be reviewed at least every three years.

Company Health and Safety Policy

The personal safety and health of employees, contractors, subcontractors, partners, and suppliers of **Town of High Prairie** is of primary importance and our Management is committed to providing a safe and healthy work environment. Safety is a condition of employment with **Town of High Prairie** and will not be sacrificed for the sake of expediency. To the greatest degree possible, management will provide all mechanical and physical facilities required to ensure personal safety and health on our jobsites, in keeping with the highest industry standards.

We recognize that our workers have a right to work in a safe and healthy work environment. We will maintain a Health and Safety Program conforming to the best practices of organizations of this type. To be successful, such a program must start with proper attitudes toward injury and illness prevention on the part of both management and employees. It also requires cooperation in all safety and health matters, not only between management and employee, but also between each employee and his or her co-workers. All employees are responsible for ensuring the safety program is maintained and continues to develop. Only through such a cooperative effort can a safety program for all employees be established and preserved in their best interests.

Town of High Prairie will establish health and safety practices and procedures that meet or exceed regulatory requirements, industry codes, guidelines, and best practices.

Town of High Prairie will work with industry peers, regulatory agencies, and our customers to continually enhance our health and safety performance

Everyone within this company is required to comply with government regulations

Objectives

Our objective is a Health and Safety Program that will reduce the number of injuries and illnesses to an absolute minimum, not merely in keeping with, but surpassing the best experience of operations similar to ours. Before commencement of site work, we set Zero injuries as our safety expectation.

Management, supervisors, employees, visitors, and customers must all comply with safety program requirements on any location where **Town of High Prairie**, is primarily responsible for health and safety. On locations where the customer retains primary health and safety responsibility, our employees will comply with the customers' safety program requirements. If employees feel that doing so would place them in danger, they must refuse the work and contact their immediate supervisor.

Our Health and Safety Program will involve:

- Informing employees of the written Health and Safety Policies in this manual.
- Providing mechanical and physical safeguards to the maximum extent possible.
- Conducting a program of safety and health inspections to find and eliminate unsafe working conditions and practices, to control health hazards, and to comply fully with the health and safety regulatory requirements on every job.

- Developing and enforcing health and safety rules and requiring that employees cooperate with these rules as a condition of employment.
- Investigating every accident, promptly and thoroughly, to find out what caused it and to correct the problem so that it will not happen again.
- Outlining expectations of staff, and contractors.

Roles and Responsibility

We recognize that the responsibilities for safety and health are shared:

- **Town of High Prairie** accepts the responsibility for leadership of the health and safety program, for its effectiveness and improvement, and for providing the safeguards required to ensure safe working conditions.
- Administrators, Management, and Supervisors are responsible for developing the proper attitudes toward health and safety in themselves and in those they supervise, and for ensuring that all operations are performed with the utmost regard for the health and safety of all personnel involved.
 - Employers/Administrators are responsible for providing competent supervisors, training workers, and preventing violence and harassment.
 - Ensuring public safety at or in the vicinity of work sites.
 - Working with the joint work site health and safety committee or health and safety committee or health and safety representative.
 - Supervisors must be competent, protect the health and safety of workers, advise workers of all health and safety hazards, report all health and safety concerns to the Administrator and prevent violence and harassment.
- Employees and contractors are responsible for wholehearted, genuine cooperation with all aspects of the Health and Safety Program, including compliance with all rules and regulations, and for continually practicing safety while performing their duties.
 - Using all devices and wear all PPE
 - Report unsafe or unhealthy conditions
 - Refrain from causing or participating in violence and harassment.
- Contractors are responsible for ensuring that work being performed by employers under their control does not endanger the health and safety of persons at the work site.
- Owners of work sites are responsible for ensuring the land, infrastructure and any building or premise under its control is provided and maintained in a manner that does not endanger anyone.

THE TOWN OF HIGH PRAIRIE

Mayor, Brian Panasiuk

CAO, Brian Martinson