

Policy

Title: HEALTH SAFETY AND ENVIRONMENTAL POLICY		Number: 8002
Reference: Administrative Committee - September 16, 2020 Corporate Services Committee September 28, 2020	Adopted by City Council: October 5, 2020	
	City Clerk	Chief Administrative Officer
Supersedes: August 31, 2017 Policy 0148 – Environmental Policy		
Prepared by: HEALTH SAFETY & ENVIRONMENT, CORPORATE SERVICES DIVISION		

STATEMENT:

The City of Medicine Hat is committed to:

- Providing a safe and healthy workplace which includes physical, psychological and social well-being for its employees, contracted workers, volunteers, visitors and the general public by conducting our activities to ensure the prevention of work-related injury and ill health
- Fostering the well-being of the environment as a stated municipal purpose within the Municipal Government Act
- Environmentally conscious decision-making with thoughtful consideration of future generations leading to promotion and adoption of sustainable strategies, plans practices and prevention of environmental impacts
- Ensuring that all internal and external rules, other commitments and regulatory requirements with health, safety and environment (HSE) are understood and complied with
- Continual improvement of HSE management and performance through implementation of an integrated Health, Safety and Environmental Management System which includes:
 - Processes for informing and training workers on identifying, evaluating, communicating and reducing or eliminating workplace hazards, risks and significant environmental aspects
 - A framework for setting and reviewing HSE objectives and targets
 - Monitoring, measuring and regularly reviewing all facets of HSE performance
- Consulting and communicating openly and on a timely basis with stakeholders on all relevant activities

The City of Medicine Hat recognizes that a healthy, safe and environmentally responsible workplace can be established and sustained through a unified effort. Every individual has a responsibility to make sound health, safety and environmental management an integral part of their job.

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PRINCIPLES:

1. The City expects all employees, contracted workers, contractors and volunteers protect their own and each other's health and safety by reporting hazards, participating in health and safety training, and following safe work practices and procedures.
2. The City will lead its employees, operations and community towards environmental stewardship by balancing social responsibility, economic development and growth with environmental protection while ensuring a high quality of life for both present and future generations.
3. All employees will be provided with appropriate support, training, resources, tools, and personal protective equipment to ensure their safety, the safety of others, and protection of the environment.
4. The City expects all employees at all levels, contracted workers, and volunteers to be familiar with, and to comply with this Policy and the applicable occupational health and safety and environmental legislation in all its operations.
5. The City expects management (including supervisors) to provide leadership, adhere to Corporate Policy, establish appropriate procedures and provide the necessary equipment and training to ensure the responsible health, safety and environmental operation of its worksites.
6. Willful violations or disregard of this Policy by employees at any level shall be considered cause for disciplinary action up to and including termination of employment or contract in accordance with City Policy.
7. This Health, Safety and Environmental Policy will be reviewed and approved every three (3) years.

ROLE OF COUNCIL

1. To receive, review and adopt/amend the policy statement and principles related to health, safety and environment.
2. To enable and ensure provision of adequate human and financial resources as it relates to health, safety and environment.
3. To include health, safety and environmental responsibilities in the performance review of the Chief Administrative Officer.

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1. RESPONSIBILITIES

2.01 Executive Leadership Team

- (a) Maintain a healthy, safe and environmentally responsible workplace by providing support and leadership necessary for the implementation of this Policy and the HSE Management System.
- (b) Actively participate in the HSE system, including training, meetings, and inspections. Allocate adequate human and financial resources as it relates to HSE.
- (c) Receive and review regular reports on HSE performance. Require follow-up reporting on the correction of gaps and/or deficiencies that are identified in the reports.
- (d) Establish expectations and an accountability system for HSE performance.
- (e) Ensure all employees are provided with the education and training necessary to carry out their HSE responsibilities.

2.02 General Managers, Managers and Supervisors

- (a) Ensure that work areas, conditions and practices within their area of responsibility are monitored and maintained in a safe and environmentally-responsible manner at all times.
- (b) Understand and comply with the applicable occupational health, safety and environmental legislation as it applies to the work performed.
- (c) Ensure all activities have been planned and executed in a manner that ensures compliance to established safe work practices, applicable occupational health, safety and environmental legislation and other governing bodies.
- (d) Ensure that individuals in their areas of responsibility have been given appropriate education, training and instruction in the safe performance of their work.
- (e) Ensure employees under their direct supervision are made aware of all known or reasonably foreseeable health and safety hazards, environmental aspects and appropriate controls.
- (f) Ensure work areas are inspected at regular intervals.
- (g) Employees are trained and competent in the correct use, care, limitations and maintenance of all required personal protective equipment and other HSE control measures.
- (h) Ensure the necessary actions are taken to correct substandard conditions, procedures, and practices.
- (i) Ensure all incidents and near misses are reported, investigated and appropriate actions taken to prevent recurrence.
- (j) Consult, collaborate and cooperate with the City of Medicine Hat's HSE Department.
- (k) Cooperate with HSE regulatory agencies and any other person carrying out their duties under all applicable HSE legislation.

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2.03 Employees

- (a) All employees are required to comply with the City HSE Management System, applicable HSE legislation, and associated corporate policy and procedures which require them to:
- 1) Follow all safe work practices.
 - 2) Not perform work, or allow others to perform work, if, on reasonable and probable grounds, the worker believes there exists a danger to themselves or other workers present.
 - 3) Immediately report hazardous or unsafe equipment, facilities, conditions, practices or behaviors to a supervisor or designate.
 - 4) Immediately report all work related incidents and/or injury to supervisor.
 - 5) Immediately report any work-related injury or illness that requires medical assessment/treatment beyond first aid to the City of Medicine Hat's Human Resources Department for appropriate referral.
 - 6) Follow manufacturer's specifications for use, care and maintenance of all appropriate personal protective equipment, devices and clothing as required by legislation, hazard assessments, and safe work practices/procedures.
 - 7) Inspect the personal protective equipment before use.
 - 8) Not use any tool or equipment that is unable to perform the function for which it is designed.
 - 9) Ensure their ability to work without endangering his or her own health or safety, or to the health or safety of any other person and/or the environment is not impaired by alcohol, uncontrolled / controlled substances or any other causes.
 - 10) Cooperate with HSE regulatory agencies and any other person carrying out their duties under all applicable HSE Legislation.
 - 11) Participate in committee meetings as required, and HSE training.
 - 12) Reduce the risks of situations that may pose a threat to the safety of the general public.

2.04 Contractors

- (a) All contractors are required to comply with all aspects of the City's contractor management system and all other requirements associated with the work the contractor is undertaking, legislative or otherwise.

2.05 Health, Safety & Environment Department

- (a) The HSE Department will maintain the HSE Management System as per the applicable HSE legislation changes and/or as continual improvement opportunities become necessary to ensure the effectiveness of the HSE Management System.

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- (b) The role of HSE Department is to maintain compliance with applicable HSE legislation, make available standards, services, assistance, strategic planning and technical guidance to the organization on all aspects of HSE matters, including requirements to:
- 1) Develop and implement the City's HSE Management System and make recommendations for effectiveness.
 - 2) Act as a resource to the organization to assist in compliance with HSE regulatory bodies and/or best practices.
 - 3) Evaluate and implement suggestions from the organization and recommend changes where warranted.
 - 4) Conduct inspections and audits independently and/or in conjunction with City staff with appropriate regard to process and protocols to identify potential health and safety hazards and environmental aspects and determining that practices, equipment, and facilities meet HSE standards.
 - 5) Participate and/or conduct incident investigations and analysis where necessary and assist in providing assistance with recommendations to prevent a recurrence.
 - 6) Facilitate access to education and training sessions pertaining to HSE as required.
 - 7) Ensure timely reporting on HSE related issues to the regulatory agencies as required.