
Procedure Title: Health & Safety
Policy: 1900-06
Adopted: February 23, 2011
Amended:



POLICY STATEMENT:

The Village of Mannville is committed to a health and safety program that protects staff, our property, other workers who enter onto our property, and the general public.

Employees at every level are responsible and accountable for the Village of Mannville's health and safety performance. Active participation by everyone, every day, in every job is necessary for the safety excellence this municipality expects.

Management will set an example and provide leadership in the health and safety program. Management will set a health and safety policy and work procedures, and provide proper equipment and training. Employees are responsible for following all procedures, working with an awareness of health and safety, and cooperating in working towards improved health and safety conditions at work.

Employees at every level should be familiar with the requirements of the Alberta Occupational Health and Safety legislation as it relates to their work processes.

Our goal is a healthy, injury free workplace for all employees. By working together in all parts of this program, we can achieve this goal. Let's put health and safety to work for all.

GUIDELINES AND PROCEDURES:

MANAGER RESPONSIBILITIES

1. Provide direction to supervisory staff to protect the health and safety of all employees
2. Enforce all Municipal Health & Safety policies and the Occupational Health and Safety legislation
3. Participate in the incident prevention program
4. Provide well-maintained tools and equipment and any special personal protective equipment that may be required
5. Provide ongoing safety education programs
6. Hold supervisors accountable for their individual safety activities

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WORKER RESPONSIBILITIES

1. Comply with the Village's health and safety policy, safety practices and procedures
2. Wear the appropriate personal protective equipment
3. Notify supervisor(s) of any unsafe conditions or acts that may pose a danger
4. Report all incidents and injuries to their supervisor(s) as soon as possible
5. Take every reasonable precaution to protect the safety of themselves and their co-workers

Accountability — "the safety performance" of the worker/supervisor/manager will form part of the performance review