



# TOWN OF SEDGEWICK

## OCCUPATIONAL HEALTH AND SAFETY POLICY POLICY # 20-13

APPROVAL DATE: JANUARY 30<sup>TH</sup>, 2020

RESOLUTION NUMBER: 2020-16

### 1. Policy Statement

The Town of Sedgewick is committed to setting and maintaining high standards in our workplaces in a manner that protects the health and safety of our workers, those we work with, contractors, visitors, the public and the environment in which we work and live.

All workers are required to practice both cooperation and communication to ensure that our safety policies are complied with at all times such that the accidental loss of resources, including worker and physical assets, is prevented. Our goal is to provide workers with the proper training and understanding of health and safety procedures and practices in accordance with legislative requirements to better establish a no-loss working environment.

### 2. Policy Purpose

Our objective is to provide a Health and Safety Management System that not only reduces the number of occupational incidents, but also reduces the near misses that occur in all possible work environments to which our workers are subjected.

### 3. Guidelines

Our Health and Safety Management System includes the following:

- 3.1. Training to provide all workers with a complete understanding of our health and safety management system including our safety manual(s), safety rules and any policies related to health and safety.
- 3.2. Management's responsibility for leadership to enforce and ensure ongoing improvement of our Health and Safety Management System.
- 3.3. Safe work practices and procedures along with competency training.
- 3.4. Safety meetings, in house as well as tailgate meetings on jobsites, to enforce preventative actions towards possible health and safety risks along with immediate response to incident reports and investigations.

The safety information in this policy does not take precedence over applicable government regulations, with which all workers should be familiar.

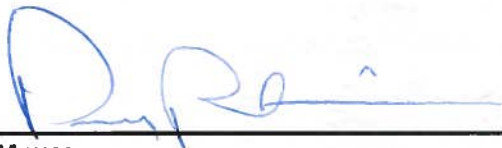

To further supplement this policy, the Town will maintain Administrative Directives and policies that provide further guidance on the following core elements of a Health and Safety Program:

- Hazard Assessments
- Safe Work Practices
- Formal Workplace Inspections
- Orientation, Training and Job Competency
- Incident Investigation
- Emergency Response

#### 4. Responsibilities

The Town of Sedgewick recognizes the responsibility of management, supervisors and workers to carry out moral and legal requirements to enforce the highest standard of health and safety for themselves and those around them. The complete cooperation of all workers is vital to the operation of a functional health and safety program and personal commitment is of the highest importance. Failure to meet these requirements will result in consequences discussed in the rules section of the Occupational Health and Safety Manual.

#### 5. Revision/Review History

<b>TOWN OF SEDGEWICK</b>	
<u>Jan. 30, 2020</u> DATE	 MAYOR
<u>Jan 30 2020</u> DATE	 CHIEF ADMINISTRATIVE OFFICER