

Procedure

Occupational Health and Safety (OHS)



This procedure falls under Administrative Policy A1117E *Occupational Health and Safety (OHS)*

Program Impacted	Employee Experience and Safety <i>The City of Edmonton's staff are safe and supported to achieve their aspirations and deliver excellent services.</i>
Approved By	City Manager
Date of Approval	January 24, 2025
Approval History	January 4, 2022
Next Scheduled Review	January 24, 2028

Application

- This Procedure applies to any person who reports to the City Manager or City Auditor and provides services to the City of Edmonton under a contract of employment, contract for the provision of personal services, or in the capacity of agent, student, or volunteer.
- All persons who report to the City Manager or City Auditor and provide services to the City of Edmonton under a contract of employment, contract for the provision of personal services, or in the capacity of agent, student, or volunteer are accountable for and must comply with the terms of this directive including its accompanying procedures.
- Managers, Directors, Supervisors, Safety Professionals, and workers, in their differing roles, are accountable for their health and safety responsibilities, as defined by the applicable Alberta *Occupational Health and Safety Act*, Regulation and Code, Directives, Standards, Guidelines, processes, and procedures.
- The City Manager is accountable for the integration of programs and processes to manage Occupational Health and Safety in accordance with the standards and expectations outlined in the *Occupational Health and Safety City Standards and Guidelines*.
- The City Manager, Chief People Officer, Branch Manager of Workforce Safety & Employee Health, or designates may conduct reviews, audits, or checks at any time without notice to ensure compliance with this directive and its accompanying procedures.

- Failure to comply with the provisions of the policy and its accompanying procedures could lead to appropriate corrective action, which may include discipline up to and including termination of employment.

Requirements

- Healthy, safe and productive work environments shall be promoted by all.
- The City of Edmonton, its management, supervisors, workers and contractors, are committed to ensuring that the City remains a physically, psychologically and socially safe workplace, free from harassment.
- The City of Edmonton's *Occupational Health and Safety Commitment Statement* will be reviewed, updated and signed by the City Manager every three years. In the event of a new City Manager, the statement shall be reviewed, updated and signed within the first three months of tenure.
 - The City of Edmonton's OHS Commitment Statement shall be communicated and posted at all prominent locations at all the properties and work areas owned and managed by the City of Edmonton. The City of Edmonton shall make efforts to ensure that the spirit of the OHS Commitment Statement is understood by all employees.
- Efforts shall be made to ensure that OHS responsibilities are identified, communicated and understood for all levels of the organization through the use of Policies, *OHS Standards and Guidelines*, and training.
- Systems will measure and monitor the effectiveness of the OHS program and hold management, supervisors, and workers accountable for health and safety performance.
- The corporate OHS programs and safety management systems shall be measured and monitored for effectiveness and to ensure that these programs meet the minimum requirements of the Alberta *Occupational Health and Safety Act*, Regulation and Code, City Policies, Standards, Guidelines, processes, and procedures.
- The *OHS Standards and Guidelines* are developed, approved and maintained by the Workforce Safety and Employee Health branch.
- Business areas manage the health and safety of their employees and use the *OHS Standards and Guidelines* to develop detailed work-area procedures for employees to access.
- Preventative training and personal protective equipment have been identified as critical success factors for occupational health and safety. Managers are expected to provide the appropriate mandatory health and safety training. Employees are expected to attend the appropriate mandatory health and safety training.

Definitions

- Unless otherwise specified, words used in this policy and its accompanying procedures have the same meaning as defined in the *City Administration Bylaw, Bylaw 16620*.

- ***Occupational Health and Safety City Standards and Guidelines*** Detailed documents on how the City of Edmonton manages specific items related to OHS including specific hazard identification and procedures. They are available at *OHS City Standards & Guidelines*.
- ***Occupational Health and Safety Commitment Statement*** A public document outlining the City's commitment to creating and maintaining a safe and healthy workplace. It is available at *Occupational Health & Safety Commitment Statement*.

References

- *City Administration Bylaw, Bylaw 16620*
- *OHS City Standards & Guidelines*
- *OHS Commitment Statement*
- *Occupational Health and Safety Act*