

## Health and Safety (General) Policy

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<i>Topic</i>	Health and Safety
<i>Authority</i>	Board
<i>Related Documents</i>	

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Wood Buffalo Regional Library (WBRL) is committed to promoting a safe and healthy workplace for all employees, contractors, volunteers, and visitors. WBRL will comply with the Alberta Occupational Health and Safety Code and Regulations. WBRL’s health and safety program, and corresponding policies and procedures, aim to:

- Ensure WBRL has taken full precautions for the physical and psychological health and safety of employees, contractors, volunteers, and visitors.
- Minimize personal risk as employees, contractors, volunteers, and visitors work and spend time in the Library facility.

The employer (WBRL), managers and supervisors, and workers are all responsible and accountable for the Library’s health and safety performance.

### Responsibilities and Obligations

The employer (WBRL) will:

- Ensure the health, safety, and welfare of workers at the work site or engaged in work on behalf of WBRL.
- Ensure the health, safety, and welfare of individuals at or near the work site who may be affected by hazards related to the work site.
- Ensure there are current safety procedures in place and that these procedures are reviewed regularly.
- Ensure workers are aware of their rights and duties regarding health and safety and of any issues arising from work being carried out by WBRL.
- Ensure workers are not subjected to or contribute to harassment or violence in the workplace.
- Ensure workers are properly supervised by an individual who is competent and familiar with applicable health and safety legislation.
- Consult and cooperate with the Joint Health and Safety Committee in the exchange of information and resolution of health and safety concerns.
- Investigate and resolve health and safety concerns in a timely manner.
- Report any serious injuries and incidents to the Manager and Human Resources Generalist as soon as possible and in accordance with the legislation.
- Cooperate fully with any person exercising a duty under the Occupational Health and Safety Act or Occupational Health and Safety Code.
- Ensure supervisors and workers are properly trained in health and safety before they begin work, perform a new duty, use a new piece of equipment, use a new process, or are moved to a new area of work.

Managers and supervisors, as long as it is reasonable to do so, will:

- Ensure that they are competent to supervise.
- Take all necessary precautions to ensure the health and safety of every worker under their supervision.
- Ensure that workers under their supervision work in accordance with all applicable health and safety policies and procedures set out by legislation and WBRL.
- Ensure that workers under their supervision use all required hazard controls and personal protective equipment (PPE) as required by legislation or by WBRL
- Ensure that no worker under their supervision is subject to or contributes to harassment or violence in the workplace.
- Ensure that workers receive adequate training in their specific work tasks to protect their health and safety.
- Advise workers under their supervision of all known or foreseeable health and safety hazards in the area where they will work.
- Report any concern, committed act, or harmful condition pertaining to health and safety to the employer.
- Comply with all health and safety legislation and cooperate with any person exercising their duty under health and safety legislation.

Workers will:

- Take all reasonable precautions to protect the health and safety of themselves and others in the vicinity of the work site.
- Cooperate with WBRL and managers or supervisors in protecting the health and safety of themselves and others.
- Use all provided PPE and devices as required by health and safety legislation or WBRL in order to protect their health and safety.
- Refrain from participating in or causing harassment or violence in the workplace.
- Report any concerns, acts, or harmful conditions that pertain to health and safety to the employer or their manager or supervisor.
- Comply with all health and safety legislation and cooperate with any person exercising their duty under health and safety legislation.

Joint Health and Safety Committee members or health and safety representatives will:

- Regularly inspect the work site for hazards.
- Receive and consider concerns and complaints respecting health and safety of workers.
- Make recommendations to WBRL regarding the health and safety of workers.
- Assist WBRL, managers and supervisors, and workers in addressing health and safety concerns.
- Participate in investigations of injuries, incidents, and work refusals.
- Participate in the development and promotion of policies and procedures for health and safety.
- Help with health and safety orientation for new employees.
- Develop and promote training and information for health and safety.

### **History**

*Created: June 17, 2020.*

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