

**Policy Title: HEALTH AND SAFETY**

**Policy # E-109**

**Date adopted by Council: August 19, 2025**



## **1. POLICY**

The Municipality of Jasper shall operate a comprehensive Health and Safety Management System in accordance with the Alberta *Occupational Health and Safety Act*, Regulation and Code (OHS). Through the Health and Safety Program, the Municipality actively works to minimize the risk of worksite injuries, illnesses and incidents to a minimum. The Municipality of Jasper promotes a safe, healthy and respectful environment by protecting the physical, psychological, and social well-being of workers and stakeholders who enter municipal property or worksites.

## **2. PURPOSE**

The Municipality of Jasper places the health and safety of all managers, supervisors, workers, volunteers, general public, prime contractors and other worksite parties associated with the Municipality of Jasper as a top priority. The Municipality of Jasper believes that creating and maintaining a safe and healthy worksite is a shared responsibility.

## **3. SCOPE**

Guided by the internal responsibility system, the Municipality requires all managers, supervisors, workers, volunteers, general public, prime contractors and other worksite parties to comply with the Alberta *Occupational Health & Safety Act*, Regulation and Code to protect their own safety and the safety of others at all times.

This policy does not take precedence over Alberta Occupational Health and Safety Regulations. All employees of the Municipality should be familiar with the Alberta *Occupational Health and Safety Act*, Regulations and Code as well as the Health and Safety Management Manual as outlined by the Municipality of Jasper.

## **4. STANDARDS**

- 4.1 The Municipality of Jasper actively maintains a health and safety program that significantly reduces the risk of physical, psychological and social harm to Municipality of Jasper employees, contractors and the general public.
- 4.2 The Municipality of Jasper bases its health and safety management system on the internal responsibility system, holding employees at every level responsible and accountable for their own safety and the safety of their colleagues.
- 4.3 The Municipality of Jasper will provide mechanical, physical and organizational resources required to uphold and improve worksite health and safety standards as reasonably practicable.
- 4.4 The health and safety management system provides a comprehensive approach to reducing the potential risks and impact of work-related injuries and illnesses for all municipal employees and contractors who enter municipal property or worksites. The

policy also protects municipal property, the general public and the environment from potential hazards, negative impacts and damage.

4.5 The Municipality of Jasper ensures a healthy and safe work environment by following the standards set out in Alberta occupational health and safety legislation.

4.6 The Municipality upholds the integrity of the health and safety program by regularly auditing its effectiveness in accordance with the requirements of our certifying partner, Alberta Municipal Health and Safety Association (AMHSA).

4.7 This policy is to be reviewed regularly and updated as needed to reflect changes in legislation, operations, and leading practices.

## **5. RESPONSIBILITIES**

### **Council**

- Review and approve any revisions to this Policy
- Demonstrate ongoing support for the health and safety program

### **Chief Administrative Officer**

- Ensure all staff employed by the Municipality of Jasper are in compliance with this Policy and approve related procedures
- Demonstrate ongoing support for the health and safety program
- Uphold and ensure that employees understand and uphold their roles and responsibilities under the applicable legislation

### **Directors & Managers**

- Promote this policy
- Support and enforce OHS legislation and internal safety policies
- Ensure Supervisors, Workers, Prime Contractors and Other Worksite Parties as applicable, understand their role and responsibilities under the applicable legislation

### **Human Resources**

- Ensure Health and Safety Systems and Policies meet legislative standards
- Serve as a resource to leadership, staff, and the Health & Safety Committee

## **6. DEFINITIONS:**

**“AMHSA”** means Alberta Municipal Health and Safety Association.

**“Employer”** means a self-employed, or a designated to represent the employer.

**“Hazard”** means a situation, condition, or thing that may be dangerous to the safety or health of workers.

**“Health and Safety Committee”** means a group of worker and employer representatives working together to address health and safety concerns at the worksite.

**“Health and Safety Program”** means a coordinated set of policies, procedures, and practices designed to prevent injuries and illnesses, and to promote a culture of health and safety in the worksite. This includes elements such as hazard identification, training, inspections, emergency response, incident investigation, and continuous improvement.

**“Health and Safety Management System”** means a comprehensive, integrated, and often certifiable framework that embeds health and safety into all business processes through policies, procedures, and continuous improvement.

**“Manager”** means a person responsible for planning, organizing, directing, and controlling resources and staff to achieve organizational goals, and who has authority over workers, including responsibility for health and safety performance.

**“OHS”** means **Occupational Health and Safety** – a multidisciplinary field concerned with protecting the health, safety, and welfare of workers, regulated under the Alberta Occupational Health and Safety Act, Regulation, and Code.

**“Other Worksite Parties”** means anyone at or connected to the worksite who is not an employer or worker but has OHS responsibilities, including:

- Contractors and subcontractors
- Service providers
- Suppliers
- Owners
- Self-employed persons
- Visitors or external parties performing work-related activities

**“Physical”** means factors in the environment that can cause harm to a worker’s body, such as noise, vibration, temperature, radiation, or ergonomics.

**“Prime Contractors”** means the person in control of a worksite where two or more employers are involved in work. The prime contractor is responsible for coordinating health and safety activities and ensuring compliance with the Act, Regulation, and Code.

**“Psychological”** means affecting mental health and emotional well-being, including worksite stress, harassment, bullying, and workload. This aligns with the broader concept of psychological safety and psychosocial hazards in the worksite.

**“Social well-being”** means a state in which individuals have satisfying interpersonal relationships, feel connected to a community, and experience a sense of belonging and support. Social well-being supports mental health and contributes to a psychologically safe worksite.

**“Worker”** means a person engaged in an occupation, including:

- A person who performs or supplies services for compensation
- A person who is being trained by an employer
- A self-employed person
- A volunteer

**“Worksite”** means a location where a worker is, or is likely to be, engaged in any occupation and includes any vehicle or mobile equipment used by a worker in an occupation.