



BIG LAKES COUNTY POLICY



TITLE: Safety Program Policy	
POLICY NUMBER: Admin-07	
LEGAL AUTHORITY:	
APPROVED BY: CAO through CAO Bylaw 28-2018	
EFFECTIVE DATE: January 1, 1995	REVISED DATE: November 29, 2021

Policy Statement

Big Lakes County recognizes its responsibility as an employer to ensure that all of its workplaces are as safe as possible for employees and visitors. To this end Big Lakes County hereby establishes a Safety Policy.

Policy

1. Big Lakes County shall create and maintain a comprehensive Health and Safety Program to maintain membership in the Partners in Injury Reduction Program (PIR).
 - a. Through the PIR program, the Alberta Worker's Compensation Board (WCB) works with Alberta Human Resources and Employment, industry partners, safety associations, employers and labor groups to offer WCB premium incentives to employers who reduce their claim costs below predicted targets and meet specified standards for health and safety (ex. Certificate of Recognition)
2. The Health and Safety Program shall be in accordance with the guidelines of the Alberta Municipal Health and Safety Association (AMSHA), as well as Occupational Health and Safety legislation.
3. In accordance with Occupational Health and Safety legislation the program shall include a Health and Safety Committee. Composition of this committee shall be determined as follows:
 - a. The HSC will have two (2) co-chairpersons: one chosen by the employer members of the committee and the other chosen by the worker members on the committee. The selection will be either be by a member volunteering for the position or a nomination and vote.



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- b. The committee will be representative of the occupational health and safety (OHS) concerns of workers and employer. The membership structure shall be comprised of six (6) voting workers, three (3) voting employer members and one (1) non-voting employer member based upon the following criteria:
 - i. Expressed interest;
 - ii. A cross-section of duties/responsibilities/work environments;
 - iii. Per OH&S legislation, a majority of non-management employees must be maintained;
 - iv. Term of committee member appointment shall be 3 years; and
 - v. A worker or employer member who ceases to be employed at the County ceases to be a member of the HSC and will be replaced as soon as practicable
4. A copy of the Health and Safety Program Manual will be located at the main Administration office, and the Main Public Works Shop. Each manual will be updated with any program revisions. Electronic copies are accessible through CorePoint and on the County server.
5. Each year the safety program of Big Lakes County shall be evaluated. In each third year this evaluation shall be conducted by external auditors.
6. A recognition program shall be established as part of the safety program. This recognition program shall be based upon the scores received during Certifying audits. Staff recognition shall be based upon the following criteria:
 - a. Should the organization receive a minimum score of 80% staff shall be recognized with a gift of the Health & Safety Committee's choosing
 - b. The CAO shall ensure that the County annual budget contains sufficient funds to cover expenses incurred by this recognition program.



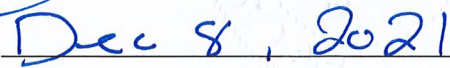
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Review

To ensure that this policy accurately reflects current safety legislation this policy shall be reviewed no less than once every five years commencing from the date of approval.



Chief Administrative Officer



Date of Final Signature