



## **ADMINISTRATION POLICY: Occupational Health and Safety**

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**Policy Number:** HS-ESM-001(B)  
**ALT Report:** ALT2019-0921  
**Approved By:** Administrative Leadership Team (ALT)  
**Effective Date:** 2019/09/10  
**Next Revision Due:** 2022/09/10  
**Department / BU:** **Utilities and Environmental Protection / Environmental & Safety Management**

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### **BACKGROUND**

This policy provides the foundation for Occupational Health and Safety (“OHS”) management at The Corporation of The City of Calgary (“The City”) so that it is understood that all employees contribute to a safe and healthy workplace.

This policy aligns with The City’s Code of Conduct Policy (HR-LR-005) which includes a series of City of Calgary policies governing employee conduct, the Health and Wellness Policy (Administrative Policy HR- 037) which outlines The City’s commitment to supporting employee health and wellness, and other Human Resources policies. The OHS Policy will be reviewed and updated every three years.

### **PURPOSE**

The purpose of this administration policy is to demonstrate senior management’s formal commitment to improving health and safety performance and managing an effective occupational health and safety system. It reinforces The City’s commitment to providing a safe and healthy work environment, preventing injuries, and continually improving occupational health and safety management. The City will meet these commitments by:

- Complying with occupational health and safety legislative requirements, including promotion and advancement of physical, psychological and social well-being of employees;
- Continually seeking innovative ways to improve occupational health and safety performance;
- Supporting early and safe return-to-work initiatives;
- Proactively managing risks to prevent workplace injury, illness or loss to City employees, contractors, volunteers;
- Providing education, training and competency evaluations to ensure employees understand and meet their health and safety responsibilities;

- Measuring progress by implementing occupational health and safety objectives, audits, inspections and evaluations;
- Assessing compliance with health and safety requirements and acting to address issues.

## **DEFINITIONS**

None

## **INTENDED OUTCOMES OF THIS POLICY**

1. Employees comply with the OHS legislative requirements.
2. The City of Calgary will provide a safe work environment for employees, contractors, and volunteers.

## **POLICY STATEMENTS**

### **1.0. Scope/Exceptions**

- 1.1. This Administration policy applies to all City of Calgary employees, volunteers, and contractors who perform work or provide services to or on behalf of The City of Calgary. This includes work or services performed on City premises or affiliated sites. All parties have a shared responsibility concerning occupational health and safety.

### **2.0. Occupational Health and Safety Policy Statements**

- 2.1. Safety is a shared responsibility that requires active leadership and participation from all employees. All employees are responsible for:
  - 2.1.1. Protecting the health and safety of themselves, their co-workers, contractors, and volunteers.
  - 2.1.2. Understanding and meeting their health and safety roles, responsibilities, and requirements. The OHS Roles and Responsibilities document provides further information.
  - 2.1.3. Complying with occupational health and safety legislative requirements and the City's health and safety standards and guidelines.

### 3.0. Consequences of Non-Compliance

- 3.1. Failure to adhere to Administrative Policies, and items contained within, may result in disciplinary action, up to and including dismissal.

### 4.0. Communications

The Occupational Health & Safety Policy is found on the myCity/safety intranet web page and public facing webpage. This policy aligns with the City's Health and Wellness Policy. Both are located within The City's Code of Conduct.

## SUPPORTING REFERENCES AND RESOURCES

Please note that some of the items listed below may not be publicly available.

### References to related corporate-wide procedures, forms and resources

- OHS Roles and Responsibilities
- OHS Management System Manual
- OHS Guiding Documents & Forms
- Safety on myCity/safety intranet web page

### References to related [Council policies](#), bylaws and [administration policies](#)

- Code of Conduct Policy (HR-LR-005) including but not limited to:
  - Acceptable Use of City Technology Policy (IM-IT-002)
  - Conflict of Interest Policy (HR-LR-004)
  - Environmental Policy (Council Policy UEP001)
  - Freedom of Information and Protection of Privacy Act
  - Occupational Health & Safety Policy (HS-ESM-001)
  - Social Media, Media Relations and Public Statements Policy (MP-001)
  - Respectful Workplace Policy (HR-LR-001)
  - Substance Use Policy (HR-TR-005)
  - Workplace Violence Policy (GN-040)
- Health and Wellness Policies including but not limited to:
  - Health and Wellness Policy (HR-037)
  - Workplace Smoking & Vaping (HR-006)
- Human Resources Policies, including but not limited to:
  - Labour Relations Policy (HR-LR-002)
  - Duty to Accommodate in Employment (HR-EMP-001)
  - Employment Policy (HR-031)

## REVISION HISTORY

| Review Date    | Description  |
|----------------|--|
| 2019 / 08 / 01 | Periodic review process and legislative changes resulted in policy revisions.  |
| 2018 / 02 / 22 | Inaccessible hyperlinks removed or updated.  |
| 2016 / 05 / 20 | Periodic review process resulted in minor policy revisions   |
| 2012 / 04 / 24 | Updated in tri-annual review process to meet auditing requirements. (Version B)  |
| 2009 / 03 / 10 | Replaced the OHS portion of the Health and Wellness Policy (Administration Policy HR-037) and Chapter 37 of the Administration Manual. (Version A) |
| 2005 / 02 / 15 | Chapter 37: Health, Safety and Wellness Policy (in the hard-copy-based editions of the Administration Manual)                                      |
| 1982 / 03 / 30 | Chapter 38: Occupational Health Policy (in the hard-copy-based editions of the Administration Manual)  |