

EDMONTON

ADMINISTRATIVE PROCEDURE



TITLE

OCCUPATIONAL HEALTH AND SAFETY (OH&S)

NUMBER

A1117C

DEPARTMENT

CORPORATE SERVICES

DELEGATED AUTHORITY

GENERAL MANAGER – CORPORATE
SERVICES

CONTACT

BRANCH MANAGER, HUMAN RESOURCES

DEFINITIONS

DATE

MAY 9, 2013

Occupational Health and Safety City Standards and Guidelines - Are detailed policies on how the City of Edmonton manages specific items related to OH&S including specific hazard identification and procedures. They are available at [OH&S City Standards & Guidelines](#).

Occupational Health and Safety Commitment Statement - Is 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](#).

Department Program Manuals - A manual with detailed procedures related to the specific health and safety issues relevant to each department. They are available at [OH&S Program Manuals](#).

PROCEDURES AND GUIDELINES

Healthy, safe and productive work environments shall be promoted by all concerned.

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 Attachment I – *Safety Management Framework* and the [Occupational Health and Safety City Standards and Guidelines](#).

The City of Edmonton's OH&S Commitment Statement will be reviewed, updated and signed by the City Manager every three years. In the event of a new City Manager, the City Of Edmonton's [OH&S Commitment Statement](#) shall be reviewed, updated and signed within the first three months of tenure.

The City Of Edmonton's [OH&S 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 [OH&S Commitment Statement](#) is understood by all employees.

AS TO FORM:

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Efforts shall be made to ensure that OH&S responsibilities are identified, communicated and understood for all levels of the organization through the use of Directives, [OH&S Standards and Guidelines](#), [Department Program Manuals](#), and training.

Managers, Directors, Supervisors, OH&S Section, OH&S Consultants, and workers in their differing roles, are accountable for their health and safety responsibilities, as defined by the applicable Federal and Alberta Acts and Regulations, Directives, standards, guidelines, codes, and procedures.

Systems will measure and monitor the effectiveness of the OH&S program and hold management and workers accountable for health and safety performance.

The department OH&S 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, applicable Federal and Alberta Acts and Regulations, Directives, standards, guidelines, codes, and procedures.

The [OH&S Standards and Guidelines](#) are developed and approved by the Corporate Occupational Health and Safety Steering Committee. These [OH&S Standards and Guidelines](#) provide the corporate standards that are made operational through the development of [Department Program Manuals](#). These manuals provide the detailed procedures for employees to access when managing specific health and safety issues.

Preventative training has been identified as a critical success factor for occupational health and safety. Employees are expected to attend the appropriate mandatory health and safety training.

The framework for the OH&S management system adopted by the City of Edmonton is detailed in Attachment I – *Safety Management Framework*.

ATTACHMENTS

Attachment I – [Safety Management Framework](#)