

# Administrative Directive

## Occupational Health and Safety (OH&S)

**Number:** A1117C

**Date of Approval:** January 2, 2019

**Department:** Employee Services

**Next Scheduled Review:** Date of Approval +3  
Years

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### Statement of Directive:

The health, safety, and wellness of City employees, those working on behalf of the City and the public, is of primary importance in all aspects of our operations. Employee health, safety and wellness includes physical, psychological, and social well-being. All levels of the organization share responsibility for health and safety. The continued commitment of all employees is necessary to achieve our vision of a healthy, safe and injury free work environment.

### **Purpose:**

The purpose of this directive is to promote and support a safe and healthy workplace which, at a minimum, meets the requirements of Occupational Health and Safety legislation and other relevant legislation and agreements.

### **Application:**

This directive applies to any person who reports to the City Manager or City Auditor and provides services to the City of Edmonton under a contract of employment, contract for the provision of personal services, or in the capacity of agent, student, or volunteer.

### **Accountability:**

All persons who report to the City Manager or City Auditor and provide services to the City of Edmonton under a contract of employment, contract for the provision of personal services, or in the capacity of agent, student, or volunteer are accountable for and must comply with the terms of this directive including its accompanying procedures.

Managers, Directors, Supervisors, OH&S Section, Safety Engagement Leads, and workers in their differing roles, are accountable for their health and safety responsibilities, as defined by the applicable OH&S Alberta Act, Regulation and Code, Directives, Standards, Guidelines, processes and procedures.

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 the *Safety Management Framework* (Attachment 1 to the accompanying procedures) and the [Occupational Health and Safety City Standards and Guidelines](#).

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The City Manager or designate, may conduct reviews, audits, or checks at any time without notice to ensure compliance with this directive and its accompanying procedures.

Failure to comply with the provisions of this directive and its accompanying procedures could lead to appropriate corrective action, which may include discipline up to and including termination of employment.

### **Definitions:**

Unless otherwise specified, words used in this directive and its accompanying procedures have the same meaning as defined in the [City Administration Bylaw, Bylaw 16620](#).

In addition:

- **“Occupational Health and Safety City Standards and Guidelines”** are detailed documents 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](#); and
- **“Occupational Health and Safety Commitment Statement”** refers to 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](#).

### **References:**

N/A

### **History:**

- A1117C Occupational Health and Safety (OH&S) Directive. Approved May 9, 2013.