

Administrative Procedure

Occupational Health and Safety (OH&S)

This procedure falls under the Occupational Health and Safety Directive, A1117C.

Date of Creation: January 2, 2019

Next Scheduled Review: Date of Approval +3 Years

Purpose:

The purpose of this procedure is to outline how to comply with the City of Edmonton's Occupational Health and Safety (OH&S) Directive A1117C.

Definitions:

All definitions contained in the City of Edmonton's Occupational Health and Safety (OH&S) Directive A1117C apply to this procedure.

Guidelines:

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

The City of Edmonton, its management, supervisors, workers and contractors, are committed to ensuring that the City remains a physically, psychologically and socially safe workplace, free from harassment.

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 [Occupational Health and Safety 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.

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](#), and training.

Systems will measure and monitor the effectiveness of the OH&S program and hold management, supervisors 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

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Occupational Health and Safety Act, Regulation and Code City Directives, Standards, Guidelines, processes and procedures.

The [OH&S Standards and Guidelines](#) are developed and approved by the Corporate Occupational Health and Safety Steering Committee and provide detailed procedures for employees to access when managing health and safety.

Preventative training and personal protective equipment have been identified as a critical success factors for occupational health and safety. Managers are expected to provide the appropriate mandatory health and safety training. 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:

The following attachment is related to this procedure:

- Attachment I - [Safety Management Framework](#)