



# City of Prince Albert

**RPT 2024-257**

**TITLE:** Occupational Health and Safety Policy 2024 Update

**DATE:** August 14, 2024

**TO:** Executive Committee

**PUBLIC:** X

**INCAMERA:**

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## **RECOMMENDATION:**

That the Occupational Health and Safety Policy, as attached to RPT 2024-257, be approved.

## **EXECUTIVE SUMMARY:**

The Occupational Health and Safety (OHS) Policy is the overarching policy that outlines the City's expectations regarding Health and Safety in the Workplace. The updated Policy outlines new guidelines to align with legislation, introduce a new safety violation procedure and identify legislated responsibilities for employees in the workplace.

## **BACKGROUND:**

The City's current OHS Policy was approved in 2018 by City Council Resolution No. 0152 of April 16, 2018:

*"That That the Occupational Health and Safety Policy, as attached to RPT 18-177 be approved".*

Administration has recently created a new Senior Management Safety Task Force. This group includes representatives from the City's safety sensitive work environments as well as the HR Manager, Director of Corporate Services and Coordinator of Health, Safety and Environment. This group has met regularly over the last several months to review the City's Safety program, make recommendations for changes and support follow-up on action that needs to be taken.

There are a number of initiatives under review with the Task Force. One of those initiatives was to conduct a review of the City's OHS policy.

## **PROPOSED APPROACH AND RATIONALE:**

The Occupational Health and Safety (OHS) Policy is the overarching policy that outlines the City's approach to Health and Safety in the Workplace. It includes our commitment to safety and re-iterates the legislative obligations we have as an employer. It also incorporates our workplace specific safety protocols.

The policy is an important part of our Safety program. It outlines key responsibilities for employees, essential for safeguarding the well-being of every employee. However, as our work environment evolves, so must our approach to safety.

Policy review is required from time-to-time to ensure it is current with evolving legislation, best practices and our own workplace safety processes. The policy has been largely re-worked. Some of the key changes have included:

### **Updating Definitions**

Our current OHS Policy has definitions for terms that do not appear in the document. Those have been removed and new definitions added. For example, the policy now refers to Safety Alerts and Safety Directives that are new elements to the City's Safety Program.

### **Responsibilities**

The responsibilities section has been updated to include supervisors and all employees who have legislative responsibilities.

### **Safety Violation Procedure**

A new procedure has been included in the policy that outlines the process that will be followed when a safety violation is encountered in the workplace. This new process provides an opportunity for all employees to be engaged in promoting a safe work culture by identifying hazards when they see them.

## **CONSULTATIONS:**

Prior to writing this report members of the Senior Management Safety Task Force, the Health, Safety and Environment Coordinator, Department Heads and the City Manager were consulted on the Occupational Health and Safety Policy.

## **COMMUNICATION AND/OR ANNOUNCEMENT PLAN:**

### **Purpose:**

The purpose of the OHS Policy communication plan is to ensure that all employees, management, and stakeholders are fully informed about the updated Policy. The plan aims to clearly communicate the changes, emphasize the importance of the updates, and provide guidance on how to comply with the new procedures.

**Target Audience:**

- All Employees: Including full-time, part-time, and temporary staff across all departments.
- Management and Supervisors: Responsible for enforcing the Policy and leading by example.
- Occupational Health Committee: Key players in the ongoing evaluation and improvement of safety practices.
- External Stakeholders: Contractors, suppliers, and partners who interact with the City and must comply with the updated safety standards.

**Key Dates:**

- Policy Approval and Implementation Date: September 16, 2024 – Formal approval of the updated OHS Policy by City Council and official date when Policy comes into full effect.
- Initial Announcement: Within one week of the Policy approval – Announcement of the updated Policy to all employees via email Tool Box Meetings and email.
- Training Sessions: Start Safety Supervision Training sessions for all Managers and Supervisors in the City's work units, with a schedule covering August 27 – September 23, 2024.
- Follow-Up Communication: Two weeks after implementation – A review of the initial feedback and reminder of the key elements of the Policy.

**Key Messages:**

- Every employee has a role in maintaining a safe workplace. Familiarize yourself with the updated Policy and apply it in your daily tasks.
- Supervisors and Managers are responsible for ensuring their work units understand and comply with the new Policy.
- Safety Supervision training sessions will be provided to Managers and Supervisors to ensure you fully understand the changes and how they affect your work.
- Compliance with the updated OHS Policy is not optional. It's essential for the safety of us all.

**BUDGET/FINANCIAL IMPLICATIONS:**

The updated Occupational Health and Safety (OHS) Policy will be implemented through in-house training so that the City can manage costs efficiently, leading to minimal or no budget impact.

Occupational Health and Safety has budget allocated for corporate safety related training in the workplace. Each department also has training budgets allocated for safety related training. Any initiatives that flow from this policy or the Senior Management Safety Task Force that have a cost will be paid for out of existing departmental or OHS budgets. Projects that have larger costs that go beyond current budgeted amounts will be forwarded for consideration during budget deliberations before they are pursued.

**OTHER CONSIDERATIONS/IMPLICATIONS:**

**Policy/Governance:** The updated OHS Policy will necessitate the creation and/or revision of Safe Operating Procedures to ensure they align with the new standards. This step is essential to maintaining a safe work environment and ensuring all employees are equipped to follow the updated Policy effectively.

**Safety:** The updated OHS Policy will enhance the safety of both employees and the public by incorporating the latest safety standards and best practices.

There are no privacy, legal, or environmental implications.

**OPTIONS TO RECOMMENDATION:**

There are no options to the Recommendation.

**STRATEGIC PLAN:**

Although not within the City's current Strategic Plan, it is believed that updating the OHS Policy prioritizes the well-being of employees, fosters a safe work environment, and promotes a culture of safety. This commitment enhances operational efficiency, reduces risks, and supports sustainable growth, ensuring the City can effectively serve its community now and in the future.

**OFFICIAL COMMUNITY PLAN:**

There are no OCP strategies or plans to this report.

**PUBLIC NOTICE:**

Public Notice pursuant to the Public Notice Bylaw No. 24 of 2015 is not required.

**PRESENTATION:**

Verbal Presentation by Kiley Bear, Director of Corporate Services.

**ATTACHMENTS:**

Occupational Health and Safety Policy 2024 Update

**Written by:** Renee Horn, Confidential Secretary

**Approved by:** Human Resources Manager, Director of Corporate Services and City Manager