

## Occupational Health and Safety Policy:

<b>Date Approved by Board:</b>	2011.11.17	<b>Resolution No.:</b>	11 113
	2016.09.22		16 123
	2017.09.21		17 090
<b>Lead Role:</b>	GM	<b>Replaces:</b>	N/A
<b>Last Review Date:</b>	2016.09.14	<b>Next Review Date:</b>	2020.09.21

### Policy Statement

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Beaver Municipal Solutions (BMS) recognises the value of its employees and is therefore committed to the provision of safe and healthy working conditions to contribute to the health, safety and general wellbeing of each employee, contractor and visitor. This will occur by way of BMS undertaking the following to the extent that is reasonable in the specific circumstances:

- ensuring the assessment, identification and control of work-site hazards
- providing equipment, materials and procedures designed to prevent injury and illness
- providing appropriate training to enhance the skills and performance of each individual
- ensuring reasonable participation in the recovery and rehabilitation of the ill or injured with their full cooperation
- providing of appropriate first aid and/or medical services
- providing a work-site atmosphere that fosters the interchange of information at all levels
- encouraging participation in personal well-being activities
- ensuring compliance with Occupational Health and Safety Legislation, Partners in Injury Reduction (PIR) program and other relevant legislation and bylaws.
- ensure an active and effective Joint Worksite Health and Safety Committee which is comprised of workers and managers working together to identify and solve health and safety problems that may arise at BMS, review all incidents and outcomes, and the review of any procedural changes to the Health and Safety program at BMS.

Through the General Manager, BMS will implement and enforce the Occupational Health and Safety Program Manual. The manual will provide both a general safety framework and specific safety prescriptions to ensure a safe working environment is enjoyed by all BMS employees, contractors and visitors.

The responsibility for a safe workplace is shared between management and employees. Both parties have a responsibility to each other to ensure the safety of fellow employees. This concept of internal responsibility will be promoted through the policies, practices and procedures of the BMS Occupational Health and Safety Program Manual.

Accordingly, BMS makes the following commitment to employees, contractors, stakeholders and the general public:

## Organizational Commitment

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### *Beaver Municipal Solutions Health and Safety Policy*

Beaver Municipal Solutions is committed to establishing and maintaining an incident and injury free work environment. Our program is based on the philosophy that Health and Safety excellence is a value expected of the organization, its management and employees. By support and implementing this program with diligence, Beaver Municipal Solutions can create an environment in which injuries and property loss can be prevented.

Beaver Municipal Solutions' mission is to prevent injuries and property damage in all work execution and operations. This will be achieved by creating a work atmosphere in which Health and Safety is the first and foremost consideration, and in which all actions are based on safety. This objective will be achieved by:

- promoting a work environment based on employee involvement, teamwork, education, training and commitment;
- reinforcing the need for team members to actively care about the well-being of their co-employees;
- promoting the philosophy that safety is not a priority that can be reordered but a value associated with every priority;
- recognizing group and individual achievement, and treating everyone with dignity and respect; and
- ensuring all regulatory requirements are met in all work execution and operations, specifically, the *Alberta Occupational Health and Safety Act*, regulation, and Code.

Beaver Municipal Solutions is responsible through the General Manager for ensuring the health and safety of employees by actively encouraging the participation of all employees in the health and safety program. Also, Beaver Municipal Solutions will ensure that employees are aware of their responsibilities and duties under the *Alberta Occupational Health and Safety Act*, Regulation and Code.

Employees are responsible for protection of the health and safety of themselves and their fellow employees by following all policies, procedures, working safely, and improving health and safety measures where possible.

## **Guidelines**

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1. All BMS employees, and BMS contractors, will be acquainted with the BMS HSE Program Manual and have undergone a HSE orientation program, All employees will have successfully passed a valid competency test, in either verbal, written or electronic media form, regarding their knowledge of the contents of the HSE Program Manual, its application towards their employment duties at BMS and the requirements of BMS and employees towards compliance with all relevant occupational health and safety legislation.
2. BMS will maintain a Certificate of Recognition (CoR) with a provincially-accredited organization such as the Alberta Construction Safety Association, and deploy the necessary human and financial resources necessary to maintain such certification.
3. BMS will create and maintain a Joint Worksite Health and Safety Committee (JWSHSC) reporting to the General Manager. The mandate of the Committee will be to regularly review occupational health and safety matters including, but not limited to:
  - a. Review of occupational health and safety incident and investigation reports;
  - b. Review of occupational health and safety statistic reports;
  - c. Review of workplace safety audit reports;
  - d. Conduct scheduled monthly worksite inspections;
  - e. Review proposed and revised Safe Job Practices (SJP's) and Safe Operating Procedures (SOP's).
4. The JWSHSC will meet monthly and its membership will consist of 50% management supervisory representation and 50% worker representation. JWSHSC members will be provided paid time to participate in Committee meetings, scheduled training and related activities. Management and worker members will be selected from among their peer groups.
5. The JWSHSC will have two co-chairs, one representing management and one representing workers. Both co-chairs will report to the General Manager on JWSHSC activities. Co-chairs will be selected by Committee membership, and will rotate meeting chairmanship.
6. All employees will be acquainted with the mandate of the JWSHSC and its members.
7. The General Manager will present an annual report on HSE compliance and related matters to the Board at the time of presentation of the BMS organizational annual report.