



Policy Code: HS - 005

Chief Administrative Officer's Statement of Commitment Policy

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REVISION RECORD

Date	Version	Revision description
July 7, 2009	1	Original Chief Administrative Officer's Statement of Commitment Policy
October 18, 2016	2	Revised Chief Administrative Officer's Statement of Commitment Policy
January 21, 2021	3	Policy HS – 005 replaces Policy No. 3902

1. TITLE:

1.1 Chief Administrative Officer's Statement of Commitment Policy

2. POLICY STATEMENT:

- 2.1 The Village of Heisler is committed to the protection from accidental loss of all its resources, including employees and physical assets. In fulfilling this commitment, to protect both people and property, management will provide and maintain a safe and healthful working environment in accordance with industry standards and in compliance with legislative requirements. It will strive to eliminate any foreseeable hazards which may result in property damage, accidents and personal injury or illness.**

3. SCOPE:

- 3.1 The scope of this policy includes but is not limited to volunteers, the Public Works, Fire and Administration Departments and the Heisler Village Council.**

4. ROLES AND RESPONSIBILITIES:

- 4.1 All employees will be equally responsible for minimizing accidents within our facilities. Safe work practices and procedures will be clearly defined in the Safety Manual for all employees to follow.**
- 4.2 All management functions will comply with municipal safety requirements as they relate to planning, operation and maintenance of facilities and equipment. All employees will perform their jobs properly in accordance with established procedures and safe work practices.**
- 4.3 Accidental loss can be controlled through good management in combination with active employee involvement. Safety is the direct responsibility of the Chief Administrative Officer, supervisors, and employees.**
- 4.4 I trust that all of you will join me in a personal commitment to make safety a way of life – CAO, Village of Heisler.**

5. MONITORING, EVALUATION AND REVIEW:

- 5.1 The monitoring, evaluation and review of this policy is the responsibility of the Administration Department of the Village of Heisler.

6. DEFINITIONS AND ABBREVIATIONS:

- 6.1 All Definitions are subject to those found within the Municipal Government Act Revised Statutes of Alberta 2000 Chapter M-26.

7. ASSOCIATED DOCUMENTS:

- 7.1 The safety information in this policy does not take precedence over the Occupational Health and Safety (O.H&S.) Act and Regulations. All employees should be familiar with the O.H&S. Act and Regulations.

Council Approved: January 21, 2021

Responsibility: Administration

Next Review Date: January 2024

Motion # _____