



# Assignment of Responsibility & Accountability for Safety Policy

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REVISION RECORD

| Date              | Version | Revision description   |
|-------------------|---------|--|
| July 7, 2009      | 1       | Original Assignment of Responsibility & Accountability for Safety Policy |
| November 17, 2016 | 2       | Reviewed and Revised Assignment of Responsibility for Safety Policy      |
| January 21, 2021  | 3       | Policy HS – 006 replaces Policy No. 3903                                 |
| April 17, 2025    | 4       | Reviewed   |



**1. TITLE:**

- 1.1 Assignment of Responsibility & Accountability for Safety Policy**

**2. SCOPE:**

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

**3. ROLES AND RESPONSIBILITIES:**

**3.1 Chief Administrative Officer**

- 3.1.1 To provide information, instructions, and assistance to all supervisory staff in order to protect the health and safety of all Heisler staff.**
- 3.1.2 To understand and enforce all Heisler Health & Safety Policies and relevant Occupational Health & Safety Legislation.**
- 3.1.3 To provide all supervisory staff with an understanding of all Heisler Health & Safety Policies and relevant Occupational Health and Safety Legislation.**
- 3.1.4 To provide all supervisory staff with proper, well maintained tools and equipment, in addition to any other special personal protective equipment or devices that may be required.**
- 3.1.5 To provide ongoing safety education programs and approved first aid training courses, as required.**
- 3.1.6 To monitor departments and projects and hold them accountable for their individual safety performance.**
- 3.1.7 Set a good example.**

**3.2 Supervisors**

- 3.2.1 To know and apply the municipal safety policies and relevant Occupational Health & Safety Legislation.**
- 3.2.2 To ensure that all employees are educated to work in a safe manner and that they use all protective equipment, devices, and procedures required by Heisler and by**

- legislation to protect their health & safety.
- 3.2.3 To advise all employees of any potential or actual dangers and how to isolate, prevent, or remove them.
  - 3.2.4 To arrange for medical treatment as required, in the case of injury or illness, including transportation to a doctor or hospital as necessary.
  - 3.2.5 To report all accidents immediately, to investigate all accidents fully, and to advise management on how to prevent similar accidents in the future.
  - 3.2.6 To carry out regular inspections of the workplace to ensure a safe and healthy environment.
  - 3.2.7 Set a good example.

### 3.3 Employees

- 3.3.1 To read, understand, and comply with Heisler's Health & Safety policies, safe work practices, procedures, and rules.
- 3.3.2 To wear the safety equipment and personal protective devices and clothing required by regulations and his/her employer.
- 3.3.3 To notify his/her supervisor of any unsafe conditions or acts that may be dangerous to other workers or himself/herself.
- 3.3.4 To report all accidents and injuries to his/her supervisor as soon as possible.
- 3.3.5 To take every reasonable precaution to protect the safety of other workers and himself/herself.
- 3.3.6 Make safety suggestions.
- 3.3.7 Set a good example.
- 3.3.8 Ensure work site visitors and contractors understand Heisler's safety policies. Kindly inform them when they are not in compliance and inform them how to remedy the non-compliance. They must leave the work site immediately if they fail to comply.

## 4. MONITORING, EVALUATION AND REVIEW:

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



**5. DEFINITIONS AND ABBREVIATIONS:**

- 5.1 All Definitions are subject to those found within the Municipal Government Act Revised Statutes of Alberta 2000 Chapter M-26, and the Occupational Health and Safety (O.H&S.) Act and Regulations.

**6. ASSOCIATED DOCUMENTS:**

- 6.1 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: April 17, 2025

Motion # 25-04-050

Responsibility: Administration

Next Review Date: April 2028