



<b>Title: Health and Safety</b>	<b>Policy: HR 004</b>
<b>Section: Human Resources</b>	

**ACCOUNTABILITY TO VISION STATEMENT**

Flagstaff County is committed to the prevention of illness and injury through the provision and maintenance of a healthy and safe workplace. Flagstaff County endeavors to meet its responsibilities for health and safety by complying with relevant health and safety standards and legislative requirements.

**POLICY STATEMENT**

The purpose of this policy is to protect Flagstaff County, its Council, and workers from potential illness, injury or liability and ensure compliance of the Occupational Health and Safety Act, Regulation and Code. The objective is to reduce the number of injuries and illnesses to an absolute minimum. Our goal is zero incidents and injuries. This can be achieved by establishing a comprehensive health and safety program that will focus on due diligence in education, monitoring and observing safe work practices and consistently acting upon safety violations to ensure that all workers' health is protected.

All reasonable steps will be taken to acquaint its workers with their rights and duties in the workplace and applicable regulations and procedures for protecting their health and safety. Where appropriate, policies and programs will be established to assist in maintaining safe conditions and work practices and facilitating workers participation in health and safety activities, including health and safety committees.

Flagstaff County will support and participate in the Partners in Injury Reduction (PIR) Program through the Workers Compensation Board (WCB). This program is designed to encourage injury prevention and the development of effective workplace health, safety and disability management systems.

Flagstaff County recognizes that the responsibilities for health and safety are shared by:

1. The employer who accepts the responsibility for ensuring the physical, psychological, and social well-being of its workers, contractors, visitors, and other persons at or in the vicinity of the worksite;
2. Managers who are responsible for providing the necessary resources, complying with the safety management program and for providing a positive example to all workers;
3. Supervisors who are responsible for ensuring that all workers are suitably trained and competent to perform their work. They are also responsible to comply with the safety management program, ensure that their workers perform their work in a safe manner, and to provide a positive example to all workers;
4. Workers who are responsible to protect their personal health and safety as well as that of their co-workers by cooperating and complying with its safety management program and providing a positive example to their co-workers while performing their duties;
5. Contractors who are responsible to comply with our safety management program and the Occupational Health and Safety Act, Regulation and Code.

If the Health and Safety Officer is aware of an extreme safety hazard, the Officer may shut down the project. The crew supervisor will be notified of the hazard and necessary corrections will be required prior to continuing the project.

<b>Council Approved: September 23, 2020</b>	<b>Resolution #: FC20200923.1012</b>
<b>Reference: Occupational, Health &amp; Safety Act</b>	

<b>Administrative Responsibility:</b>	<b>Review Cycle:</b>	<b>Next Review Year:</b>
Chief Administrative Officer	Every 3 years	2023