

Policy



Medicine Hat

Title: Health and Safety		Number: 8052-2026
Reference: Administrative Committee - July 15, 2026 Governance Committee August 11, 2026	Adopted by City Council: September 8, 2026	
	City Clerk	City Manager
		Supersedes: Health, Safety and Environmental Policy 8002
Prepared by: Corporate Safety – People Services		

STATEMENT

The City of Medicine Hat is committed to providing a safe and healthy workplace which includes protecting physical, psychological, and social well-being of employees, contractors, volunteers, and other persons, including, without limitation, protection against harassment and violence in the workplace. The City will integrate health and safety into planning, leadership, and performance of work to meet legal obligations, support open communication and shared accountability, and strengthen performance through effective management system practices. The City acknowledges that fostering a healthy, safe, and accountable workplace requires collective commitment and that each person holds a responsibility to prioritize health and safety as an essential aspect of their role.

PURPOSE

This policy defines the City's overarching approach to occupational health and safety by setting expectations to meet legislated obligations. It provides the foundation for implementing and continually improving the City HSMS to prevent work-related injury and illness.

1. DEFINITIONS

- 1.1 **City HSMS** means the City's Health and Safety Management System, which is collectively all components established by the City to manage health and safety including, but are not limited to:
- (a) Council approved policies
 - (b) administrative procedures, systems, standards, codes of practice, etc.,

- (c) processes for informing and training workers on identifying, evaluating, communicating and reducing or eliminating workplace hazards and risks;
- (d) frameworks for setting and reviewing health and safety objectives and targets; and
- (e) provisions for monitoring, measuring, and regularly reviewing all facets of health and safety performance.

1.2 **Health and Safety Committee** means any committee established pursuant to applicable Health and Safety Legislation to provide input related to health and safety.

1.3 **Health and Safety Legislation** means any of the following, as applicable (as amended or replaced from time to time):

- (a) *Occupational Health and Safety Act* (RSA 2020, c.0-2.2) and all applicable regulations made pursuant thereto;
- (b) *Canada Labour Code* (RSC, 1985, c.L-2), Part II, Occupational Health and Safety and all applicable regulations made pursuant thereto;
- (c) *The Saskatchewan Employment Act* (SS 2013, c.S-15.1) and all applicable regulations made pursuant thereto; and
- (d) any other applicable legislated or regulatory requirement.

2. APPLICABILITY

- 2.1 This policy governs all City operations, including operations conducted on behalf of the City in other jurisdictions.
- 2.2 This policy is intended to protect all employees, contractors, volunteers, and other persons at or in the vicinity of City operations.
- 2.3 All employees, contractors, volunteers, and other persons conducting work on behalf of the City, regardless of location, shall perform work in accordance with applicable provisions of the City HSMS and applicable Health and Safety Legislation, as determined by the jurisdiction in which the work is performed.

3. AUTHORITY

- 3.1 Pursuant to Section 201 of the *Municipal Government Act* (Alberta), Council is responsible for developing and evaluating the policies of the City.
- 3.2 Pursuant to Section 207 of the *Municipal Government Act* (Alberta), the City Manager is responsible for ensuring that the policies of the City are implemented.

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- 3.3 Pursuant to Health and Safety Legislation, the City is responsible for protecting the health and safety of employees, contractors, volunteers and other persons who may be affected by City operations.

4. PRINCIPLES

- 4.1 The City will conduct all activities safely, with a focus on preventing work-related injury and illness and meeting or exceeding health, safety, and ergonomic standards.
- 4.2 The City will foster a healthy, safe, and accountable workplace through collective commitment and recognize that each person holds a responsibility to prioritize health and safety.
- 4.3 The City expects management (including supervisors) to take an active leadership role in promoting a safe and healthy work environment and supporting compliance with this policy, Health and Safety Procedure 8052-2026, the City HSMS, and applicable Health and Safety Legislation.
- 4.4 All employees, contractors, volunteers, and other persons as applicable, will be provided with appropriate accessible information, training, resources, tools, and personal protective equipment to allow them to:
- (a) identify, assess, and control workplace hazards and risks, including without limitation workplace harassment and violence; and
 - (b) protect their safety and the safety of others.
- 4.5 The City requires employees, contractors, volunteers and other persons as applicable, to be familiar with and to comply with this policy, Health and Safety Procedure 8052-2026, City HSMS, and applicable Health and Safety Legislation in all operations.
- 4.6 The City continues to seek innovative ways to improve occupational health and safety performance.
- 4.7 The City commits to consulting appropriate affected parties related to health and safety activities through timely and open communication and to continuous improvement of City HSMS.
- 4.8 This policy will be reviewed and approved by Council at least every three (3) years, and as necessary based on Health and Safety Legislation updates or operational changes.

5. RESPONSIBILITIES

- 5.1 Council
- (a) Receive, review and approve this policy and any recommended amendments.

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- (b) Ensure provision of adequate human and financial resources to enable compliance with Health and Safety Legislation, this policy, Health and Safety Procedure 8052-2026, and the City HSMS.
- (c) Consider health and safety aspects when reviewing the performance of the City Manager.

5.2 City Manager

- (a) Implement this policy, which includes ensuring that Health and Safety Procedure 8052-2026 is established and maintained.
- (b) Maintain a healthy and safe workplace by providing the support and leadership necessary for the implementation of the City HSMS.
- (c) Ensure components of the City HSMS are established and maintained.
- (d) Actively participate in the City HSMS, including training and meetings.
- (e) Allocate adequate human and financial resources as it relates to health and safety.

5.3 Health and Safety Committees

- (a) Comply with all applicable duties and obligations within Health and Safety Legislation and the City HSMS, including, without limitation, obligations related to assessing hazards, including the risk of workplace harassment and violence.

6. NON-COMPLIANCE

- 6.1 Non-compliance with this policy, Health and Safety Procedure 8052-2026, the City HSMS, or applicable Health and Safety Legislation shall be considered cause for disciplinary action up to and including termination of employment or contract.

Related Documents

The documents below are listed for convenience and cross-reference purposes only. This non-exhaustive list does not form part of the policy and may be updated administratively from time to time.

- Respectful Workplace Policy 8047
- Public Code of Conduct Policy 8048
- Whistleblower Policy 8051-2026
- Health and Safety Procedure 8052-2026
- City Health and Safety Management System



Procedure

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1. DEFINITIONS

All defined terms in Health and Safety Policy 8052-2026 ("Policy 8052-2026") apply to this procedure wherever used.

2. RESPONSIBILITIES

2.01 Administrative Committee

- (a) Receive, review, and approve this procedure and any recommended amendments.

2.02 City Manager and Managing Directors

- (a) Maintain a healthy and safe workplace by providing the support and leadership necessary for the implementation of Policy 8052-2026, this procedure, and the City HSMS.
- (b) Actively participate in the City HSMS, including training and meetings.
- (c) Allocate adequate human and financial resources as it relates to health and safety.

2.03 Directors, Managers, Superintendents, and Supervisors

- (a) Ensure work areas, conditions, and practices within their area of responsibility are always monitored and maintained in a safe and responsible manner.
- (b) Understand and comply with applicable Health and Safety Legislation as it applies to the work performed.
- (c) Ensure all activities have been planned and executed in a manner that ensures compliance with City HSMS, applicable Health and Safety Legislation, and requirements of other health and safety governing bodies and regulatory agencies.

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- (d) Ensure the individuals in their areas of responsibility have been given appropriate education, training, and instruction in the safe performance of their work.
- (e) Ensure employees under their direct supervision are made aware of all known or reasonably foreseeable health and safety hazards and appropriate controls.
- (f) Ensure work areas are inspected at regular intervals.
- (g) Ensure employees are trained and competent in the correct use, care, limitations, and maintenance of all required personal protective equipment and other health and safety control measures.
- (h) Ensure the necessary actions are taken to correct substandard conditions, procedures, and practices.
- (i) Ensure all incidents and near misses are reported, investigated and appropriate actions taken to prevent recurrence.
- (j) Consult, collaborate and cooperate with Corporate Safety.
- (k) Cooperate with health and safety governing bodies and regulatory agencies and any other person carrying out their duties under all applicable Health and Safety Legislation.
- (l) Receive and review regular reports on health and safety performance.
- (m) Require follow-up reporting on the correction of gaps and/or deficiencies that are identified in the reports.
- (n) Ensure all employees are provided with the education and training necessary to carry out their health and safety responsibilities.

2.04 Employees

- (a) All employees are required to comply with the City HSMS and applicable Health and Safety Legislation. Requirements include, but are not limited to:
 - (1) Contribute to the development, upkeep, and annual review of both formal and site-specific hazard assessments. This includes conducting a hazard assessment before starting work.
 - (2) Refuse to perform work, or refuse to allow others to perform work, if, on reasonable and probable ground, the employee believes there exists a danger to themselves or other workers present.
 - (3) Immediately report hazardous or unsafe equipment, facilities, conditions, practices, or behaviours to a supervisor or designate.
 - (4) Immediately report all work-related incidents, and/or injuries to their supervisor.

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- (5) Participate in any workplace investigation, as required.
- (6) Immediately report any work-related injury or illness that requires medical assessment/treatment beyond first aid to the City's Abilities Claims Specialists within the People Services department for appropriate referral.
- (7) Follow all manufacturers' specifications for use, care and maintenance of all appropriate personal protective equipment, devices and clothing as required by legislation, hazard assessments and safe work practices and procedures.
- (8) Inspect personal protective equipment applicable to the task/job before each use.
- (9) Refuse to use any tool or equipment that is unable to perform the function for which it is designed.
- (10) Operate tools and equipment only after receiving proper training and having competencies verified.
- (11) Ensure the ability to perform work tasks safely and remain fit for duty, without compromising personal or others' health and safety. This includes avoiding impairment from alcohol, controlled or uncontrolled substances, fatigue, or other limiting factors.
- (12) Cooperate with governing bodies and regulatory agencies and any other person carrying out their duties under all applicable Health and Safety Legislation.
- (13) Participate in committee meetings as required, and health and safety training.
- (14) Reduce the risks of situations that may pose a physical or psychological threat to the safety of the public and other City staff.

2.05 Contractors

- (a) All contractors must adhere to every facet of the City's contractor management system and any other obligations associated with the work they are performing, whether mandated by Health and Safety Legislation or otherwise.

2.06 Corporate Safety

- (a) Maintain the City HSMS pursuant to applicable Health and Safety Legislation, including updating based upon amendments to legislation and/or as continual improvement opportunities to ensure the effectiveness of the City HSMS.

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- (b) Ensure that the City HSMS is reviewed at least every three (3) years, and as necessary, based on Health and Safety Legislation updates or operational changes.
- (c) Maintain compliance with applicable Health and Safety Legislation, make available standards, services, assistance, strategic planning, and technical guidance to the organization on all aspects of health and safety including requirements to:
 - (1) Develop and implement the City's HSMS and make recommendations for effectiveness.
 - (2) Act as a resource to the organization to assist in compliance with governing bodies and regulatory agencies and/or best practices.
 - (3) Independently or in collaboration with City staff, conduct inspections and audits with due consideration for procedures and protocols to identify potential health and safety hazards. Assess practices, equipment, and facilities to ensure compliance with health and safety standards.
 - (4) Engage in incident investigations alongside management and employees, participating in analysis when required. Offer support in generating recommendations to prevent future occurrences.
 - (5) Facilitate access to education and training sessions pertaining to health and safety as required.
 - (6) Ensure timely reporting on health and safety related incidents and occurrences to governing bodies and regulatory agencies as required.

3. PROCEDURES

- 3.01 Comply with Policy 8052-2026, this procedure, applicable Health and Safety Legislation, and all requirements detailed in all components of the City HSMS, as applicable.
- 3.02 Complete mandatory health and safety training based on applicable Health and Safety Legislation and the City HSMS.