



## Lethbridge County Policy Handbook

**EFFECTIVE:** November 8, 1995      **SECTION:** 800 NO. 820 Pge 1 of 4  
**APPROVED BY:** County Council      **SUBJECT:** Assignment of  
Responsibility  
**REVISED DATE:** September 23, 2008

---

### **MANAGERS:**

1. Provide a statement of policy relating to safety. The statement provides a commitment and philosophy that sets levels of expectations for safety.
2. Maintain direction and control of Safety and Loss Prevention Programs.
3. Ensure all established safety policies are administered and enforced.

### **DIRECTORS:**

1. Ensure implementation and maintenance of the established safety policy.
2. Ensure that regular safety meetings are held: Safety Committee Meetings, and Toolbox Meetings.
3. Arrange for recording of minutes of Safety Committee Meetings.
4. Ensure regular maintenance of equipment.
5. Ensure safety orientation of operational training for existing or new employees.
6. Be aware of the hazards.
7. Make daily observation of safety activities.
8. Ensure all established safety regulations and work methods are enforced. Take disciplinary action as necessary to ensure compliance with the rules.

### **SUPERVISORS/FOREMEN:**

1. Provide safe working conditions for all workers under his or her supervision.
2. Provide instructions to workers in safe work procedures and ensure the use of personal protective equipment and procedures.



## Lethbridge County Policy Handbook

**EFFECTIVE:** November 8, 1995      **SECTION:** 800 NO. 820 Pge 2 of 4  
**APPROVED BY:** County Council      **SUBJECT:** Assignment of Responsibility  
**REVISED DATE:** September 23, 2008

---

3. Correct conditions which may cause or have caused accidents.
4. Provide a good example for employees by always directing and performing work in a safe manner.
5. Conduct regular inspections for unsafe practices and conditions, ensure prompt corrective action is taken to eliminate causes of accidents.
6. Provide each employee with information regarding job hazards and how to avoid them.
7. Maintain a housekeeping standard and assign responsibilities to individuals for good housekeeping.
8. Provide regular toolbox meetings with crew and record minutes.
9. Provide training for safe operation of equipment used and duties performed
10. Ensure that an accident scene is not disturbed until investigation has taken place.

### **SAFETY SUPERVISOR or SAFETY COORDINATOR:**

1. Responsible for daily administration of safety program.
2. Post all safety bulletins.
3. Maintain a list of safety equipment purchased.
4. Assist with safety seminars or training.
5. Undertake investigation of accidents, incidents or near misses to determine the causes and report to the Superintendent.
6. Work with supervisors in determining safe practices & procedures, procedures for dealing with violations, and other general safety and accident prevention. Update regularly.
7. Prepare safety reports as required.



## Lethbridge County Policy Handbook

**EFFECTIVE:** November 8, 1995      **SECTION:** 800 NO. 820 Pge 3 of 4  
**APPROVED BY:** County Council      **SUBJECT:** Assignment of  
Responsibility  
**REVISED DATE:** September 23, 2008

---

8. Develop report forms and checklists.
9. Conduct inspections, review report forms, checklist, and foreman inspection records.
10. Provide agendas for toolbox meeting and review minutes of meetings.
11. Assist with WCB claims.
12. Administer the Occupational Health Act and its regulations, be educated to the changes of the industry and provide information where others in the County require it.
13. Represent the County as the person designated for safety and health to work with and inspect contractor activities.
14. Be responsible for W.H.I.M.S. and review all material and safety data sheets of products for compatibility and ensure all workers are trained and aware of products.
15. Be responsible for transportation of dangerous goods, training, and developing County policy.
16. Be fair and unbiased when representing both the County and its employees.
17. Ensure employees have First Aid Training.
18. Maintain a First Aid log.
19. Maintain relations with physicians and WCB.
20. Conduct regular assessments and safety audits and inspection. (Be trained to do so.)



## Lethbridge County Policy Handbook

**EFFECTIVE:** November 8, 1995      **SECTION:** 800 NO. 820 Pge 4 of 4  
**APPROVED BY:** County Council      **SUBJECT:** Assignment of  
**REVISED DATE:** September 23, 2008      **Responsibility**

---

### **EMPLOYEES:**

1. Carry out their work in a manner that will not create a hazard to their own safety and health or the safety and health of other employees.
2. Assist in the reduction and controlling of accident producing conditions and unsafe acts, through site supervision.
3. Report any accidents, incidents, near misses, and/or injuries immediately to their supervisor and the Safety Supervisor.
4. Report any anticipated loss of work time to supervisors as soon as possible after being treated by a physician following injury.
5. Think safety, think of what your actions or others actions may cause!
6. Assist management, superintendents, supervisors and foremen identifying potentially unsafe conditions to protect the safety and health of yourself and other employees.
7. Use safety equipment and procedures provided for and if not available ask that they be available.
8. Do not perform work or duties that could endanger the safety and health of yourself or other employees.

**\*\*\*THE SAFETY INFORMATION IN THIS POLICY DOES NOT TAKE  
PRECEDENCE OF O.H. & S. REGULATIONS. ALL EMPLOYEES SHOULD BE  
FAMILIAR WITH THE O.H. & S. ACT AND REGULATIONS.**

\_\_\_\_\_  
Chief Administrative Officer

March 6, 2014

\_\_\_\_\_  
Date