



**Rural Municipality of Corman Park No. 344
Corporate Policy**

Title: Occupational Health & Safety Policy	Number: HR-023
Objectives: <ol style="list-style-type: none">1) To provide and maintain a work environment that ensures the health, safety, and welfare of all Corman Park employees.2) To mitigate or eliminate hazardous acts or conditions that could result in personal injury or illness, service interruptions, or damage to property or the environment.3) To establish a corporate wide occupational health and safety program with elements specific to Corman Park's operations and the elements prescribed in Part III of <i>The Saskatchewan Employment Act</i> and in <i>The Occupational Health and Safety Regulations, 2020</i>.4) To ensure compliance with Part III of <i>The Saskatchewan Employment Act</i> and <i>The Occupational Health and Safety Regulations, 2020</i>.	
Authority: (Resolution 38, May 16, 2016 Council Meeting – Amendments updates - attached page 7.	

Application:

This Policy applies to the Chief Administrative Officer and to any employee of The Rural Municipality of Corman Park No. 344.

Policy Statement:

The Rural Municipality of Corman Park No. 344, hereafter referred to as "Corman Park", believes that its employees are its most valuable resource and recognises that its employees have the right to work in a healthy and safe work environment. In recognition of this right and to fulfill this Policy's stated objectives, Corman Park is committed to providing the resources necessary to establish and maintain a healthy, safe, efficient, and productive work environment for all employees.



Assignment of Responsibility:

Chief Administrative Officer:

- 1) Ensuring, insofar as is reasonably practicable, the health, safety, and welfare at work of all Corman Park workers.
- 2) Mandating the implementation of this Policy and Corman Park's occupational health and safety program within all departments and work areas.
- 3) Ensuring that Corman Parks occupational health and safety program complies with Part III of *The Saskatchewan Employment Act* and *The Occupational Health and Safety Regulations, 2020*.

Directors:

- 1) Implementing and applying this Policy and Corman Park's occupational health and safety program within their specific areas of responsibility.
- 2) Ensuring that supervisors and workers are aware of and comply with Part III of *The Saskatchewan Employment Act, The Occupational Health and Safety Regulations, 2020*, Corman Park's occupational health and safety program, and this Policy.
- 3) Taking corrective action(s) where the requirements of the occupational health and safety program are disregarded.

Supervisors:

- 1) Ensuring, insofar as is reasonably practicable, the health, safety, and welfare of all workers under their direct supervision.
- 2) Applying this Policy and Corman Park's occupational health and safety program within their specific areas of responsibility.
- 3) Ensuring that all workers are aware of and comply with Part III of *The Saskatchewan Employment Act, The Occupational Health and Safety Regulations, 2020*, Corman Park's occupational health and safety program, and this Policy.
- 4) Promptly stopping any work that, in their opinion, poses an immediate danger to any Corman Park worker until such a time that the unsafe act or condition has been remedied to their satisfaction.
- 5) Taking corrective action where the requirements of the Corman Park's occupational health and safety program are disregarded.

Workers:

- 1) Taking reasonable care to protect the health and safety of yourself and of other workers who may be affected by your acts or omissions.
- 2) Carrying out your duties with sufficient care, skill, and professionalism at all times.
- 3) Refraining from causing or participating in workplace harassment or acts of violence.



- 4) Complying with Part III of *The Saskatchewan Employment Act* and *The Occupational Health and Safety Regulations, 2020*, Corman Parks occupational health and safety program, and this Policy.
- 5) Cooperating with any person exercising a duty imposed by *The Saskatchewan Employment Act* or *The Occupational Health and Safety Regulations, 2020*.

Occupational Health Committee:

- 1) Having a continuing concern for the health, safety, and welfare of workers at the place of employment.
- 2) Advising, recommending, consulting, and developing actions to improve workplace health, safety, and wellness.
- 3) Assisting and supporting Corman Park and its workers in complying with Part III of *The Saskatchewan Employment Act* and *The Occupational Health and Safety Regulations, 2020*.
- 4) Promoting workplace health and safety across all departments within the workplace and supporting Corman Park in all workplace health and safety programs or initiatives.



Definitions:

- 1) Accident – A single event or occurrence that results in an injury to a worker, damage to property, or loss of service that involves a worker while engaged in the service of Corman Park.
- 2) The “Act” – *The Saskatchewan Employment Act*.
- 3) Council – The council of The Rural Municipality of Corman Park No. 344.
- 4) Corman Park – The Chief Administrative Officer of the Rural Municipality of Corman Park No. 344 or their designate(s). The term “Corman Park” may, at any time, be substituted by the terms “R.M.” or “employer”.
- 5) Employer – A person, firm, association, or body that has, in connection with the operation of a place of employment, one or more workers in the service of the person, firm, association or body.
- 6) Hazard – An act or condition that is a potential source of harm.
- 7) Immediate Danger – A single occurrence or a series of acts or conditions or any combination thereof that poses an acute threat to life or health.
- 8) Occupational Health Committee - A group of elected and appointed worker and employer representatives charged with having a continuing concern for workplace health, safety and wellness.
- 9) Occupational Health and Safety – The promotion and maintenance of the highest degree of physical, mental, and social well-being of workers and includes:
 - a) the prevention among workers of ill health caused by their working conditions.
 - b) the protection of workers in their employment from factors adverse to their health.
 - c) the placing and maintenance of workers in working environments that are adapted to their individual physiological and psychological conditions.
 - d) the promotion and maintenance of a working environment that is free of harassment.
- 10) Place of Employment – Any plant in or on which one or more workers or self-employed persons work, usually work, or have worked.
- 11) Plant – Includes any premises, site, land, mine, water, structure, fixture, or equipment employed or used in the carrying on of an occupation.
- 12) Practicable – Means possible given current knowledge, technology, and invention.
- 13) Reasonably Practicable – Means practicable unless the person on whom a duty is placed can show that there is a gross disproportion between the benefit of the duty and the cost, in time, trouble, and money, of the measures to secure the duty.
- 14) The “Regulations” – Any regulations made pursuant to the Act that apply at the workplace.
- 15) Risk – The combination of the likelihood of the occurrence of harm and the severity of that harm.
- 16) Safety – The identification and control of potential hazards.



- 17) Supervisor – An individual who is authorized by an employer to oversee or direct the work of the employer’s worker.
- 18) Train – To give information and explanation to a worker with respect to a particular subject-matter and to require a practical demonstration that the worker has acquired knowledge or skill related to the subject-matter.
- 19) Worker – An individual, including a supervisor, who is engaged in the service of an employer and includes a person who is enrolled in a secondary or post-secondary educational institution and who:
- a) Is permitted by Corman Park, directly or indirectly, to perform work or services.
 - b) Is being trained by Corman Park.
 - c) Is member of a prescribed category of individuals.
 - d) Is a volunteer that Corman Park permits, directly or indirectly, to perform work or services.
 - e) Is an independent or dependent contractor.
 - f) Is not an inmate, as defined in *The Correctional Services Act, 2012*, of a correctional facility as defined in that Act who is participating in a work project or rehabilitation program within the correctional facility.
 - g) May be referred to at any time as an “employee” or “staff”.

Policy Review:

Council and The Chief Administrative Officer will ensure that this Policy achieves its stated objective(s) and shall review and, if necessary, revise this Policy at the following intervals:

- 1) Every 3 years.
- 2) Upon recommendation by the Occupational Health Committee.
- 3) After changes to applicable Acts or Regulations are made.

All revisions to this Policy must be made in consultation with the Occupational Health Committee in accordance with *The Saskatchewan Employment Act*. All revisions to this Policy shall be accurately tracked and recorded for due diligence purposes and shall include:

- 1) Who made the revision(s)
- 2) Who authorized the revision(s).
- 3) The specific contents of the revision(s).
- 4) The effective date of the revision(s).

Policy Ownership:

The Council of the Rural Municipality of Corman Park No. 344 is the owner of this Policy and, as the owner, hereby designates responsibility for this Policy's overall implementation and effectiveness to the Chief Administrative Officer who is designated as the "employer" for the purposes of Part III of *The Saskatchewan Employment Act* and as the "Administrator" for the purposes of *The Municipalities Act*.



Kerry Hilts, Chief Administrative Officer



