



LAC LA BICHE COUNTY PROCEDURE

TITLE: Employee Occupational Health & Safety Orientation Standard Operating Procedure	PROCEDURE NO: CS-03-014-08
SPECIAL NOTES/CROSS REFERENCE: POLICY CS-03-014 AMENDMENT DATE:	

1.0 Definitions

Health and Safety Orientation: Familiarizing new employees to the organization Occupational Health and Safety Program and work-related hazards they may come into contact with on County premises.

Job-Specific Health and Safety Training: A health and safety training program designed to provide information regarding the health and safety hazards that employees may reasonably be expected to come into contact with in the course of their regular job duties, and the knowledge and skills required to safely perform their job duties, including the use of any necessary equipment and Personal Protective Equipment (PPE).

2.0 General Statement

Lac La Biche County is committed to working co-operatively with its employees to provide a workplace where the personal health and safety of each employee is of primary concern and importance. The objective of this commitment is to minimize the number of workplace injuries and illnesses through effective safety programs and procedures. The enduring goal shall be zero accidents in the municipal workplace.

3.0 Procedures:

3.1 Responsibilities:

- a) **Council:** Council will ensure that the Municipality has in place an effective occupational health and safety management system.
- b) **Chief Administrative Officer:** The Chief Administrative Officer (or designate) shall appoint a Safety Coordinator who shall be responsible for promoting, fostering and enforcing safety in all County workplaces (this may be in conjunction with other responsibilities of a municipal employee).
- c) **Supervisors:** Department general managers, managers and other supervisory personnel will:
 - provide the necessary time and resources for the successful implementation of this SOP, and the successful completion of the program by each new employee;

- ensure that each new employee has attended and successfully completed the required levels of health and safety training information relevant to their position, prior to the start of their regular job duties;
 - ensure that health and safety orientation and job-specific health and safety training programs are established for each department and role as necessary;
 - distribute and communicate this procedure to all affected parties;
 - ensure that employees use safe work practices and receive training to protect their health and safety;
 - review staff performance levels in health and safety training, making recommendations for necessary changes as needed;
 - update and maintain training records as required;
 - act as a knowledgeable source of information for workers who require assistance in health and safety matters;
 - ensure the safety of equipment and facilities.
- d) Employees: Employees of the Municipality are responsible for safety in the workplace and are required to:
- take every reasonable precaution to protect their own health and safety and that of others at or near the workplace;
 - cooperate with the Municipality, other employees and the Joint Occupational Health and Safety Committee;
 - follow all applicable health and safety regulation;
 - report any observed workplace hazards;
 - attend safety orientation training upon hire, and to take refresher training whenever deemed appropriate or necessary.
- e) Occupational Health & Safety (OHS) Coordinator (or designate): The OHS Coordinator or designate will:
- be responsible for promoting, fostering and enforcing safety in all County workplaces (this may be in conjunction with other responsibilities of a municipal employee);
 - ensure that all volunteers and new hires (including students and trainees) attend and successfully complete health and safety orientation, are aware of workplace hazards and are competent to perform the work that they are assigned;
 - ensure that all staff members complete job-specific health and safety training prior to the start of any new role;
 - update and maintain training records.

“Original Signed”

 Chief Administrative Officer

November 8, 2013

 Date