



# TOWN OF PINCHER CREEK POLICY



<b>Approved by:</b> Council	<b>Date:</b> November 28, 2005	<b>Policy Number:</b> #500-05
<b>Reference:</b>	Motion #05-400	<b>Revision Date/by:</b>
<b>Title:</b>	Safety Policy	

## Policy Statement

The Town of Pincher Creek is committed to providing a safe environment for the citizens and employees of the Town of Pincher Creek. The Safety Policy will provide guidelines for safety regulations, inspections and meetings within the Town of Pincher Creek.

### 1. Definitions

- 1.1 CAO shall mean the person appointed as the Chief Administrative Officer for the Town of Pincher Creek.
- 1.2 Director shall mean the Directors of Operations, Community Services and Corporate Services
- 1.3 Treasurer shall mean the person employed as the Municipal Treasurer for the Town of Pincher Creek.
- 1.4 Public Works Superintendent shall mean the person employed as the Public Work Superintendent for the Town of Pincher Creek.
- 1.5 Hazard Assessment shall mean a physical inspection of all town-owned buildings and facilities.
- 1.6 OH&S shall mean Occupational Health and Safety.
- 1.7 WCB shall mean the Worker’s Compensation Board.
- 1.8 Aquatics Manager shall mean the person employed as Aquatics Manager or Pool Manager for the Town of Pincher Creek.

### 2. Safety Procedures

- 2.1 Hazard Assessment/Formal Inspection
  - 2.1.1 The Public Works Superintendent, with the assistance of the appropriate Directors and staff members, shall conduct a hazard assessment of all town-owned buildings and facilities.
  - 2.1.2 The hazard inspections shall be conducted twice a year, in January and May of each year.
  - 2.1.3 The following Directors and at least one regular employee shall assist the Public Works Superintendent with the inspections:
    - 2.1.3.1 Town Hall – Director of Corporate Services

- 2.1.3.2 Arena/Multi-Purpose Facility/Lebel Mansion/Golf Course/CRC Centre – Director of Community Services
- 2.1.3.3 Public Works Shop/Water Treatment Plant/Sewage Treatment Plant/Sportsfields – Director of Operations.
- 2.1.3.4 Directors shall ensure that formal inspections are being completed.

## **2.2 Incident Investigation**

- 2.2.1 When an incident occurs, or a near miss occurs, it shall be recorded, investigated and recorded by the appropriate Directors, or designee, as indicated under 2.1.3. and reported at the next safety meeting. I
- 2.2.2 The incident shall be investigated immediately upon notification.
- 2.2.3 All incidents shall be reviewed by the Safety Committee.

## **2.3 Fire Safety Drills**

- 2.3.1 A fire safety drill shall be conducted at each Town-owned facility twice a year, the first shall be conducted between January and June and the second between July and December of each year.
- 2.3.2 The fire safety drills shall be organized, by the designated personnel, as follows:
  - 2.3.2.1 Town Hall
  - 2.3.2.2 Town Shop
  - 2.3.2.3 Multi-Purpose/Arena
  - 2.3.2.4 Water Treatment Plant
  - 2.3.2.5 Community Recreation Centre

## **2.4 Safety Committee**

- 2.4.1 A Town of Pincher Creek Safety Committee shall be formed.
- 2.4.2 Terms of Reference for the Pincher Creek Safety Committee shall be developed.
- 2.4.3 This committee shall be comprised of the Director of Operations, Public Works Superintendent and a minimum of one member each from the Town Office, Pool and Public Works Departments.
- 2.4.4 The CAO and Directors of Community Services and Corporate Services will attend on an 'as required' basis.
- 2.4.5 The Safety Committee shall appoint one of its members as Chairman and Recording Secretary.
- 2.4.6 Safety Committee Meetings shall be held bi-monthly, commencing at 10:30 a.m.
- 2.4.7 All Directors shall ensure that those employees within their department and who are on the Safety Committee have the time to attend and perform the requirements of the Safety Committee.
- 2.4.8 Make recommendations to the Directors and CAO for prevention required or service delivery changes to ensure safe working practices.

**2.5 Safety In-Services**

2.5.1 Once a month, safety in-services shall be presented to all town personnel. Directors are to ensure as many employees attend as possible.

**2.6 Training**

2.6.1 The Town of Pincher Creek supports training of all personnel for the necessary safety and OH&S incident investigation courses.

2.6.2 The Treasurer shall be required to obtain the appropriate training on Claims Management and how to properly manage WCB Claims.

**3.0 End of Policy**