



# WHEATLAND COUNTY

Where There's Room to Grow



## Request for Decision

February 4, 2020

Resolution No. \_\_\_\_\_

Date Prepared January 20, 2020

### Subject

Decision-making topic title

Safety Administrative Directive Update

### Recommendation

Clear resolution answering – what/who/how/when

**That Wheatland County Council approves the Safety Administrative Directive Update as information.**

### CAO Comments

Any additional comments regarding the reason for the recommendation

N/A

### RECOMMENDATION

Report/Document:

Attached

☒

Available

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None

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### Key Issue(s) / Concepts Defined

Define the topic, reference background material and state question to be answered

- On August 20, 2019, Council approved the rescindment of Safety Policies 10.1-10.14 with the stipulation that the policies would be replaced with internal Administrative Directives.
- Council requested that Safety Policy 10.1, outlining the organization's commitment to the health and safety of our employees, contractors, and the general public be revised and remain open to the public as Section 10 – Safety Policies, Safety Policy 10.1. On September 17, 2020, Council approved Safety Policy 10.1.
- Attached are Safety Administrative Directives 10.1.1-10.5.1 as information. The attached Safety Administrative Directives include:
  - 10.1.1 – Organizational Commitment and Responsibilities
  - 10.1.2 – Assignment of Responsibility for Health and Safety
  - 10.2.1 – Formal Hazard Assessments
  - 10.2.2 – Field Level Hazard Assessments
  - 10.3.1 – Hazard Control
  - 10.3.2 – Personal Protective Equipment (PPE)
  - 10.4.1 – Joint Work Site Health and Safety Committee
  - 10.5.1 – Orientations, Training and Qualifications
- The remaining Safety Administrative Directives 10.6.1-10.10.2 will be available prior to April 2020 and will include:

- 10.6.1 – Other Parties at or in the Vicinity of the Work Site
- 10.6.2 – Contractor Safety Management
- 10.7.1 – Inspections
- 10.8.1 – Emergency Response Planning and Procedures
- 10.8.2 – Emergency Response Plans (ERP's)
- 10.9.1 – Incident Investigation
- 10.9.2 – Unsafe Work Refusals
- 10.10.1 – Health and Safety Management System Administration
- 10.10.2 – Health and Safety Statistics

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Reviewed by: Vinod Jasra

Position: Health and Safety Officer

Position: Manager of People Services

CAO: Brian Henderson

