

Wheatland County

Request for Decision

Regular Council Meeting

May 5, 2020

Report prepared by: Natalie Campbell



Safety Administrative Directive Update: Safety Directives 10.6 – 10.10

Recommendation from Administration

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

Chief Administrative Officer's Comments

N/A

Report

- 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.
- On February 4, 2020 Council accepted Safety Administrative Directives 10.1.1-10.5.1 as information.
- Attached are Safety Administrative Directives 10.6.1-10.10.1 as information. The attached Safety Administrative Directives include:
 - 10.6.1 – Other Parties at or in the Vicinity of the Worksite
 - 10.7.1 – Inspections
 - 10.8.1 – Emergency Preparedness and Response
 - 10.9.1 – Incident Investigation
 - 10.9.2 – Work Refusals
 - 10.10.1 – System Administration

The completion of these Safety Administrative Directives finalizes the transition from Safety Policies to Safety Administrative Directives.

Relevant Policies, Practices, and Legislation

OH&S Legislation – Alberta Occupational Health and Safety Act, Regulations and Code

Alignment with the Strategic Plan

Administrative Directives will allow Wheatland County to efficiently adapt to changes in occupational health and safety legislation in an increased effort to always remain compliant with current legislation.

Response Options

Option 1: THAT the proposed recommendation is accepted/approved.

Option 2: THAT the proposed recommendation is not accepted/approved.

Option 3: THAT an alternate recommendation is accepted/approved.

Implications of Recommendation

If approved, Wheatland County employees will be required to adhere to the Administrative Directives at the same capacity as policies. Any future changes to the Administrative Directives will be communicated to employees.

General

The Safety Administrative Directives will provide the foundation for Wheatland County's Health and Safety Management System. The Occupational Health and Safety Officer will ensure that the Safety Administrative Directives reflect changes to Alberta Occupational Health and Safety legislation and Wheatland County policies. All changes will be communicated to staff to ensure a relevant, cohesive, and effective Health and Safety Program at Wheatland County.

Organizational

N/A

Financial

N/A

Environmental, Staff, and Public Safety

Wheatland County employees will continue to adhere to Safety Administrative Directives in an effort to ensure a safe, healthy and compliant workplace.

Follow-up Action / Communications

If accepted, the Occupational Health and Safety Officer will include the Safety Administrative Directives in the Wheatland County Health and Safety Manual and will communicate all changes to all Wheatland County employees.

Report Approval Details

Document Title:	Safety Administrative Directive Update - 10.6 - 10.10.docx
Attachments:	- Safety Administrative Directives - 10.6 - 10.10.pdf
Final Approval Date:	Apr 27, 2020

This report and all of its attachments were approved and signed as outlined below:

A handwritten signature in black ink, appearing to read 'V. Jasra'.

Vinod Jasra

A handwritten signature in black ink, appearing to read 'Brian Henderson'.

Brian Henderson