

Title: Health and Safety Policy	
Resolution: 2025-0048, 2026-0038	Revised: Feb 23, 2026
Special Notes/Cross Reference:	Next Review Date: 2027

Purpose

The purpose of this policy is to establish a **S.T.A.Y. Safe** workplace culture that prioritizes safety, incident prevention, and the well-being of all individuals in our operations. This policy reinforces our commitment to a proactive safety program that prevents workplace incidents and fosters a safe, inclusive, and healthy environment.

This policy applies to both the physical and psychological health and safety of all individuals in the workplace. The Town of Westlock recognizes that a safe workplace includes freedom from physical injury as well as from psychological harm, including harassment, violence, bullying, discrimination, and other psychosocial hazards that may affect mental well-being.

Scope

The Town of Westlock is committed to a Health & Safety Management System (HSMS) that protects our employees, contractors, volunteers, property and members of the public from workplace hazards. **S.T.A.Y. Safe** serves as a guiding principle within our HSMS, empowering individuals to take responsibility for their own safety and the safety of those around them. This includes identifying, preventing, and addressing physical, psychological, and psychosocial hazards that may arise from work, the work environment, or workplace interactions.

Principles

1. **Leadership Commitment** - Council and Administration will lead by example, demonstrating a strong commitment to safety and well-being.
2. **Shared Responsibility** - Employees and contractors at all levels are accountable for the Town of Westlock’s safety performance. Active participation in safety practices is expected **every day, in every job**.
3. **S.T.A.Y. Safe Commitment** - Everyone is encouraged to:
 - **Stop** - Pause and assess the situation for potential hazards before proceeding.
 - **Think** - Consider the safest course of action to prevent incidents.
 - **Act** - Take appropriate steps to eliminate or minimize risks and ensure safety.
 - **You Matter** - Recognize that safety is a shared responsibility, and every individual’s well-being is a priority.

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Statement

We believe that **safety is a fundamental value** that extends beyond the workplace to our employees, their families, and the community. By fostering a culture where physical and psychological health, safety, and well-being are prioritized, we ensure that **every person matters** and that all workplace activities reflect this commitment.

Standards

1. The Town shall ensure that all employees and contractors understand their responsibilities under the **Alberta Occupational Health and Safety Act, Regulation and Code**, as well as any other relevant legislation and the Town of Westlock's Health and Safety Program Manual.
2. The Town will provide the **necessary training, orientation, and resources** to support safe work practices, including job-specific training, personal protective equipment (PPE), and ongoing safety education.
3. Employees and contractors at all levels must **actively engage in safety awareness, hazard identification, and risk mitigation** as part of their daily responsibilities.
4. The Town will maintain a **Workplace Health and Safety Committee**, composed of representatives from Council, management, and employees. This committee will support the identification and resolution of workplace safety issues, ensuring continuous improvement of the Town's occupational health and safety program.
5. The Town will make **every reasonable effort** to provide meaningful employment opportunities for employees who are unable to perform their normal job functions due to injury or illness.
6. For the protection of our employees, the public, and to maintain the integrity of our health and safety program, this policy will be **reviewed and signed annually by the Mayor and Chief Administrative Officer**.

By embracing the **S.T.A.Y. Safe** philosophy, we commit to a safer workplace where every individual plays a vital role in ensuring the well-being of our team and community

Effective Date

This policy shall take effect on the date passed by Council resolution.



Mayor Jon Kramer



CAO Simone Wiley