



**Title:** Occupational Health and Safety  
**Effective Date:** 2025 August 25  
**Responsible Business Unit:** Occupational Health and Safety

## 1. PURPOSE

1.1 The purpose of this Administration policy is to:

- a) Demonstrate The City of Calgary's ("The City's") commitment to promoting a physically and psychologically safe workplace, improving health and safety performance, and managing an effective occupational health and safety system; and
- b) Reinforce The City's commitment to providing a safe and healthy work environment, preventing injuries, and continually improving occupational health and safety management.

## 2. APPLICABILITY

- 2.1 The City through this Administration policy will aim to establish and provide a safe work environment for all employees, contractors, and volunteers. Further, The City will strive to maintain compliance with all Occupational Health and Safety ("OHS") legislative requirements.
- 2.2 This Administration policy applies to all City employees, volunteers, and contractors who perform work or provide services to or on behalf of The City. This includes work or services performed on The City premises or affiliated sites. All parties have a shared responsibility concerning occupational health and safety.

## 3. POLICY STATEMENT

The City of Calgary will meet the purpose of this Administration policy by:

- 3.1 Complying with the OHS requirements which include the promotion and advancement of physical, psychological and social wellbeing of employees;
- 3.2 Continually seeking innovative ways to improve occupational health and safety performance;
- 3.3 Supporting early and safe return-to-work initiatives;
- 3.4 Proactively managing risks to prevent workplace injury, illness or loss to City employees, contractors, and volunteers;
- 3.5 Providing education, training and competency evaluations to ensure employees understand and meet their health and safety responsibilities;
- 3.6 Measuring progress by implementing occupational health and safety governance, systems, objectives, audits, inspections and evaluations; and

- 3.7 Assessing compliance with health and safety requirements and acting to address issues.

#### **4. ROLES AND RESPONSIBILITIES**

- 4.1 Safety is a shared responsibility that requires active leadership and participation from all employees. All employees are responsible for:
- a) Protecting the health and safety of themselves, their co-workers, contractors, and volunteers;
  - b) Understanding and meeting their health and safety roles, responsibilities, and requirements. The OHS Roles and Responsibilities document provides further information; and
  - c) Complying with OHS legislative requirements and The City's health and safety standards and guidelines.
- 4.2 General occupational health and safety responsibilities of managers, supervisors, employees and contractors are:
- a) Managers are responsible for providing a healthy and safe workplace and for demonstrating commitment to health and safety by providing appropriate support for the implementation of the occupational health and safety system.
  - b) Supervisors are responsible to take all reasonable precautions necessary to protect the health and safety of workers under their supervision, including confirming that workers adhere to procedures and measures specified by the occupational health and safety system and legislation, and workers are not subjected to or participate in workplace harassment or violence.
  - c) Employees are responsible to protect their own health and safety by complying with procedures and measures specified by the occupational health and safety system and legislation and are not participants in workplace harassment or violence.
  - d) Contractors are responsible for complying with OHS legislation and The City's occupational health and safety system.

#### **5. CONSEQUENCES OF NON-COMPLIANCE**

- 5.1 Failure to adhere to Administrative policies, and items contained within, may result in disciplinary action, up to and including dismissal.

#### **6. DEFINITIONS**

- 6.1 In this Administration policy:
- a) **“Contractor”** means a supplier or external party that performs work or provides services to The City per agreed specifications, terms and conditions;
  - b) **“Employee”** means any person (also known as worker) employed by The City and reporting to a City of Calgary business unit, department, the Office of the Chief Administrative Officer, the Office of the Chief Operating Officer, the Office of The

Mayor, the City Auditor's Office, the Calgary Housing Company, and the Calgary Police Service, including those working under an employment contract with The City;

- c) **“Manager”** means a person who has authority or management accountability and responsibility over persons including supervisors, employees or volunteers;
- d) **“Supervisor”** means any Employee who has direct supervisory responsibility for Employees, including foremen and other Supervisors (sometimes known as leaders); and
- e) **“Volunteer”** means an individual who has agreed to perform a service or task at the direction of and on behalf of The City without expecting or receiving compensation.

## 7. ASSOCIATED GOVERNANCE

7.1 This Administration policy is established in accordance with The *Alberta Occupational Health and Safety (OHS) Act, Regulation and Code*.

## 8. HISTORY

Action	Date	Approval	Description
Amendment	2025 August 25	ELT 2025-0824	Updated content to align with the Corporate Policy Template and the 2025 Certificate of Recognition safety audit requirements.
Minor Revision	2023 August 17		Updated header format.
Minor Revision	2022 November 01		Updated business unit of policy owner.
Amendment	2019 August 01	ALT2019-0921	Periodic review process and legislative changes resulted in policy revisions.
Minor Revision	2018 February 22		Inaccessible hyperlinks removed or updated.
Minor Revision	2016 May 20		Periodic review process resulted in minor policy revisions.
	2012 April 24		Updated in tri-annual review process to meet auditing requirements (Version B).
	2009 March 10		Replaced the OHS portion of the Health and Wellness Policy (Administration Policy HR-037) and Chapter 37 of the Administration Manual. (Version A).
	2005 February 15		Chapter 37: Health, Safety and Wellness Policy (in the hard-copy-based editions of the Administration Manual).
	1982 March 30		Chapter 38: Occupational Health Policy (in the hard-copy-based editions of the Administration Manual).