

	POLICY	No.	4.17
	OCCUPATIONAL HEALTH AND SAFETY	Effective Date	November 26, 2024
		Revision Letter	B
		Council Approval	2024-21-04

1.0 PURPOSE

- 1.1. Through the active participation and co-operation of management, workers, and the Joint Occupational Health and Safety Committee, the District will promote healthy and safe working conditions and attitudes as integral parts of its operations.

2.0 SCOPE

- 2.1. This policy applies to every employee and contractor of the District.

3.0 DEFINITIONS

- 3.1. **Council** means the Council of the District.
- 3.2. **District** means the District of Fort St. James.
- 3.3. **Environmental Health and Safety Handbook** means the latest version of the District's Health & Safety program, outlining detailed procedures and responsibilities for maintaining workplace safety.

4.0 POLICY

- 4.1. It is the responsibility of the District to provide a safe work environment that is designed, operated and maintained in accordance with occupational health and safety standards.
- 4.2. It is the responsibility of the District management to develop, implement, and maintain programs designed to prevent injuries and occupational diseases throughout the District by ensuring that health and safety hazards are controlled or eliminated, and by developing work procedures conducive to a healthy and safe workplace.
- 4.3. This Policy is implemented through the District's Environmental Health and Safety Handbook, which shall provide specific safety procedures and outline roles and responsibilities for ensuring a safe workplace.

5.0 RESPONSIBILITIES

- 5.1. It is the responsibility of all District employees to follow proper safe work procedures and to monitor their workplaces for unsafe conditions and hazards.
- 5.2. It is the responsibility of managers to:
 - a) administer this policy;
 - b) ensure compliance with the District's Environmental Health and Safety Handbook; and
 - c) communicate safety expectations to employees and contractors.

- 5.3. It is the responsibility of the Chief Administrative Officer to:
- a) review this policy annually;
 - b) approve administrative updates to this policy;
 - c) review the District's Environmental Health and Safety Handbook annually; and
 - d) approve administrative updates to the District's Environmental Health and Safety Handbook.
- 5.4. It is the responsibility of all contractors working for or on behalf of the District to implement effective safety programs for their workers and comply with all safety rules of the District.
- 5.5. It is the responsibility of Council to approve this policy.

6.0 DOCUMENT APPROVALS

Role	Position	Name of Approver	Date Approved
Owner	Corporate Officer	Alexander Bihori	November 10, 2024
Reviewer	Chief Administrative Officer	Rachelle Willick	November 20, 2024
Final Approver	Mayor and Council	Martin Elphee	November 26, 2024

7.0 REVISION HISTORY

Effective Date	Rev Letter	Document Author	Description of Change
May 13, 2015	A		Initial Release.
November 26, 2024	B	Alexander Bihori	Simplification, all updates to the Health and Safety program shall be made in accordance with applicable legislation and be made by the Chief Administrative Officer through the Environmental Health and Safety Handbook.