

**Purpose:**

- 1 To provide safe work sites by identifying and assessing existing and potential hazards and minimizing the exposure to workers through elimination or control.
- 2 To comply with the Occupational Health and Safety (OH&S) Act, Regulation, and Code.

**Policy Statement(s):**

- 3 As the foundation of our occupational health and safety programs, hazard identification, assessment, and control is a City of Red Deer priority.
- 4 Prior to work beginning, everyone on a worksite is responsible to:
  - (1) identify, assess, and document existing and potential hazards;
  - (2) communicate hazards to all workers;
  - (3) identify and implement possible methods of hazard elimination or control; and
  - (4) on an ongoing basis, evaluate the effectiveness of controls.

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**References/Links:**

- 1 Department procedures and/or guidelines
- 2 Occupational Health & Safety Act, Regulation and Code of Alberta
- 3 2005-CA Occupational Health & Safety
- 4 2201-CP Hazard Assessment, Elimination, and Control
- 5 2211-CA Bomb & Other Threat
- 6 2211-CP Threat Response

**Scope/Application:**

- 1 This policy applies to all City of Red Deer employees and volunteers who are collectively referred to in OH&S terms as “workers”.

**Authority/Responsibility to Implement:**

- 1 The Human Resources Manager ensures this policy meets legislated requirements.

- 2 Each department manager is responsible for implementing and monitoring this policy in their department. This includes ensuring all workers are informed of these policy expectations.

**Inquiries/Contact Person:**

- I HR Team Leader – Safety & Wellness

**Policy Monitoring and Evaluation:**

- I This policy will be reviewed and evaluated at least every three years with amendments made as required.

**Document History:**

<b>Date:</b>	<b>Signature:</b>	<b>Title:</b>
Approved: November 26, 2011		
Revised: October 2, 2006	“Norbert Van Wyk”	City Manager
Reviewed: April 10, 2012	“Marge Wray”	Human Resources Manager
Reviewed: September 13, 2019	“Kristy Svoboda”	Director of Human Resources
Reviewed: October 7, 2020	“Tracy Bruce”	Human Resources Manager