

**3.23 HEALTH AND SAFETY****3.23.1 INTENT:**

LICA is committed to promoting a safe and healthy workplace for all Employees, Contractors, customers, and visitors. In pursuit of our commitment, LICA will develop, implement, and enforce such policies and procedures that promote and provide a healthier, safer work environment.

**3.23.2 DIRECTIVES:**

- LICA will act in compliance with the *Occupational Health and Safety Act* of Alberta and its regulations, as well as the *Occupational Health and Safety Code*.
- Nothing in this policy prevents anyone from contacting appropriate officials to report to Alberta Human Rights Act, the Occupational Health and Safety Act, or the Law Society of Alberta's Code of Conduct (the "Code").

**3.23.3 SCOPE:** Employees, Board of Directors, Contractors, Committee Members, Volunteers

**3.23.4 IMPLEMENTATION:****3.23.4.1 COMMUNICATION:**

LICA encourages open communication on health and safety issues. It is essential to providing an injury-free and productive work environment.

- Employees who voice or identify a health and safety concern will not be subject to retaliation.
- Health and safety comments will be reviewed by the Reporting Manager.
- Employees are encouraged to inform management of any matter they perceive to be an actual or potential workplace hazard.
- Communication can be written or oral and may be anonymous if so desired.

LICA provides information to Employees about workplace safety and health issues through regular internal communication such as:

- Training sessions
- Team meetings
- Written communications
- Email communications

Review Dates: May 8, 2024, August 27, 2025

Approval Dates: May 23, 2024; September 17, 2025

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**3.23.4.2 RESPONSIBILITIES:**

- Each Employee is expected to comply with required legislation and exercise caution and situational awareness in all work activities. Employees must immediately report any unsafe conditions to their Reporting Manager. Employees who violate safety standards, cause hazardous or dangerous situations, fail to report, or, where appropriate, remedy such situations may be subject to corrective action, including termination of employment for cause.
- Participate in the Safety Program including identifying hazards.
- In the case of an accident that results in injury, regardless of how insignificant the injury may appear, Employees should notify their Reporting Manager.
- LICA will ensure Employees are aware of their rights (right to know, right to participate, right to refuse dangerous work) and duties regarding health and safety and of any issues arising from work being carried out by LICA.

**3.23.4.3 HAZARD ASSESSMENTS:**

- LICA recognizes hazard assessment; elimination and control are required according to the Alberta OH&S Act to help reduce the risk of any loss. All Employees will be involved in the process of hazard identification, assessment and control. This will include training at the new hire orientation, reviews at meetings and when new processes or equipment is introduced to the Association.
- LICA is responsible for informing all Employees of the hazards present at the workplace and leading in the development of hazard assessments and control strategies.
- Employees are responsible for reporting any hazards to LICA, working together to implement the proper controls, and reviewing the safe work procedures.

**3.23.4.4 COMPLETION OF HAZARD ASSESSMENTS:**

LICA will ensure that the hazard assessment is repeated:

- at reasonably practicable intervals to prevent the development of unsafe and unhealthy work conditions,
- when a new work process is introduced,
- when a work process or operation changes,
- before construction of significant additions or alterations to a work site, or
- following an incident

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**3.23.4.5 HEALTH AND SAFETY REPRESENTATIVE:**

- LICA must designate a Health and Safety Representative if LICA regularly employs five to 19 Employees.
- An individual worker representative who works with LICA to address health and safety concerns.
- The LICA Health and Safety Representative will be selected by the Employees and stay in a term for at least one year.

**3.23.4.6 LICA RESPONSIBILITIES:**

- Provide adequate resources, time, and training to help the representative function effectively.
- Post the names and contact information of the Representatives where it can be seen by all Employees.
- Management is responsible for ensuring the health, safety, and welfare of Employees and the public.
- Ensure that Employees are aware of their fundamental rights.
- Implement and enforce health and safety rules, regulations, policies, and procedures in a fair and consistent manner.
- Make health and safety information related to work site hazards, controls, work practices and procedures readily available to Employees, HS representatives or prime contractors.
- Inform and involve Employees in Hazard Assessments and Control, Emergency Response Planning, Violence and Harassment prevention, and developing and implementing safe work practices.
- Enforce compliance with the Health and Safety Policies.
- Ensure that the Health and Safety Program and applicable legislation is accessible to Employees, the HS Representative and ensure that Employees are aware of how to access it.
- Train Employees to complete their work in a Healthy and Safe manner. Ensure HS Representatives are trained per code requirements.
- Only allow competent Employees, or Employees supervised by competent Employees to carry out dangerous work.
- Work with the Occupational Health and Safety Committee and share information about policies and procedures in place, hazards in the workplace, and the controls used to eliminate or mitigate such hazards.
- Verify that reported incidents and unsafe acts or conditions have been effectively dealt with and investigated.
- Ensure, as far as reasonably practicable, that health and safety concerns raised by Employees, supervisors, and the HS Representative are resolved in a timely manner.

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- Ensure that HS Representatives comply with their legislated HS Representative requirements.

**3.23.4.7 HEALTH AND SAFETY REPRESENTATIVE RESPONSIBILITIES:**

- The receipt, consideration, and disposition of worker health and safety concerns.
- Participating in the hazard assessment process.
- Making recommendations about worker health and safety to LICA.
- Reviewing the LICA's work site inspection records as applicable.
- Complete training on the roles of the HS Representative role and worker's rights under this OHS Act.

**3.23.4.8 EMPLOYEE RESPONSIBILITIES:**

- Report to work fit for work and work safely to avoid creating hazards that will impact the health and safety of themselves or others.
- Know the fundamental rights of Employees.
- Read, review, and participate in the LICA Health and Safety Program.
- Participate and maintain required training and stay updated with Legislation.
- Wear appropriate personal protective equipment (PPE) when necessary and required.
- Report any incidents, unsafe acts, or unsafe conditions immediately to Program Supervisors or the Management Team.
- Co-operate with any individual exercising their rights under the Occupational Health and Safety laws.

**3.23.4.9 CONTRACTOR RESPONSIBILITIES:**

- Ensure that the work being performed under their control does not endanger the health and safety of themselves and others in the workplace.
- Comply with all the Occupational Health and Safety rules and regulations.
- Comply with LICA Health and Safety Program as it applies to them.

**3.23.4.10 VISITOR RESPONSIBILITIES:**

- Follow directives provided by Employees regarding health and safety.
- Wear appropriate Personal Protective Equipment if visiting a workplace where such PPE is required.
- Sign in and sign out when visiting the workplace.

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Approval Dates: May 23, 2024; September 17, 2025

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### 3.23.5 SUPPORTING DOCUMENTS:

- Emergency Response Plan
- Hazard Assessment Forms

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Approval Dates: May 23, 2024; September 17, 2025

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