

2020

Health & Safety Manual



Town of Sexsmith

1/1/2020



Element 1 – Health & Safety Policy, Directives and Roles and Responsibilities

Implemented: 2020-01-01

Revised:

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Definition of Terms and Acronyms

The following are definitions of terms used throughout the Health and Safety Manual.

Term	Definition
Competent	Any person who is adequately qualified, suitably trained and with enough experience to safely perform work without supervision or with only minimal degree of supervision.
Contractor	<p>A person, partnership or group of persons who, through a contract, an agreement or ownership, directs the activities of one or more employers or self-employed persons involved in a work at a work site.</p> <p>E.g. ABC Contractor signs an agreement with the municipality and is now responsible for directing the work of their own workers.</p>
Employer	<p>A person who employs or engages one or more workers, including a person who employs or engages workers from a temporary staffing agency.</p> <p>Also, a person designated by an employer as the employer’s representative.</p> <p>E.g. The municipality is deemed the employer and the persons designated as the employer’s representative include; CAO, Department Managers, Supervisors or Lead Hands or anyone assigned to permanently or temporarily direct the work of workers.</p>
Fire Lead/Alternate	A Fire Lead may be a firefighter, manager, supervisor or worker delegated to the following key ERP responsibilities, and may be assigned additional emergency response responsibilities; assist the manager with recommending corrective actions on deficiencies noted from a drill or actual emergency situation, assist with coordinating the annual fire drill and selecting and reviewing additional emergency table topics or emergency procedures.
Formal Training	<p>Formal training generally conducted by a third-party training certifying party, contractor or may also be an accredited training course delivered by the government or an identified list of accredited training providers.</p> <p>Accredited training providers include; asbestos abatement workers, first aid personnel, professional driving/commercial driver training and testing agencies, AMHSA accredited training provider for JWSHSC Part 2 training, CCOHS accredited training provider for JWSHSC Part 1 training.</p>
Hazardous Condition	<p>Hazardous Condition reporting are deficiencies found in the field where an intervention has been reported to eliminate the hazardous condition before the commencement of work.</p> <p>The incident reporting form will be completed to record the hazardous condition to the worker’s direct supervisor or manager to identify the corrective actions and the follow-up completed.</p>



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Incident	Incidents are situations that have resulted in harm, exposure, or damage. All types of incidents, illnesses, injuries, or vehicle/equipment incidents must be investigated and reported on the Incident Report Form.
Incipient Stage of a Fire	Incipient stage of a fire is where a fire begins. One ignition occurs and the combustion process begins, development in the incipient stage depends largely upon the characteristics and configuration of the fuel involved. In the early stages of a fire development, the fire has not yet involved the environment within the compartment to a significant extent. The definition of the incipient fire stage is from the International Fire Station Training Association, IFSTA, training manual.
Informal Training	<p>Informal training can be accomplished from an internal and competent worker conducting a review of procedures, policies, legislative requirements at morning health and safety meetings or watching a training video from a government website or third-party training provider.</p> <p>Not all informal training is documented or has a certificate attached.</p> <p>WHMIS 2015 training conducted internally needs to be documented and the internal trainer is to issue a training certificate, as these are asked for by auditors, regulators and OHS officers.</p> <p>When informal training is required, it is best practice to document the training with having the trainees sign an attendance roster and identify on the health and safety meeting the training topic. A copy of the training materials used need to be identified and retained for auditing purposes.</p> <p>Examples of informal training; WHMIS 2015 generic and site-specific training conducted during a new employee orientation, a new worker being coached on safe work practices.</p>
Near Miss	<p>Near Miss incidents are the incidents that could have, but did not, cause harm or damage; they are “close calls.”</p> <p>Near Miss is an undesired event that, under slightly different circumstances, could have resulted in personal harm, property damage, or loss, (also referred to as near misses).</p>
Prime Contractor	<p>A prime contractor is required when the municipality hires a contracting company to conduct construction work activities. The Alberta OHS legislation defines the requirements for a prime contractor for all types of construction and when two employers are working on the worksite.</p> <p>When a municipality hires a company through their contract hiring processes for a construction (minor or major construction), then the municipality must decide if the municipality is designated as the prime or if the contracted company is prime. Whichever organization is designated as prime contractor, then at the worksite a Prime Contractor Notification must be posted in a conspicuous place for the construction worksite.</p>
Regulator	A regulator is an independent governing body to oversee a specific industry. Examples of regulators; Alberta Energy Regulator, Alberta Utilities Commission.



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<p>Serious Incident or Potential Serious Incident</p>	<p>Serious and Potential Serious Incidents are situations as outlined in the Alberta OHS legislation include;</p> <ul style="list-style-type: none"> • Incidents resulting in death, • results in a worker being admitted to hospital, • involves an unplanned or uncontrolled explosion, • fire or flood that causes or may cause a serious injury, • involves the collapse or upset of a crane, derrick or hoist, • involves the collapse or failure of any component of a building or structure, • involves an incident listed in section 40(3) of the OHS Act at a mine, • potential for a serious injury to happen needs to be reported as soon as possible to OHS.
<p>Short Service Worker</p>	<p>Short service workers are workers who are generally hired to provide short term or seasonal or casual labour work activities, such as, but not limited to; seasonal gardeners and landscapers.</p> <p>Short service workers will be assigned to a competent worker. This may be for the duration of the short service worker’s employment term.</p>
<p>Smoke or Smoking</p>	<p>Smoke or Smoking means to inhale, exhale, burn, or have control over a lighted cigarette, cigar, pipe, hookah pipe, or other lighted or heated device or apparatus designed to burn, heat or vaporize tobacco, Cannabis, any other weed, or any other substance for the purpose of inhaling or tasting its emissions.</p>
<p>Supervisor</p>	<p>An individual that directs and oversees the work activities of workers. This could be a permanent or temporary assignment of duties to an individual given the responsibilities of a supervisor.</p> <p>E.g. The municipality has assigned the roles of Shop Foreman and Parks & Arena Assistant Manager as supervisory positions.</p>
<p>Municipal Representative</p>	<p>Can be any role designated to represent the municipality, e.g., a manager, supervisor, worker or contractor, prime contractor or a volunteer oriented and trained to be a project site supervisor may be designated as a municipal representative.</p>
<p>Utility Owner</p>	<p>A utility owner is an organization that oversee the use, maintenance and services provided to supply the energy or utility. Examples of utility owners are; ATCO, TELUS, pipeline owners.</p>



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Revised:

Worker	<p>Any person who is engaged in an occupation, including a person who performs or supplies services for no monetary compensation for an organization or employer whether the worker is paid.</p> <p>E.g. A volunteer who is directed by a municipality's employee is considered a worker during the volunteer's work activities.</p> <p>The legislation identifies all roles and responsible positions as workers. Managers, supervisors, front line workers, volunteers, contractors hired are by the municipality are considered workers. Anyone directing the work activities of others have additional responsibilities and accountabilities, such as managers, supervisors, prime contractors and contractors.</p>
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<i>Health and Safety Manual Acronyms</i>	
COP	Code of Practice
ERP	Emergency Response Plan
GHS	Globally Harmonized System
HSC	Health and safety committee member
HSR	Health and safety representatives
SDS	Safety Data Sheet
TDG	Transportation of Dangerous Goods
WHMIS	Workplace Hazardous Materials Information System



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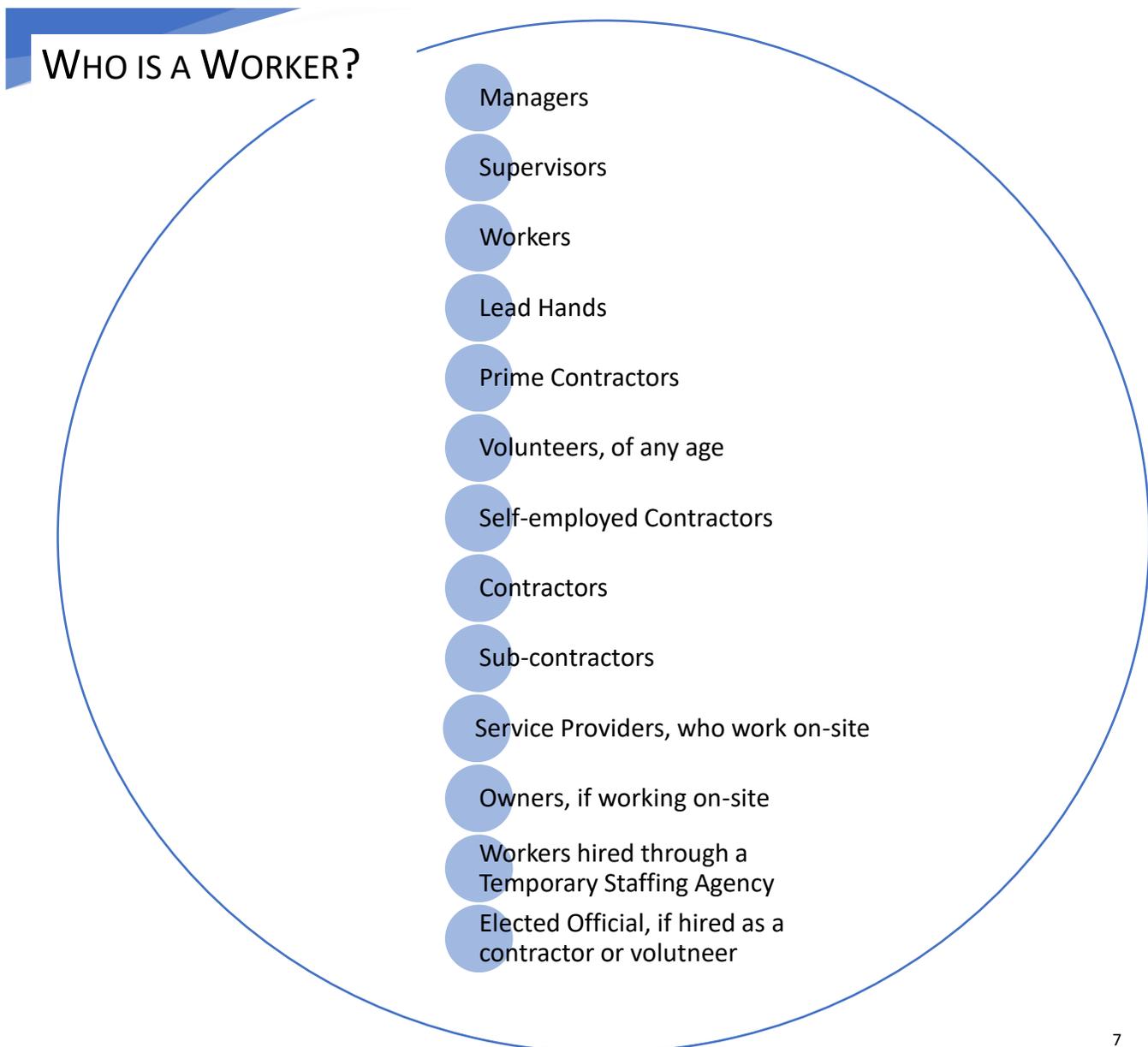
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Who is a Worker?

In the Health and Safety Manual, there is Manager, Supervisor and Worker Responsibilities defined. All levels within an organization or when an organization hires contractors or other worksite parties and brings volunteers to complete municipal work tasks are all considered workers on a worksite. The municipality is the employer and the roles that represent the employer are; CAO, Elected Officials as they are part of approving policies and programs to support the health and safety program. Managers, and supervisory staff direct the work of others and have employer responsibilities specific to the function of their role.

To summarize an individual who is a manager has multiple obligations and responsibilities. The manager has worker responsibilities, supervisory responsibilities, and responsibilities as the employer's representative, such as managerial responsibilities.

The following is a list of who all is a worker on a worksite. The circle represents the municipal worksite, and the smaller circles represent who all are workers at the worksite.



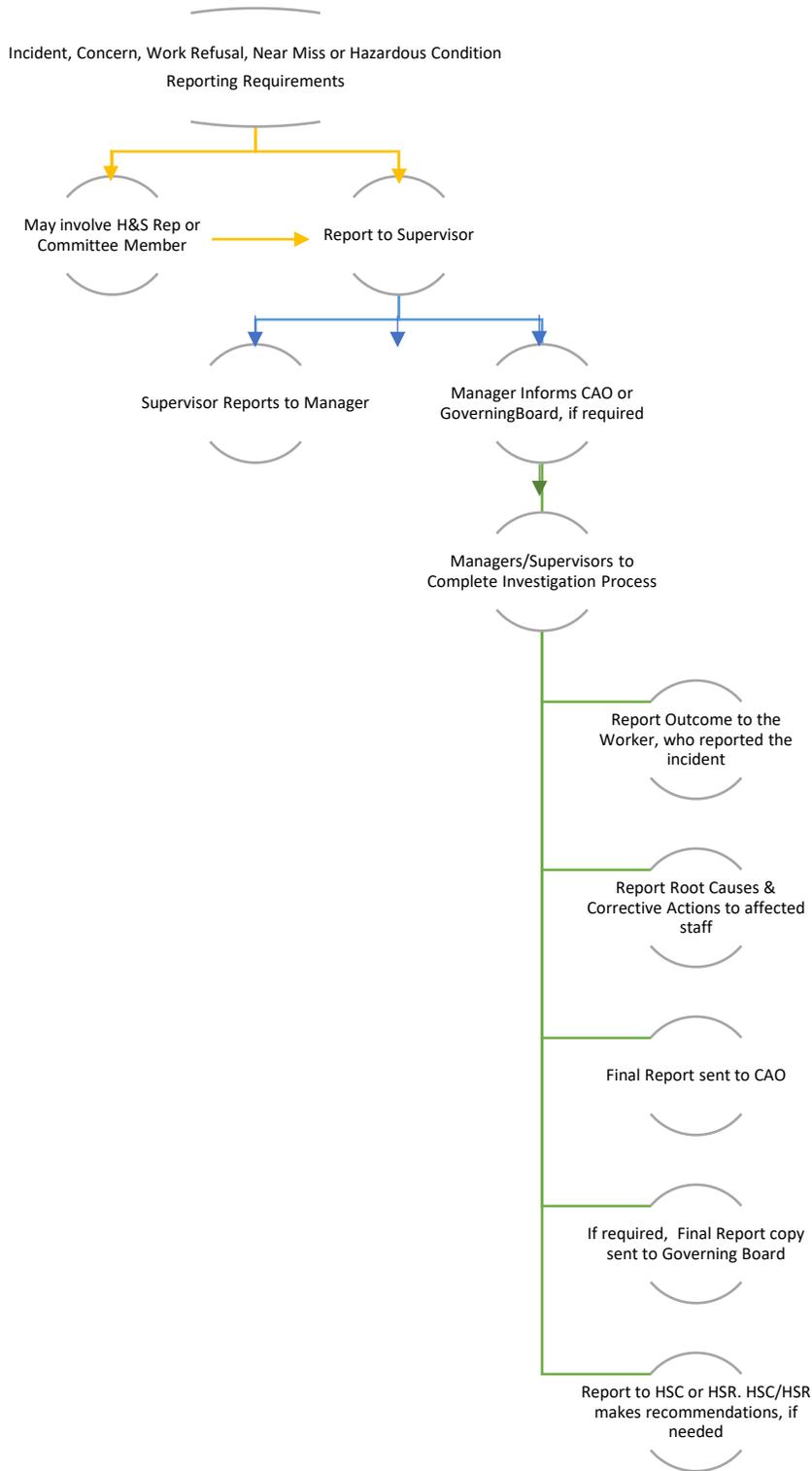


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Revised:

Reporting Health & Safety Issues – Flowchart



All workers have the right to report dangerous work directly to the OHS Contact Centre,

1-866-415-8690 or 780-415-8690.



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Health & Safety Policy Statement

The Town of Sexsmith is committed to a strong safety program that protects its employees, contractors, volunteers, elected officials, visitors, its property/equipment and the public, from injuries and illnesses, damages to property/equipment and environmental spills and releases. The basis of a strong and healthy municipality first begins with clear directives and a plan that encompasses health and safety as part of the foundation, culture and future of any business.

The purpose and goal of the health and safety program is to provide a positive working environment and an injury free workplace for all employees and a safe and healthy community for all residents. This will be accomplished through the implementation of safe work practices, loss control processes and procedures, training, inspections, preventative maintenance and strict compliance with the applicable provincial and federal occupational health and safety legislation.

Elected Officials support coordination of safety among all employees of the municipality by providing resources for the proper tools, equipment and training. A positive and proactive safety culture is the Council’s goal. This culture will be achieved through education, positive reinforcement and leading by example and supporting continual improvement processes. Elected Officials are accountable for complying with the municipality’s health and safety program and initiatives and complying with all applicable legislation including the Alberta Occupational Health & Safety legislation, regulation and codes.

The management of the Town of Sexsmith is committed to the promotion and maintenance of health and safety that addresses physical, psychological and social well-being of its employees. Management is committed to complying with all applicable legislation including the Alberta Occupational Health & Safety legislation, regulation and codes.

Managers, supervisors and workers are responsible and accountable for complying with the municipality’s overall safety program and initiatives and are responsible for following all procedures, working safely, and reporting anything unsafe. Managers, supervisors and workers are to improve safety measures, whenever possible, are expected to comply with all applicable legislation, including the Alberta Occupation Health & Safety legislation, regulation and codes. Complete and active participation by everyone, every day, in every job, is necessary for the safety excellence the municipality expects.

Volunteers, prime contractors, contractors and sub-contractors working for the municipality and visitors are to comply with all applicable legislation as well as comply with the municipal’s health and safety program and initiatives to support continual improvements and loss reduction strategies and report anything that is unsafe immediately to their direct supervisor.

The safety information in this policy, the Town Safety Manual, or any other documentation does not take precedence over the Alberta Occupational Health and Safety Act, Regulation and Code.

Rachel Wueschner

Rachel Wueschner, CAO Signature

January 6, 2020

Date

Kate Potter

Kate Potter, Mayor Signature

January 6, 2020

Date



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Revised:

Roles & Responsibilities

Health and safety are responsibilities shared by the elected officials, CAO, department managers, supervisors, workers, prime contractors, contractors, sub-contractors, volunteers, visitors, service providers and any other worksite parties or others at the work sites.

Legislation

Obligations of Employers, Alberta Act Part 1, Section 3

The employer representatives are CAO, department managers, supervisors and may include contractors and volunteers oriented and trained to act on behalf of the municipality at a worksite.

Every employer shall ensure, as far as reasonably practicable for the employer to do so,

- *The health and safety and welfare of;*
 - *Workers engaged in the work of that employer*
 - *Those workers not engaged in the work of that employer but present at the worksite at which that work is being carried out*
 - *Other persons at or in the vicinity of the worksite who may be affected by hazards originating from the worksite*
- *Employer's workers are aware of their rights and duties under the Act, the regulations and the OHS code and of any health and safety issues arising from the work being conducted at the worksite.*
- *That none of the employer's workers are subjected to or participate in harassment or violence at the worksite.*
- *The employer's workers are supervised by a person who;*
 - *Is competent and,*
 - *Familiar with the Act, the regulations and the OHS code that apply to the work performed at the worksite.*
- *The employer consults and cooperates with the joint worksite health and safety committee or health and safety representative, as applicable, to exchange information on health and safety matters and to resolve health and safety concerns.*
- *The health and safety concerns raised by workers, supervisor, self-employed persona and the joint health and safety committee or health and safety representative are resolved in a timely manner and,*
- *On a worksite where a prime contractor is required, the prime contractor is advised of the names of the supervisors of the workers.*
- *Shall ensure that workers are adequately trained in all matters necessary to protect their health and safety, including before the worker;*
 - *Begins performing a work activity*
 - *Performs a new work activity, uses new equipment or performs new processes, or*
 - *Is moved to another area or worksite.*
- *Shall cooperate with any person exercising a duty imposed by the Act, the regulation and the OHS code.*



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- *Shall comply with the Act, the regulation and the OHS code.*

Obligations of Supervisors, Alberta Act Part 1, Section 4

Every supervisor shall, as far as reasonably practicable for the supervisor to do so;

- *Ensure that the supervisor is competent to supervise every worker under the supervisor's responsibility,*
- *Take all precautions necessary to protect the health and safety of every worker under their supervisor's supervision,*
- *Ensure that a worker under the supervisor's supervision works in the manner and in accordance with the procedures and measures required by the Act, the regulations and the OHS code,*
- *Ensure that every worker under the supervisor's supervision uses all hazard controls, properly uses or wears personal protective equipment designated or provided by the employer or required to be used or worn by the Act, the regulations or the OHS code, and*
- *Ensure that none of the workers under the supervisor's supervision are subjected to or participate in harassment or violence at the work site,*
- *Advise every worker under the supervisor's supervision of all known or reasonably foreseeable hazards to the health and safety in the area where the workers is performing work,*
- *Report to the employer a concern about an unsafe or harmful worksite act that occurs or has occurred or an unsafe or harmful worksite condition that exists or has existed,*
- *Shall cooperate with any person exercising a duty imposed by the Act, the regulation and the OHS code.*
- *Shall comply with the Act, the regulation and the OHS code.*

Obligations of Workers, Alberta Act Part 1, Section 5

Every worker shall, while engaged in an occupation;

- *Take reasonable care to protect the health and safety of the worker and of others person at or in the vicinity of the worksite while the worker is working,*
- *Cooperate with the worker's supervisor or employer or any other persons for the purposes of protecting the health and safety of;*
 - *The worker,*
 - *Other workers engaged in the work of the employer, and*
 - *Other workers not engaged in the worker of the that employer but present at the worksite at which that work is being carried out,*
- *At all times, when the nature of the work requires, uses all devices and wear all personal protective equipment designated and provided for the worker's protection by the worker's employer or required to be used when worn by the worker by the Act, the regulation or the OHS code*
- *Refrain from causing or participating in harassment or violence,*
- *Report to the employer or supervisor a concern about an unsafe or harmful worksite act that occurs or has occurred or an unsafe or harmful worksite condition that exists or has existed,*
- *Shall cooperate with any person exercising a duty imposed by the Act, the regulation and the OHS code.*
- *Shall comply with the Act, the regulation and the OHS code.*



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Multiple Obligations, Alberta Act Part 1, Section 13

The Alberta Act, Multiple obligations, the “function” means the function of prime contractor, owner, contractor, employer, supervisor, service provider, supplier, worker, self-employed person or temporary staffing agency.

- *If a person has 2 or more functions under the Act in respect of one worksite, the person shall meet the obligation of each function.*
- *If one or more provisions in the Act, the regulations or the OHS code imposes the same duty on more than one person and one of the persons subject to that duty complies with the applicable provisions, the other persons subject to that duty are relieved of their duty only during the time when,
 - *Simultaneous compliance of that duty by more than one person would result in unnecessary duplication of effort and expense, and*
 - *The health and safety of any person at the worksite is not put at risk by compliance with that duty by only one person.**

All persons conducting work at the municipality’s worksite or a worksite under the control of the municipality are all workers. A worker may have multiple roles at a worksite.

When a person hired through a contract, volunteering, managing or supervising others at a worksite would have multiple health and safety responsibilities. The Alberta Act identifies individuals with multiple obligations as requiring fulfilment of all the obligations.

For example, a manager is a worker and has the additional health and safety obligations of being the employer’s representative and may also be the supervisor of the worksite. Therefore, the manager needs to understand the manager has responsibilities as a worker, an employer’s representative and may have the responsibilities and obligations if the manager is also supervising others at the worksite.

For example, a prime contractor has multiple obligations; their own employer’s representative, the prime contractor’s representative is a worker and has to fulfil the obligations of a worker’s health and safety obligations and the obligations of being their own employer’s obligations. If the prime contractor is also a supervisor at the worksite, the individual must meet all the obligations as a supervisor for their own workers and other workers employed under a sub-contracting agreement, or may be assigned to supervise the municipal’s workers.

For example, a supervisor has obligations as a worker and the health and safety obligations of a supervisor for the workers the supervisor is supervising.

Municipal Government Act, Elected Officials Requirements Section 201 & 205(5)

Council’s principal role in municipal organization. A council is responsible for

- *Developing and evaluating the policies and programs of the municipality*
- *Carrying out the powers, duties and functions expressly given to it under this or any other enactment.*
- *A council must not exercise a power or function or perform a duty that is by this or another enactment or bylaw specifically assigned to the chief administrative officer or a designated officer.*



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Revised:

Alberta Government Act, Establishment of chief administrative officer, Section 205(5)

- *Council must ensure that the chief administrative officer appropriately performs the duties and functions and exercises the powers assigned to the chief administrative officer by this or any other enactment or by council.*

Municipal Government Act, CAO Requirements Section 207

The chief administrative officer's responsibilities. The chief administrative officer

- *Is the administrative head of the municipality*
- *Ensures that the policies and programs of the municipality are implemented*
- *Advises and informs the council on the operation and affairs of the municipality*
- *Performs the duties and functions and exercises the powers assigned to a chief administrative officer by this and other enactments or assigned by council*

Specific Health and Safety Program Responsibilities

Mayor & Councillors

- Approve policies that support the health and safety program and initiatives.
- Ensure adequate resources are made available to continually develop, improve, promote and foster an effective health and safety program for all levels of employees.
- Leading by example and when hired as a contractor or volunteer following the health and safety rules, safe work practices and other municipality's health and safe program requirements and legislative and regulatory requirements when acting as a contractor or volunteer at the worksite assigned to them.
- Be an active ambassador of the health and safety program by communicating its importance to employees and the general public.
- Refrain from causing or participating in harassment or violence.

Chief Administration Officer

- Oversee health and safety within the municipality and ongoing review to ensure continuous improvement.
- Be an active ambassador of the health and safety program by communicating its importance to employees and the general public.
- Maintain overall accountability and control of the health and safety program.
- Set policies, directives, procedures and responsibilities that support the health and safety program.
- Review the health and safety program at least every 3 years or more often if there is a change in circumstances or changes in operations that could pose a hazard to workers, Alberta Act, Part 5, Section 37(4).
- Follow up with corrective actions identified from prime contractors, contractors, visitors, volunteers, workers, managers, supervisors and ensure the corrective actions are resourced and



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implemented to control the hazards. Corrective actions may be identified from, but not limited to inspections, investigations, observations or changes in work activities at the worksite or changes in operations.

- Lead by example and create a positive environment that promotes active worker participation in health and safety activities and reinforce and praise positive behavior.
- Participate in formal workplace inspections and safety observations, as per inspection schedule and directive.
- Participate in health and safety meetings and encourage workers to provide feedback and participate in meetings.
- Ensure all incidents, illnesses, work refusals, near misses, spills/releases, hazardous conditions and workplace violence and harassment incidents are investigated and reported. Ensure investigations identify root causes and applicable corrective actions are implemented from investigations.
- Refrain from causing or participating in harassment or violence.
- Ensure adequate resources are included in the annual budget to continually develop, improve, promote and foster an effective health and safety program for all levels of employees.
- Understand, implement and ensure compliance with all applicable areas of the Occupational Health and Safety Act, Regulations and Code and other applicable legislation and regulatory requirements.

Managers

- Manage the health and safety program initiatives within their department.
- Lead by example and create a positive health and safety environment that promotes active worker participation in health and safety related activities.
- Communicating the health and safety program and the importance to workers, prime contractors, contractors, sub-contractors, visitors, volunteers and any other worksite parties and the general public.
- Ensure hazards are assessed, appropriately controlled and reviewed on a continual basis.
- Responsible for contractors, sub-contractors and self-employed persons;
 - Ensure all operations including those of contractors, sub-contractors, self-employed persons and volunteers are informed on legislative requirements and follow up with any observations with legislation or regulations.
 - Ensure all contractors, sub-contractors are qualified and have a system in place where contractor/sub-contractor have demonstrated competency for their own workers to be able to conduct the jobs/tasks they are assigned.
 - Ensure proper Prime Contractor notification is displayed at all construction sites.
- Follow up with corrective actions identified from prime contractors, contractors, visitors, volunteers, workers, managers, supervisors and ensure the corrective actions are resourced and implemented to control the hazards. Corrective actions may be identified from, but not limited to inspections, investigations, observations or changes in work activities at the worksite or changes in operations.
- Ensure all required health and safety procedural documentation and safe work practices are being created and participate in the creation and review of the practices and procedures.
- Review, follow and assist in the creation of procedures that support the health and safety program and initiatives.



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- Ensure all inspections are completed; formal and informal workplace inspections and pre-use vehicle and equipment inspections.
- Participate in the formal and informal workplace inspections, as per inspection participation schedule.
- Ensure the appropriate Personal Protective Equipment (PPE) is available for all work sites and provide resources to ensure the correct type, use, storage, maintenance and replacement of PPE.
- Ensure all incidents, illnesses, work refusals, near misses, spills/releases, hazardous conditions and workplace violence and harassment incidents are investigated and reported. Ensure investigations identify root causes and applicable corrective actions are implemented from investigations.
- Ensure all injuries are reported to WCB within the 72-hour reporting requirement and when required report all serious injuries and potential serious injuries to OHS and any other appropriate authorities.
- Correct substandard conditions or substandard acts and when required educate workers, prime contractors, contractors, sub-contractors, volunteers, visitors and any other worksite party about the health and safety program and initiatives.
- Ensure all workers and supervisors are qualified and can demonstrate competency to conduct the jobs and tasks they are assigned.
- Refrain from causing or participating in harassment or violence.
- Ensure all workers participate in the required and appropriate health and safety training, inspections and health and safety meetings, as per directive and schedules.
- Ensure there is adequate and appropriate supervision on all municipal work sites.
- Understand, implement and ensure compliance with all applicable areas of the Occupational Health and Safety Act, Regulations and Code and other applicable legislation and regulatory requirements.

Supervisors

- Manage health and safety program requirements and initiatives for workers they are directly supervising.
- Be knowledgeable about safety policies, procedures, directives and educate staff where applicable.
- Demonstrate commitment to the health and safety program through listening and meeting employees regarding health and safety issues and concerns.
- Lead by example and create a positive health and safety environment that promotes active worker participation in health and safety related activities.
- Communicating the health and safety program and the importance to workers, prime contractors, contractors, sub-contractors, visitors, volunteers and any other worksite parties and the general public.
- Assist and participate in the development and review of hazard identification and control processes and recommend controls for the formal and site-specific hazard assessment processes.
- Ensure all workers are informed about the job hazards and site-specific hazards on each work site.
- Review, follow and assist in the creation of procedures that support the health and safety program requirements.



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- Assist with the development and implementation of health and safety procedural documentation and safe work practices.
- Conduct inspections; formal and informal workplace inspections and pre-use vehicle and equipment inspections, as per directive and inspection schedules.
- Conduct health and safety meetings and encourage participation from workers, contractors and volunteers, visitors and any other worksite party.
- Ensure all workers are qualified and can demonstrate competency to conduct the jobs and tasks they are assigned.
- Take a lead role in mentoring workers when required. Reinforce and praise positive behaviour.
- Ensure workers attend any and all required health and safety training.
- Ensure the appropriate Personal Protective Equipment, PPE, is readily available at all work sites and correctly used, stored, maintained and replaced when required.
- Report all injuries, illnesses, work refusals, workplace violence and harassment incidents, spills, releases, vehicle incidents, near misses or hazardous conditions or acts to the manager immediately.
- Participate in incident investigations when required.
- Refrain from causing or participating in harassment or violence.
- Correct substandard conditions or substandard acts and when required educate workers, contractors and volunteers, visitors about the health and safety program requirements.
- Ensure there is adequate and appropriate supervision on all municipal work sites.
- Understand, implement and ensure compliance with all applicable areas of the Occupational Health and Safety Act, Regulations and Code and other applicable legislation and regulatory requirements.

Workers

- Understand and adhere to the municipality's health and safety program policies, health and safety procedural documentation, safe work practices and health and safety rules.
- Take every reasonable precaution to protect the safety of themselves and their co-workers, contractors, volunteers and/or visitors.
- Immediately report any hazardous conditions, unhealthy and unsafe acts and/or conditions or any work refusals to their immediate supervisor.
- Correct any unsafe acts or conditions where possible to prevent incidents from occurring or from worsening.
- Wear appropriate personal protective equipment when required.
- Report all near misses and injuries or illnesses, all types of incidents, work refusals, workplace harassment and violence, or environmental spills or releases to their immediate supervisor.
- Participate in all health and safety initiatives and directives, health and safety meetings, hazard assessments, training, etc.
- Empower and encourage all levels of employees to participate in the Health and Safety Program by setting a positive example.
- Be an active ambassador of the Health and Safety Program by communicating its importance to employees and the general public.
- Refrain from causing or participating in harassment or violence.



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- Understand, adhere to all applicable areas of the Occupational Health and Safety Act, Regulations and Code and other applicable legislation and regulatory requirements.

Prime Contractors, Contractors, Sub-contractors and Self-employed Persons

- Adhere to the higher or designated at the time of the contract, either the municipality's health and safety policies, practices and procedures, directives and rules or the Contractor's health and safety program, policies, practices and procedures. If designated as the prime contractor for a job site, adhere to all health and safety policies, practices, procedures, directives and rules of their health and safety program.
- Perform all work safely throughout operations by ensuring sub-contractors and contractor's workers are competent to do their work safely and are aware of their responsibilities and accountabilities.
- Coordinate, organize and oversee the performance of all work at the worksite to ensure, as reasonable and practicable to do so, that no person on the worksite is exposed to hazards arising out of, or in connection with activities at the worksite, Alberta Act, Part 1, 10(5)(b).
- Immediately report, or when safe and practical to do so, any unsafe or unhealthy acts, conditions, all types of incidents or illnesses or work refusals to their municipal representative.
- Ensure investigations identify root causes and report the root causes to their municipal representative with recommendations for corrective actions to be implemented.
- Identify and correct all hazardous conditions, unsafe acts or conditions, work refusals on their job site and complete the municipality's incident reporting requirements or submit a copy of the incident and investigation reports outlining corrective actions taken.
- Ensure anyone entering the work site is informed about the hazards and control processes and conduct a work site orientation when required.
- Ensure health and safety programs and operations comply with contractual and regulatory requirements.
- Ensure all incidents, illnesses, near misses, work refusals, workplace violence and harassment incidents, environmental spills or releases, property damages to the municipal's assets are reported immediately to the municipal's representative.
- Ensure all types of incidents that are reported are investigated and corrective actions are taken to prevent any recurrence and participate in the investigation processes, when asked to do so.
- Ensure the appropriate Personal Protective Equipment, PPE, is readily available at all work sites and is correctly used, stored, maintained and replaced when required.
- Refrain from causing or participating in harassment or violence.
- Provide the municipality's project representative with copies of any health and safety documentation upon request or as identified at periodic intervals.
- Understand, implement and adhere to all applicable areas of the Occupational Health and Safety Act, Regulations and Code and other applicable legislation and regulatory requirements.

Visitors and Volunteers

- Participate in health and safety training and orientation to be able to identify hazards that may be encountered when on a municipality's worksite.
- Follow all health and safety rules appropriate to the work they will be volunteering.



Element 1 – Health & Safety Policy, Directives and Roles and Responsibilities

Implemented: 2020-01-01

Revised:

- Refrain from causing or participating in harassment or violence.
- Wear all appropriate personal protective equipment (PPE) while on a municipality's worksite or a worksite under the control of a prime contractor, when required and asked to do so.
- Take every reasonable precaution to protect the safety of themselves and other workers, contractors, volunteers and/or visitors.
- Immediately report any hazardous conditions, unsafe work practices and/or conditions to the appropriate personnel.
- Report all near misses, workplace violence and harassment incidents, injuries or illnesses or environmental spills and releases to the appropriate Town representative.



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Implemented: 2020-01-01

Revised:

General Health and Safety Rules

The following rules and shall be enforced for all managers, supervisors, workers, visitors, volunteers, elected officials, contractors, sub-contractors, prime contractors, service providers, self-employed persons, and any other worksite parties. Any violations of the safety rules may result in disciplinary action.

No worker is expected to work in an unsafe manner or to perform an unsafe act. No worker is expected to perform work that will result in harm to the environment.

Appropriate clothing and footwear are to be worn at all work sites, at facilities and temporary worksites, and workers are to don the appropriate PPE, as identified on formal hazard assessments.

No worker shall engage in any improper activity or behavior at a workplace that might create or constitute a hazard to themselves or any other person or the public.

All work shall be carried out following appropriate safe work practices and procedures.

Workers are not allowed to wear loose jewelry or loose clothing while working on site if there is a chance that it may get caught in equipment. Reviewing the formal and site-specific hazard assessments help to identify appropriate clothing and when jewelry is not allowed to be worn during the specific job task or job activity.

Workers are to report all types of incidents, injuries, illnesses, near misses, hazardous conditions, work refusals to their direct supervisor or manager.

Only tools that are in good repair, with guards and safety devices in place, shall be used. Defective tools, equipment, vehicles, PPE are to be tagged out and removed from service and reported to a worker's direct supervisor or manager. All equipment shall be inspected before each use.

Workers must operate only the equipment that they are authorized, trained, and qualified to use. Smoking is permitted only in designated areas — no smoking in municipal vehicles or equipment or at muster points during a drill or actual evacuation emergency.

Workers must operate all vehicles following municipalities driving directive and per the Traffic Safety laws.

All workers must work within the limits of all applicable government Acts, Codes, and Regulations such as Occupational Health & Safety, Worker's Compensation Board, and Fire Codes.



General Housekeeping Directive

All managers, supervisors, workers, contractors, subcontractors, visitors, and volunteers are to take personal initiative and contribute to a safe, clean, and orderly environment. All worksite parties will work towards maintaining their respective workplaces cleanly and safely.

Housekeeping encompasses all activities related to the cleanliness of buildings, materials, and equipment and the elimination of nonessential elements and hazardous conditions.

Application of the general housekeeping practices to all the municipality's worksites and all areas where workers perform maintenance, construction, or other activities is essential to reducing incidents and losses;

- Garbage, scrap, debris, and other trash materials are to be appropriately disposed of in designated containers and removed at frequent and regular intervals. Containers used for garbage and other oily, flammable, or hazardous wastes shall be equipped with covers and labelled.
- Material and equipment will be stored only in appropriate storage locations.
- Floors should be maintained clean and as dry as reasonably practicable and clean up spills immediately.
- Equipment is to be kept clean and in good working condition.
- Individual work areas are to be kept clean to ensure that work activities may proceed in an orderly and efficient manner.
- Use tools, supplies, parts, and equipment in a manner according to regulatory, legislative, and manufacturer standards.
- Hazard control should be used to ensure the work area is maintained acceptably.
- Trenches, pits, or sumps are always to be covered or barricaded.
- Shelved items must be placed in an orderly manner and arranged, and items stacked or stored in a way not to pose a falling hazard.
- Items will not be placed in front of shelves so that workers must climb or reach over the items stored in front of the shelves to retrieve items.
- Storage of unnecessary combustibles such as cardboard boxes is discouraged.
- Items stored shall remain 18" below the plane of the sprinkler heads, or 24" below the ceiling in areas without automatic sprinkler systems.
- Every floor, working place, and passageway shall be kept free from protruding nails, splinters, loose boards, and unnecessary holes and openings.

Good housekeeping is the day-to-day responsibility of workers, managers, supervisors, and other worksite parties, volunteers.

It is the manager's or supervisor's responsibility to regularly inspect all work areas under their direction and ensure good housekeeping practices are used and effective.



Personal Protective Equipment Directive

The municipality will train workers who use, maintain, and wear personal protective equipment (PPE) and to have all workers, contractors, subcontractors, visitors, or volunteers use appropriate PPE as per relevant legislation.

- All PPE will be within the requirements of Occupational Health and Safety (OH&S) Legislation and applicable standards such as CSA or ANSI, NIOSH, etc.
- All PPE used by Municipality workers will be worn and maintained and following the manufacturer's instructions and requirements.
- The worker using the PPE will inspect PPE at the time of issue, and before each use.
- All PPE that requires service or repair will be removed from service immediately.
- When PPE is removed from service, it will be tagged "OUT OF SERVICE." Any PPE tagged "OUT OF SERVICE" will not be returned to service until repaired and inspected by a person qualified to perform the repair.
- PPE will not be modified or changed contrary to the manufacturer's instructions and specifications or OH&S regulations.

Managers and supervisors are to ensure the appropriate type of PPE is selected and used for the job tasks identified as requiring the PPE as a control measure.

Managers will ensure the hazard assessment reports and processes identifies the appropriate level of PPE for the job task.

All PPE will be purchased from qualified suppliers and meet either CSA, NIOSH, or any other type of regulatory requirement for the PPE.

Managers, supervisors, workers, visitors, volunteers, contractors, prime contractors, sub-contractors, self-employed persons, elected officials hired as contractors or volunteers, and any other worksite party will wear the appropriate level of PPE, as identified on formal or site-specific hazard assessment reports.



Driving Directive

Municipal workers, managers, supervisors operating municipal vehicles or commercial vehicles are to have the appropriate level of provincial driver's license, and the operator's licenses are to be current and valid as required by law.

For personal owned vehicles used for work purposes;

- Ensuring Insurance is valid and current as required by law and meets client requirements.
- Workers who drive to field locations are required to have public liability and property damage insurance (PLPD) and have their vehicles insured for business use.

Powered mobile equipment, seat belt requirements;

- Alberta OHS Code, Part 19, Section 271(2) allows operators to suspend the use of seat belts for powered mobile devices, *if the work process makes wearing the seat belts in the powered mobile equipment impracticable, the employer may permit workers to wear shoulder belts or use bars, screens or other restraining devices designed to prevent the operator or a passenger from being thrown out of the rollover protection structure.*

Safe Driving Rules

- Always operate a vehicle safely and legally and following the Traffic Safety laws.
- Ensuring all passengers, including the driver, wear seatbelts. Wearing seat belts is mandatory when driving vehicles, personal vehicles for municipal work activities and when driving the powered mobile equipment, such as back hoes, graders, skid steers, etc. on public roadways and streets.
- A seat belt may become impractical to wear during the operation of a powered mobile equipment, such as graders during grading operation. The operator may be allowed not to wear the seatbelt, as long as the powered mobile equipment has some type of restraining device to prevent the operator from being thrown out of the rollover protection structure.
- Obeying all signs governing movement and parking of vehicles.
- Yielding the right of way to any pedestrians.
- Inspecting the condition and operation, before starting motion, of the following: tires, lights, horns, windshields, wipers, rear-view mirrors, brakes, steering gear, head lights, taillights, turn signals, gasoline, oil and radiator coolant and transmission/steering fluid if applicable. The vehicle inspection forms must be completed for commercial vehicles.
- All vehicles are maintained safely and maintained according to the manufacturer's specifications.
- Turn the vehicle off during fueling or changing a flat tire.



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Revised:

- When applicable, turn vehicles off to reduce idling and emissions. Vehicles may be required to idle if needed for the safe operation of equipment attached or on the vehicle.
- All municipal owned vehicles will have the appropriate level of first aid kit, emergency kits, and spare tires, and tire changing tools.
- When parking a vehicle, either use a spotter or walk around of the vehicle to verify a clear path by checking for any objects, persons, or other vehicles.
- Safely park the vehicle before using a mobile phone or any other type of communication device.
- Keep objects secure to avoid objects becoming a projectile during operation, hard braking, or in the event of a vehicle accident.
- Modifications to any safety device of vehicles or commercial vehicles is strictly prohibited without the written endorsement from the manufacturer.
- All signs, stickers, or labels must not obstruct the driver's vision or impede the driver's use of any controls.



3 Worker Rights – Refuse, Participate and Know

Legislation

The Alberta Occupational Health and Safety Act, Part 1, Section 3(1), Obligations of employers stipulates the employer shall ensure, as far as it is reasonably practicable for the employer to do so, the health and safety of workers engaged in the work of that employer and those workers not engaged in the work of that employer, but present at the work site at which that work is being carried out. The employer's workers are aware of their rights and duties under the Act, Regulations, and Code of any health and safety issues arising from the work being conducted at the work site.

The Alberta Occupational Health and Safety Act, Part 4, Section 31, Right to refuse dangerous work. A worker may refuse to work or to do particular work at a work site if the worker believes on reasonable grounds that there is a dangerous condition at the work site or that the work constitutes a danger to the worker's health and safety or to the health and safety of another worker or another person.

Responsibilities

Manager and Supervisor Responsibilities

Managers and supervisors are to ensure workers are aware of the hazards and control processes to reduce exposure and risk in the workplace and reduce the need for work refusals.

Managers and supervisors are to complete orientations, ensure training is completed, and hold regular health and safety meetings as effective means to inform workers of hazards and the worker's rights. Managers and supervisors must not discipline a worker for exercising their right to report dangerous or unsafe work in the workplace.

Managers and supervisors have the responsibility and duty to investigate all work refusals reported and, when available have the health and safety representative or committee member participate in the investigation.

Managers and supervisors investigating the work refusal of dangerous conditions are not to assign another worker to the dangerous work or condition until the dangerous condition is resolved.

Managers and supervisors are to reassign a worker temporarily to alternative work at no loss or pay in benefits until the work refusal matter is resolved.

Workers Responsibilities

- Carry out any work if, on reasonable and probable grounds, the worker believes that there exists an imminent danger to the health or safety of that worker,
- Carry out any work if, on reasonable and probable grounds, the worker believes that it will cause to exist an imminent danger to the health or safety of that worker or another worker present at the work site, or



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Revised:

- Operate any tool, appliance, or equipment if, on reasonable and probable grounds, the worker believes that it will cause to exist an imminent danger to the health or safety of that worker or another worker present at the work site.
- Complete orientations, training, and participate in health and safety meetings and provide feedback and recommendations to assist managers and supervisors in eliminating or controlling hazards and risks in the workplace.

Notification of Refusal of Work

Once a worker has decided to stop work based on the task, conditions of site or tools, or hazards, they must, as soon as practicable, notify their direct supervisor or manager of the refusal and the reason for the refusal to do the work.

Depending on the circumstances, the worker may be required to remain, or the worker may request to remain at the work site or be temporarily assigned to other work or may be asked to assist with rectifying the conditions that led to the work refusal.

Investigating and Resolving the Work Refusal

Managers and supervisors will immediately investigate the situation. If it is as simple as a standard tool is malfunctioning, place an “Out of Service” Tag on it and use another tool.

No other person can complete the task unless trained and competent. All actions must be taken to eliminate the imminent danger. No worker will perform or cause to perform the work or use or operate the tool, appliance, or equipment.

A written record of the worker’s notification will be prepared and include the conclusion of the investigation and actions taken. The worker(s) who gave the notification will also receive a copy of the record.

It is everyone’s responsibility and a job requirement to stop any task that may be considered dangerous work.



Definition of Improper Activity or Behavior

Horseplay, practical jokes, unnecessary running or jumping, or similar conduct will not be tolerated in the workplace.

Workplace harassment and violence will not be tolerated and may result in discipline, training, or depending upon the severity suspension or termination.

Absence

- Absences without a legitimate reason.
- Chronic or repeated absenteeism without reason.
- Repeated tardiness, without legitimate reason or authorization.

Appearance

Inappropriate appearance includes failure to maintain appropriate personal appearance or dress and includes not wearing the appropriate personal protective equipment.

Prohibited Conduct

1. Discourtesy toward others (e.g., failure to work harmoniously with fellow workers or serve the public with courtesy).
2. Gambling while on duty.
3. Hindering or limiting normal operations or interfering with another worker's work.
4. Illegal conduct, conduct unbecoming to a worker or conduct damaging to public relations.
5. Incompetency, neglect of duty, or unsatisfactory performance of assigned job duties.
6. Insubordination (i.e., failure or refusal to comply with supervisor instructions unless the instructions are illegal or endangering).
7. Threatening or committing acts of intimidation or violence, bullying, or unwanted harassment.
8. Refusal to obey the emergency instructions of law enforcement officials or other proper authorities.
9. Smoking in unauthorized areas.
10. Sleeping or napping on duty (e.g., napping and sleeping will be allowed during a worker's regular breaks).
11. Unlawful or unauthorized use, carrying, or possession of firearms, explosives, or other potentially dangerous weapons on municipal property.

Property

1. Carelessness, inattention to duty, or purposeful acts resulting in injury to property or person(s).
2. Failure to maintain prescribed records.
3. Concealing, falsifying, altering, misusing, or removing records, including electronic data records.
4. Theft of property.
5. Unauthorized use of vehicles or failure to possess a valid and current driver's license, if required as a job qualification or condition of employment.



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Revised:

6. Direct or indirect use or misuse of property officially approved activities (including, but not limited to, workers, facilities, mail service, supplies, equipment, and computing and communication resources, including computers, networks, electronic mail services, electronic information sources, voice mail, telephone services, and other communication resources).
7. Misappropriation of property or the property of others.

Rules and Regulations

1. Failure to follow prescribed rules and regulations, or violation of the directive and procedure.
2. Discrimination based on race, sex, age, religion, gender, gender identity or gender expression, national origin, citizenship, disability.
3. Violation of safety rules, safety practices, or procedures or codes of practices and procedures may result in disciplinary actions.
4. Retaliation or discriminatory actions against a person or the municipality is strictly prohibited.

Substance Abuse

1. Consuming alcoholic beverages or being under the influence of alcoholic beverages during regular working hours or when operating a vehicle, equipment, or machinery is prohibited.
2. Work related events may allow for the consumption of alcoholic beverages, such as conferences or after-hour celebrations.
3. Operating municipal vehicles, equipment, or machinery is strictly prohibited when alcohol beverages or being under the influence of alcoholic beverages have been consumed.
4. Unlawfully manufacturing, selling, possessing, distributing, dispensing, using, or purchasing a controlled substance.
5. Unlawfully conspiring, negotiating, or arranging to purchase, sell, possess, distribute, dispense, or use a controlled substance.
6. Being under the influence of a controlled substance not authorized by a physician.



Ergonomics Directive

The ergonomics directive and self-assessment practices are control measures to assist managers, supervisors, and workers reduce the risk of overexertion and injuries of the back as well as strain and sprain injuries to other parts of the body.

Control Processes

During the hazard assessment process, administrative controls, PPE, and self-assessment of workstations and using ergonomically designed hand tools to reduce fatigue and vibration are effective controls to reduce musculoskeletal injuries and strains and sprains.

Education and Training

Education and training on ergonomic hazard identification and control processes will be part of the new or transferring worker, volunteer or contractor orientations.

Additional free webinar training through Alberta Labour, Bums and Backs: Applying Basic Ergonomics. Website, <https://www.alberta.ca/ohs-resources.aspx>.

Additional free training webinar through Canadian Occupational Health and Safety, Ergonomics and Musculoskeletal disorders (MSDs). Website, https://www.ccohs.ca/products/courses/msd_awareness/.

CCOHS Ergonomic Practices

Canadian Centre for Occupational Health and Safety Ergonomics excerpts providing examples of factors that may lead to fatigue or strains or sprains when a worker is working in awkward positions. The following self-assessment and ergonomic procedures are from the following two websites and summarized below.

- Office Ergonomics Website, <https://www.ccohs.ca/oshanswers/ergonomics/office/>
- Welding and Lifting Ergonomics Website, https://www.ccohs.ca/oshanswers/safety_haz/welding/ergonomics.html

Static Load

Static load or effort occurs when muscles are kept tense and motionless. Examples of static effort include holding the arms elevated (Figure 1a), or extended forwards or sideways (Figure 1b).

Static effort, that is holding any strained position for a period, is a particularly undesirable component in any work situation. Static effort increases the pressure on both the muscles, as well as on tissues, tendons and ligaments. It also reduces blood flow which cause a localized fatigue at a much quicker rate than would be expected by performing dynamic work (involving movement). Statically loaded muscles are much more vulnerable to fatigue and subsequent injury than muscles which are performing dynamic

work. Furthermore, muscles which are tired by static work take more than 10 times longer to recover from fatigue.

Try holding your arm straight out in front of you for a few minutes and you will see what we mean. Put any object in your outstretched hand and its weight will add to the static effort exponentially.) Bending and twisting the neck or the whole torso can also increase static load considerably. Add the exertion of force required by hand tools, and static load can increase still further (Figure 1c).

Figure 1a



Figure 1b



Figure 1c



Awkward Working Positions

Hand tools are often (actually, more than often) used where the space is limited, and access is difficult; see Figures 2a, 2b, 2c.

When the hand holds and uses a tool in an awkward position, it has less strength and is consequently more susceptible to soreness and eventual injury. If the arm is uncomfortable, the rest of the body is likely to be so as well, because it is natural to compensate for discomfort by trying to re-align the body by bending the back, rounding the shoulders, tilting the neck, and so on.

Awkward positions of the upper body considerably increase the effort needed to complete the task. The resulting fatigue, discomfort, and pain add further to the risk of developing injury.

Figure 2a

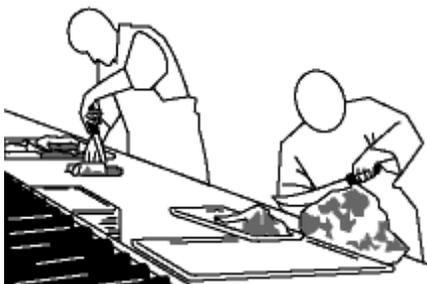


Figure 2b

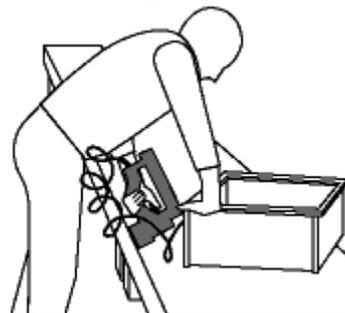


Figure 2c



Tissue Compression

As a rule, using a hand tool requires a firm grip. The resulting compression of soft tissue in the palm and fingers may obstruct blood circulation, resulting in numbness and tingling. Blisters are also common due to friction between the palm of the hand and the handle of the tool.



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Implemented: 2020-01-01

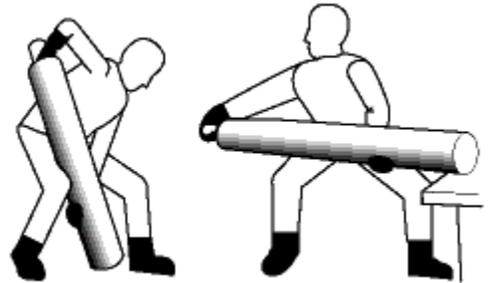
Revised:

Vibration

Certain heavy tools such as a chipping hammer can produce significant vibration, which is responsible for hand-arm vibration syndrome (HAVS), more commonly known as white finger or Raynaud's syndrome.

Lifting Cylinders

- Find out the weight of an object before attempting to lift it.
- DO NOT lift full or partially full cylinders on your own.
- Use a lifting aid if the object is heavy.
- Use a trolley or a mechanical lift to lift or move compressed gas cylinders.
- Get help with heavy or awkward loads if a lifting aid is not available.
- Do a few warmups stretch before lifting.
- Protect hands and feet in case the load falls.
- Place forward foot around the cylinder if it must be lifted manually.
- Lower the cylinder across thigh by pressing down with rear hand while holding cylinder underneath and slightly beyond the center point.
- Raise the end to the desired height.
- Push cylinder forward by rear hand.



How Long should a Person Sit or Stand?

Recommendations vary from sitting for 1 hour and standing for 5 minutes, switching between sitting and standing for 20, 30, 45, or 60 minutes.

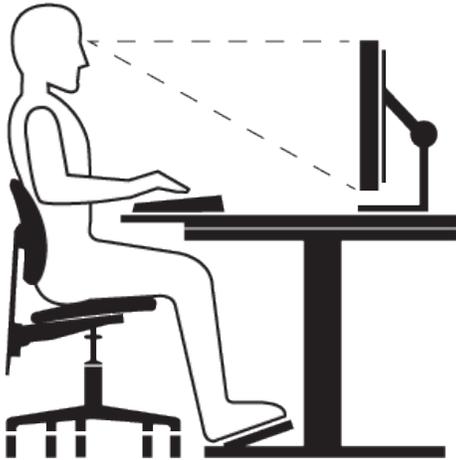
Your health professional may also make recommendations. The key factor is to alternate your position as needed. Allow time for your body to adjust to your new routine. Early studies have indicated that some users tend to return to sitting for much of the time after the initial trial period. To achieve the benefits of being able to alternate body positions, be sure to continue to do so.

Remember, it is also important to still take breaks away from the computer to help alleviate eye strain and to vary the position of head, upper body, arms, and hands.

Maintain a Neutral Sitting Body Position Figure 1

- Hands, wrists, and forearms are straight, in-line, and roughly parallel to the floor.
- Head is level or bent slightly forward, forward facing, and balanced. The head is in-line with the torso.
- Erect or upright spine.
- Shoulders are relaxed, and upper arms normally hang at the side of the body.
- Elbows stay close to the body and are bent between 90 and 120 degrees.
- No twisting of the upper torso.
- The in-line sight is between the horizontal and 35 degrees below the horizontal (i.e., when viewing the monitor, the monitor is at eye level or slightly below eye level).

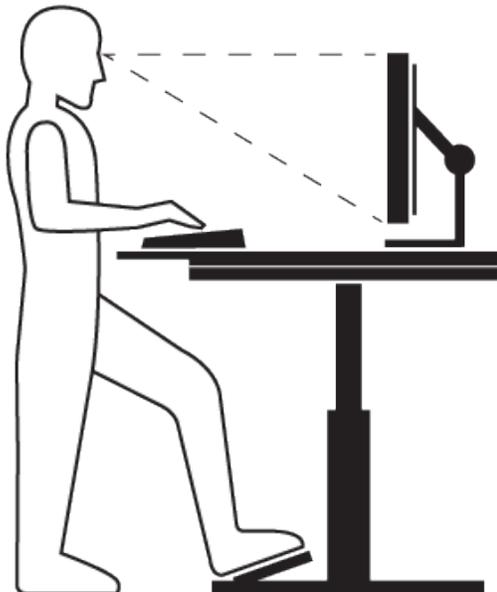
Figure 1 - Sitting at the desk



The desk is in the Standing Position Figure 2

- The platform height is approximately at your standing elbow position (e.g., your arms are in the same position as they would be if you were sitting).
- The keyboard and mouse are aligned as you would when you are sitting.
- The height of the monitor should still be between horizontal and 35 degrees below.
- Wear supportive footwear.
- Consider the use of an anti-fatigue mat, where appropriate.
- Use a footrest when standing to help shift your weight as needed or shift your weight from leg to leg occasionally.
- Make sure that any cables, electrical access, storage of materials, and general layout do not make adjusting the desk difficult.

Figure 2 - Standing at the desk





Environmental and Waste Management Directive

Waste is defined as any material the municipality has no further use or is no longer suited for its initial purpose and includes material that will be reused, recycled, or requires to be disposed.

Minimizing the amount and toxicity of waste generated in operations will reduce waste disposal cost and environmental, health, and safety risks.

The municipality is responsible for any negative impact of municipal waste on the environment.

Waste generated by the municipality or contractors hired on behalf of the municipality must be appropriately handled and disposed of at a licensed facility.

The municipality manages its waste by the application of the 4 R's; reduce, reuse, recycle and recover.

Reduce

Reducing the amount of waste, the municipality generates is the most effective method to protect our environment.

- Choose products with little or no packaging.
- Buy in bulk.
- Consider durable items.

Reuse

Reusing is another effective method to reduce waste.

- Give away old computers, furniture, and other unwanted items to charities and thrift stores that are still in usable conditions, based upon legislative, regulatory, and manufacturer standards.
- Purchasing items that identify the manufacturer uses to recycle materials, where applicable.

Recycle

When items or materials are unable to be reused, depending upon the condition and based upon legislation and regulatory and manufacturer standards.

Recycling keeps raw material in the system and keeps us less dependent on virgin ore, oil, and trees for raw materials. Items that can often be recycled include, but not limited to;

- Plastics
- Drinking containers
- Tires
- Filters
- Motor oil



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Implemented: 2020-01-01

Revised:

- Printer cartridges
- Batteries
- Recycle printer cartridges back to the vendor or appropriate hazardous waste recycling.

Recover

Recovery of materials or waste applies to materials or energy from waste, which cannot be reduced, reused or recycled. For example;

- Heat recovery is another money saving goal that is becoming more common as technology improves. The heat from production equipment can be recovered and used to heat offices or to preheat water needed for cleaning or production, e.g. solar panels.
- Solvents and spent oils can be reprocessed and returned to productive use.

Types of Hazardous Waste

Hazardous wastes must be stored, transported, and disposed of in a manner that meets all legislative requirements. Never mix hazardous waste with nonhazardous waste for dilution or disposal.

A hazardous waste exhibits one or more of the following characteristics;

- Ignitable
- Flammable
- Corrosive
- Reactive
- Toxic
- Infectious

Storage and Handling of Waste

All waste must be identified to identify potential risks. Waste must be stored safely to prevent impact on people and the environment in the event of a spill. All hazardous or WHMIS controlled waste must be stored in properly labeled containers and placed in secondary containment when identified as a requirement.

Follow the appropriate waste and recycling recommendations located on WHMIS safety data sheets and keep incompatible waste separated.

Treatment and Disposal of Waste

The racking of hazardous waste is essential to ensure the proper handling, treatment, disposal, and compliance with environmental regulations, Transportation of Dangerous Goods, or WHMIS legislation.