

Town of Millet - Health & Safety Program

Table of Contents

1.0 MANAGEMENT LEADERSHIP AND ORGANIZATIONAL COMMITMENT

- 1.0 Statement of Commitment
- 1.1 Vision Statement
- 1.2 Health and Safety Responsibilities
 - 1.2.1 Definitions
 - 1.2.2 Council
 - 1.2.3 Chief Administrative Officer (CAO)
 - 1.2.4 Director of Public Services
 - 1.2.5 Coordinator/Lead hand
 - 1.2.6 Health and Safety Coordinator
 - 1.2.7 Workers
 - 1.2.8 Volunteer Responsibilities
 - 1.2.9 Contractor Responsibilities
 - 1.2.10 Visitor Responsibilities
- 1.3 Right to Refuse Unsafe/Unhealthy Work
 - 1.3.1 Definitions
 - 1.3.2 Responsibilities
- 1.4 Working Alone
- 1.5 Enforcement and Discipline
- 1.6 Employee Conduct
 - 1.6.1 General Health and Safety Rules
 - 1.6.2 Alcohol and Drug Use
 - 1.6.2.1 Testing
 - 1.6.2.2 Testing Lab
 - 1.6.2.3 Employee Assistance Services
 - 1.6.3 Workplace Violence Prevention Program
 - 1.6.3.1 Definition of Workplace Violence
 - 1.6.3.2 Procedures in the Event of Workplace Violence

FORMS INCLUDED IN THIS ELEMENT:

Employee Warning Report
Contractor Safety Checklist

Town of Millet - Health & Safety Program

Table of Contents

2.0 HAZARD IDENTIFICATION

- 2.1 Hazard Assessment
 - 2.1.1 Definitions
- 2.2 Hazard Assessment Process
- 2.3 Risk Rating Process
- 2.4 Conducting a Work Site Hazard Assessment

FORMS INCLUDED IN THIS ELEMENT:

Hazard Identification, Assessment and Control Form
Work Site Hazard Assessment/Toolbox Meeting

3.0 HAZARD CONTROL AND MAINTENANCE

- 3.1 Hazard Control Directive
 - 3.1.1 Engineering Controls
 - 3.1.2 Administrative Controls
 - 3.1.3 Personal Protective Equipment (PPE)
- 3.2 Implementing Control Strategies
- 3.3 Safe Work Procedures
- 3.4 Preventative Maintenance Directive
 - 3.4.1 Lockout/Tag out Procedure
 - 3.4.2 Inventory
 - 3.4.3 Equipment Maintenance
 - 3.4.4 Maintenance of First Aid Kits
 - 3.4.5 Maintenance of Fire Extinguishers
 - 3.4.6 Maintenance of Office Equipment
 - 3.4.7 Personal Protective Equipment
 - 3.4.7.1 Eye and Face Protection
 - 3.4.7.2 Foot Protection
 - 3.4.7.3 Head Protection
 - 3.4.7.4 Hearing Protection
 - 3.4.7.5 Traffic Vest Protection
 - 3.4.7.6 Fall Protection
 - 3.4.7.7 Confined Spaces - Code of Practice
 - 3.4.7.8 Confined Space Entry Permit
 - 3.4.7.9 Safety Watch
 - 3.4.7.10 Air Quality Testing
 - 3.4.7.11 Ventilation
 - 3.4.7.12 Retrieval Systems
 - 3.4.7.13 Emergency Evacuation

Town of Millet - Health & Safety Program

Table of Contents

4.0 INSPECTIONS

- 4.1 Formal Workplace Inspections Directive
 - 4.1.1 Management of Deficiencies
 - 4.1.2 Responsibilities
 - 4.1.3 Training
- 4.2 Formal Inspections Process
- 4.3 On-going Informal Inspections
- 4.4 Housekeeping
- 4.5 Preventative Maintenance
- 4.6 Vehicle Operation
- 4.7 Equipment and Maintenance Records

FORMS INCLUDED IN THIS ELEMENT:

Facility Inspection Form
Formal Inspection Checklist
Unsafe/Unhealthy Worksite Reporting Form
Pre-Trip Inspection Form

5.0 ORIENTATION AND TRAINING

- 5.1 Training Requirements
 - 5.1.1 Definition
- 5.2 Responsibilities
- 5.3 New Employee Safety Orientation and Training
- 5.4 Job Specific Safety Orientation and on-going Training
- 5.5 Physical Demands Analysis
- 5.6 Visitor Health & Safety
- 5.7 Accessing Health & Safety Information

FORMS INCLUDED IN THIS ELEMENT:

New Employee Safety Orientation Checklist
WCB Physical Demands Analysis
Visitor Log

6.0 EMERGENCY RESPONSE PROGRAM

- 6.1 Introduction
- 6.2 Emergency Assistance Procedures
- 6.3 Severity of Emergency
- 6.4 Off-Site Emergencies
- 6.5 Types of Emergencies

Town of Millet - Health & Safety Program

Table of Contents

6.5.1	Confined Space
6.5.2	Fall Protection
6.5.3	Natural Disasters
6.5.4	Fire
6.5.5	Bomb Threats
6.5.6	Structure or Equipment Failure
6.5.7	Hazardous Substance Release or Spill
6.5.8	Underground Facility Strike
6.6	General Evacuation
6.7	Emergency Response Requirements
6.8	Emergency Management Planning

FORMS INCLUDED IN THIS ELEMENT:

Emergency Response Plan - Town of Millet
Emergency Response Exercise Report
Emergency Numbers

7.0 INCIDENT REPORTING AND INVESTIGATION

7.1	Introduction
7.2	Purpose
7.3	Definitions
7.4	Accident/Incident Reporting
7.5	Responsibilities for Incident Reporting and Investigations
7.6	Preservation of Evidence
7.7	Incident Investigation Guidelines
7.8	Determining Cause
7.9	Report Preparation
7.10	Incident Investigation Follow Up Process
7.11	Preventative Maintenance
7.12	Incidents to be reported to AB OHS
7.13	Early Return to Work Program

FORMS INCLUDED IN THIS ELEMENT:

Incident Report Form
Incident/Accident Investigation Report
Vehicle Accident Report Form
WCB Fitness for Work Form

Town of Millet - Health & Safety Program

Table of Contents

8.0 PROGRAM ADMINISTRATION

- 8.1 Reports on File
- 8.2 Health and Safety Reports
- 8.3 Health and Safety Meetings
- 8.3.1 Health and Safety Scheduled Meetings
- 8.4 Post-Audit Action Plan

FORMS INCLUDED IN THIS ELEMENT:

Safety/Operation Meeting Form
Tailgate Safety Meeting Form

1.0 MANAGEMENT LEADERSHIP AND ORGANIZATIONAL COMMITMENT

Statement of Commitment

The Town of Millet is committed to a Health and Safety Program that protects all employees, our property, other workers who enter our property, the general public and the environment.

Our commitment to safety is in accordance with the standards outlined in the Alberta Occupational Health and Safety Legislation. Employees at every level are responsible for fulfilling their health and safety responsibilities and will be held accountable for the successful performance of those responsibilities.

Management shall provide leadership, set an example and ensure workers have the tools and resources to carry out their responsibilities as directed by the Health and Safety Program, the Alberta Occupational Health and Safety Legislation and all other applicable legislation.

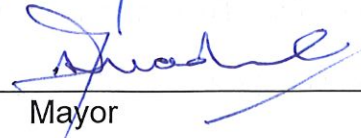
All employees shall become familiar with and comply with the requirements of all policies, procedures and practices as set out in the Health and Safety Program, the Alberta Occupational Health and Safety legislation and all other applicable legislation as it relates to their work processes.

The safety information in this policy does not take precedence over the O.H. & S. Act and Regulations or over applicable government legislation, with which all workers should be familiar. Those individuals who do not fulfill their responsibilities will become accountable for any problems their negligence creates.

Our goal is a healthy, injury free work environment for all employees, contractors, visitors and the general public, and by working together in all parts of this program, we can achieve this goal.

Signature: 
Chief Administrative Officer

Date: July 18, 2018

Signature: 
Mayor

Date: July 18, 2018

1.1 Vision Statement

The Town of Millet is working together to enhance a safe community for its residents and their staff.

1.2 Health and Safety Responsibilities

Responsibility can be defined as an individual's obligation to carry out assigned duties. Everyone employed with the Town of Millet has a responsibility to be aware of, understand and carry out their health and safety responsibilities as they are in the best position to see how their own job could be improved. Everyone does health and safety as an intrinsic and essential part of his or her job, thus contributing to providing a safer and healthier work environment for themselves, their fellow co-workers, contractors, visitors and the general public. The consistent performance of health and safety responsibilities is a component of performance reviews for workers, supervisors, and directors.

1.2.1 Definitions

Director: Employees at the management level responsible for the instruction, supervision, and direction of the employees within their area of responsibility; titles may include manager.

Coordinator: Employees not included at the management level and responsible for instructing, supervising and directing the work of one or more employees assigned to them; titles may include supervisor, foreman or lead hand.

Worker: Employees who take direction from a Director and/or supervisor and do not direct the work of others; titles may include a worker, labourer, or volunteer; positions may include full-time, part-time, casual, temporary, and term assignments.

1.2.2 Council

- Leading by example by endorsing, promoting and following the principles and directives of the Town of Millet Health & Safety Program.
- Provide a written declaration stating the Town's safety policy and expectations for safety performance.
- Annually review and sign the Municipal Health & Safety Policy (Statement of Commitment).

1.2.3 Chief Administrative Officer (CAO)

The Chief Administrative Officer is ultimately responsible for the workings of the health and safety program in addition to conveying the importance of safety in the workplace. This basic responsibility includes, but is not limited to the following;

- Leading by example by endorsing, promoting and following the principles and directives of the Town of Millet Health and Safety Program (Safety Program);
- Provide management with information, instructions, resources, and assistance that will support them in establishing a healthy and safe work environment for all employees, contractors, visitors and the general public;
- Ensure management understands and enforces the Safety Program, as well as the Alberta Occupational Health and Safety Act, Regulation, Code (AB OHS legislation), and all other applicable legislation and industry standards;
- Notify the applicable Director and/or the Director of Public Services of any unsafe conditions or acts that may be of danger to other workers or themselves;
- Review and assess health and safety related issues or concerns raised by management and staff, obtain assistance and advice of the Director of Public Services as required, and monitor to ensure follow up is completed;
- Conduct an annual work site tour to reinforce health and safety practices and behaviours;
- Monitor departments and projects to ensure compliance with the Safety Program; and
- Hold all employees accountable for their individual health and safety performance.
- Annually review and sign the municipal Health & Safety Policy (Statement of Commitment).

1.2.4 Director of Public Services

The Director of Public Services is responsible for constantly communicating the importance of health and safety, along with consistently demonstrating safe work practices. This basic responsibility includes, but is not limited to the following;

- Implement, update and administer the Safety Program;

- Monitor the Alberta OHS Legislation and other media sources for changes to legislative and industry standards;
- Review the Health and Safety Program Elements (directives) with management on a regular basis;
- Conduct incident investigations with HSE Coordinator to identify the root/underlying cause of the incident and provide recommendations for improvements that will help prevent similar incidents;
- Conduct investigations when worker(s) exercise their right to refuse imminently dangerous work;
- Upon request, assist departments in conducting hazard assessments, work site visits to address specific hazards or issues, conduct training, review emergency response practices, review incident investigations and subsequent procedural changes, foster sound, proactive work practices and principles or recognize workers for their active participation;
- Conduct and/or coordinate health and safety training for employees;
- Ensure that the required Safety Program and legislation requirements and documentation is made available to employees and updated on a regular basis;
- Supporting supervisory staff by providing information, instructions, resources, and assistance to establish a healthy and safe work environment for all workers;
- Ensure supervisory staff understands and enforces the Safety Program requirements, as well as the Alberta OH&S Legislation, all other applicable legislation and industry standards;
- Ensure the competency of all workers by evaluating educational and physical job requirements, and providing ongoing health and safety education programs as required;
- Ensure all contracts within area of responsibility have the required safety components and Contractors comply with the Contractor Safety Management directive as they apply;
- Ensure formal workplace inspections are conducted as set out in the inspection schedule, review and sign off completed inspections once all deficiencies have been addressed;
- Ensure hazards are identified, controlled or eliminated through the hazard assessment process;
- Provide access to first aid;

- Review incident investigation reports and the recommendations provided, work with supervisors to ensure corrective actions are implemented that will prevent reoccurrence and improve the health and safety of the work environment, and sign the investigation reports once all deficiencies have been addressed;
- Ensure all Safety Program directives, hazard assessments, safe work procedures, and emergency response procedures are reviewed and updated as outlined in the Safety Program, obtain assistance and advice from the Director of Public Services as required;
- Monitor departments and projects for compliance with the Safety Program and legislative requirements and hold workers accountable for their individual safety performance.

1.2.5 Coordinator/Lead Hand

The Lead Hand/Coordinator is responsible for promoting safety awareness to his/her workers and demonstrating, through daily actions, that safe job performance includes but is not limited to the following;

- To notify department Director of any unsafe conditions or acts that may be of danger to other employees or themselves, and if necessary assist with an assessment of the hazards and provide recommendations for effective and practical controls;
- Assist management to develop and implement strategies, practices and procedures that identify and control hazards, meet legislative compliance and provides employees with a healthy and safe work environment;
- To know, apply and enforce the requirements of the Safety Program, ensuring workers follow safe work procedures, Alberta OHS Legislation, all other applicable legislation and industry standards as it applies to the work being carried out within area of responsibility;
- Ensure all workers have the required education and training applicable to the work being carried out to perform their work competently and in a healthy and safe manner;
- Ensure all workers use and maintain the personal protective equipment and devices as required by the procedures and practices included in the Safety Program, Alberta OHS legislation and all other applicable legislation;
- Warn all workers of any potential or actual dangers, the controls that have been implemented and to advise them how to isolate, prevent, or remove such dangers;

- Establish and maintain up-to-date safe work procedures that meet legislative compliance, industry standards and provide a safe and healthy work environment for all workers in area of responsibility;
- Complete the New Employee Safety Orientation Checklist and forward to the Director of Public Services once site specific training has been completed;
- Arrange for medical treatment as required for injury or illness, including transportation to a doctor or hospital if necessary;
- Carry out regular inspections of the work place to ensure a safe and healthy environment and forward the inspection reports to department Director for review and signature;
- As directed, monitor work sites to ensure contractors comply with the Contractor Safety Management Program requirements as they apply;
- Identify, assess and address unsafe and unhealthy acts or conditions; obtain assistance and advice from the Director of Public Services as required. Document corrective actions taken using the appropriate form and forward to management for signature;
- Report all incidents to the Director of Public Services immediately, as directed in the responsibilities for Incident Reporting (Element 7);
- Assist the Director of Public Services with all incident investigations within area of responsibility;
- Ensure adequate maintenance of work area;
- Ensure the Preventative Maintenance procedures and practices are followed.

1.2.6 Health and Safety Coordinator

- Responsible for the daily administration of the program.
- Post all health and safety bulletins, posters, rules, and applicable legislation.
- Assist management in investigating incidents and assist in preparing incident reports and summaries.
- Ensure that pertinent reports are submitted as required.
- Prepare written descriptions of identified unsafe conditions and the steps taken to correct these conditions.
- Maintain a list of health and safety equipment purchased.
- File a copy of equipment/vehicle inspection reports.
- Establish inspection schedules.
- File a copy of inspection checklists.
- Ensure that corrective action has been taken whenever deficiencies (incidents and unsafe acts/conditions) are identified or reported.

- Provide health and safety meetings and/or training (i.e. WHMIS, etc.) with new employees or when required. Issue employee certificate(s).
- Maintain current knowledge of health and safety literature, legislation, and codes of practice.
- Review incident reports to stay informed about project and the Town of Millet health and safety performance.
- Participating and conducting (if required) monthly General Safety meetings.

1.2.7 Workers

Every worker shall take reasonable care to protect his or her own health and safety, along with the safety of others who may be affected by his/her actions or omissions at work. This basic responsibility includes but is not limited to the following;

- Read, understand, and comply with the Safety Program, AB OHS legislation, and all other applicable legislation as it applies to the work being carried out and provided by the Supervisor and the Director of Public Services;
- Wear and maintain personal protective equipment, devices and clothing as instructed by the supervisor and/or specified in the Safety Program or applicable legislation;
- To notify the supervisor(s) of any unsafe conditions or acts that may be of danger to other workers or themselves;
- Comply with preventative maintenance procedures and avoid using defective equipment;
- Report all work related incidents, as defined in the responsibilities for Incident Reporting (Element 7), to the Director of Public Services as soon as possible;
- Follow and bi-annually review safe work procedures and hazard assessments that relate to their duties;

1.2.8 Volunteer Responsibilities

It is the responsibility of all volunteers to carry out their duties in a safe working manner. Everyone is expected to take reasonable care to protect his or her own health and safety, along with the safety of others. Throughout this manual, volunteers will be referred to as employees or staff members. Their basic responsibility includes, but is not limited to the following;

- Be familiar with all safety rules.
- Report any incidents/accidents/near misses or unsafe work conditions to the Director of Public Services.
- Promptly report any injuries and obtain proper medical attention.

1.2.9 Contractor Responsibilities

The Town of Millet is committed to ensuring all Contractors work in a healthy and safe work environment while conducting various work activities for the Town of Millet. Worker health and safety at all Town of Millet work sites is of primary importance. Therefore, all contractors shall meet or exceed the Alberta Occupational Health and Safety Act, Regulations and Code, as well as all other applicable legislation.

Where there are two or more contractors at a Town of Millet work site, a formal agreement shall be implemented, and a prime contractor shall be designated. The Prime Contractor shall be responsible for establishing and maintaining a system or process that ensures compliance with the Alberta Occupational Health & Safety Act, Regulations and Code and all other legislation applicable to their work site. Please refer to the Contractor Safety Registration Form for use or as a guideline.

To ensure the designated Prime Contractor is capable of, and likely to, fulfill its prime contractor responsibilities, the Prime Contractor's designate shall meet with the Director of Public Services or Supervisor prior to any work commencing. The Town of Millet representative shall ensure all formal contracts are in order. The Contractor Safety Checklist can be used as a guideline. For complex projects, a Work Site Safety Plan shall also be developed to ensure compliance with all health and safety legislation, as well as improve the overall coordination of health and safety at the work site.

The Work Site Safety Plan provides both Town of Millet and the Prime Contractor with a mechanism to communicate their system or process that is to be developed to ensure compliance with all health and safety legislation, as well as improve the overall coordination of health and safety at the work site. The Prime Contractor shall present their Work Site Safety Plan to the Town of Millet Director of Public Services at a pre-job meeting. This creates a forum for feedback to the Town of Millet on any health and safety issues. The Work Site Safety Plan should include, but not be limited to, the following:

- Health and Safety Policy Statement:
- Responsibilities of prime contractor, managers, supervisors and workers
- Safety orientation procedure and topics
- Emergency Response Plan

- Fire Aid service (regular and after hours)
- Tailgate/Toolbox meetings
- Accident/Incident reporting and investigation
- Hazard Assessment and Controls for scope of work
- Project specific hazards (utilities – buried or overhead, confined spaces)
- Site Security
- Fire Protection
- Personal Protective Equipment requirements
- Public safety
- Safety inspections
- Town of Millet inspections
- Vehicle and equipment maintenance
- Hazardous material handling and storage
- Electrical equipment (temporary and permanent)
- Safe operating procedures
- Waste management, housekeeping
- Traffic control

The Town of Millet, as the owner of their work sites, shall meet with the Prime Contractor on a regular basis to ensure the contractor is following their system or process established to ensure compliance with the Alberta Occupational Health & Safety Act, Regulations and Code and all other legislation applicable to their work site.

1.2.10 Visitor Responsibilities

Visitors are to be accompanied by an authorized guide approved by the Town of Millet. All visitors are required to wear the appropriate personal protective equipment when visiting any Town of Millet active worksites.

1.3 Right to Refuse Unsafe/Unhealthy Work

The Town of Millet is committed to healthy and safe worksites for all workers who are performing work for the Town of Millet and at active Town of Millet worksites. As stated in Section 35 of the Alberta OHS Act:

35(1) No worker shall

- (a) 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,*

- (b) 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*
- (c) 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.*

1.3.1 Definitions

Imminent Danger: defined in Section 35 of the Alberta OHS Act in relation to any occupation:

- (a) A danger that is not normal for that occupation, or*
- (b) A danger under which a person engaged in the occupation would not normally carry out the person's work.*

1.3.2 Responsibilities

- A worker who refuses to carry out work or refuses to operate a tool, appliance or equipment shall immediately notify their supervisor;
- If required, the supervisor shall stop all work or a portion of the work until the investigation and associated remedial action is implemented;
- The supervisor shall contact their Supervisor and the Director of Public Services immediately to report the refusal to carry out imminently dangerous work;
- The Director of Public Services shall complete an investigation report that includes the circumstances of the refusal to carry out imminently dangerous work, confirmation of the claim (or verified and substantiated rejection), recommendations for corrective actions, who shall be responsible to implement the corrective actions along with a timeline for completion, and follow up that confirms the corrective actions have been carried out;
- The investigation report shall be signed by the Director and the Town of Millet CAO once the corrective actions have been carried out (or the claim dismissed);
- The supervisor shall brief all workers who may be exposed to the imminent danger of the circumstances of the danger and the corrective actions to be taken. This communication shall be recorded and carried out as soon as possible.

All documents associated with an investigation shall be kept on file for a minimum of 3 years.

1.4 Working Alone

The Town of Millet has a responsibility to its employees to ensure that when they are working alone they have some effective way of communicating with individuals who can respond immediately if there is an emergency and to minimize and eliminate risks associated with their workers who work alone.

A worker is considered to be working alone if the worker works by himself or herself at a worksite in circumstances where assistance is not readily available in the event of an injury, illness or emergency.

A worker is deemed to be working alone if they are:

- Working separately from others in isolation/out of view
- Without routine contact with others
- Working outside regular hours of work

1.5 Enforcement and Discipline

Compliance with the Town of Millet Health and Safety Program, the AB OHS Act, Regulation, Code and other applicable legislation is necessary to maintain a healthy and safe work environment. As with any program, corrective disciplinary measures may be required to deal with non-compliance issues. All safety related non-compliance issues shall be addressed and documented. Applicable documentation shall be completed with a copy kept on the employees file.

Progressive disciplinary actions will be considered depending on the frequency and severity of the offence:

- Verbal warning
- Written warning
- Suspension
- Termination

***IF THE NON-COMPLIANCE VIOLATION IS OF A SERIOUS NATURE,
EMPLOYMENT MAY BE TERMINATED WITHOUT PRIOR WARNING.***

Subject to Section 35 of the AB OHS Act, *no person shall take any discriminatory action against a worker, by reason of that worker:*

- a) *acting in compliance with this Act, the regulations, the OHS code or an order given under this Act, the regulations or the OHS code or the terms, conditions or requirements on an acceptance under section 55 or on an approval under section 56,*
- b) *being called to testify, intending to testify or testifying in a proceeding under this Act,*
- c) *giving relevant information about work site conditions affecting the health and safety of any worker engaged in work or any other person present at the work site to any of the following:*
 - i. *an employer or a person acting on behalf of an employer;*
 - ii. *an officer or another person concerned with the administration of this Act, the regulations or the OHS code;*
 - iii. *a joint work site health and safety committee or a health and safety representative,*
- d) *performing duties or exercising rights as a member of a joint work site health and safety committee or as a health and safety representative,*
- e) *assisting or having assisted with the activities of a joint work site health and safety committee or health and safety representative,*
- f) *refusing to do work under section 31(1),*
- g) *seeking to establish a joint work site health and safety committee or have a health and safety representative designated,*
- h) *being prevented from working because of an order under this Act, the regulations or the OHS code, and*
- i) *taking reasonable action to protect the health and safety of that worker or any other person.*

The provisions outlined in the Collective Agreement or Administrative Discipline Policy shall apply.

1.6 Employee Conduct

1.6.1 Town of Millet General Safety Rules

The provision of a safe and health working environment for employees, customers and visitors is a top priority for the Town of Millet. Safety is a shared responsibility. Our success of an injury free workplace depends on the alertness and personal commitment of all.

All employees, both in and outside the office, Town grounds and facilities and equipment are expected to obey safety rules and to exercise caution in all work. Developing a Safety-First Attitude is a priority.

1. Always wear required personal protective equipment to prevent injury.

2. Perform all work in accordance with acceptable safe work practices.
3. Report all unsafe acts, unsafe conditions and near miss incidents to your immediate supervisor so that corrective action can be taken.
4. Maintain good housekeeping on the worksite.
5. Operate all mobile equipment and vehicles in accordance with site rules and motor vehicle regulations.
6. Report any injuries, regardless of severity immediately to your Supervisor.
7. Do not wear wrist watches, rings, bracelets or dangling neckwear that could be caught in equipment. Long hair and heavy beards should be tied back.
8. No worker shall operate any equipment in a manner that endangers him/her or any other worker.
9. Workers must wear fall protection when working at elevations greater than 3 meters.
10. Never smoke in areas or on equipment where flammable or combustible materials are used or stored.
11. Identify, store and handle all hazardous materials in accordance with WHMIS regulations.
12. Never walk or stand under a suspended load. Keep a safe distance from swinging machinery.
13. Do not attempt to lift any object that is heavier than your ability to handle safely; get assistance from a co-worker.
14. Never leave a machine or piece of equipment running while unattended. After shutting down, return the machinery to the de-energized position ie. brakes locked, etc.
15. Do not remove guards unless it is for repair or adjustments; replace guards before operating.
16. Only authorized personnel may do electrical work of any kind.
17. Always stop gasoline powered engines before refuelling.
18. Lock out and tag any equipment before attempting any maintenance or adjustments on it.
19. Smoking is not permitted in any Town facilities during regular public hours or at all as determined by law. Designated smoking areas may be permitted and are at the discretion of the Chief Administrative Officer where allowed by law. It is expected that employees exercise extreme caution at all job sites with respect to fire and safety considerations when smoking is permitted.
20. Use of Town equipment, vehicles, and facilities is provided for under the Town of Millet policies. It is expected that employees use and care for these assets in an appropriate manner; that they be used for the express purpose for which they were purchased, built or obtained, that they be maintained and kept in operable condition at all times or tagged and reported as inoperable as per our Lock Out/Tag Out procedures.

The following are prohibited at all times on all worksites:

1. While on Town premises and while conducting business related activities off Town premises, no employee may use, possess, distribute, sell or be under the influence of alcohol, unauthorized or illegal drugs. Any job site infraction that constitutes a safety violation according to OH&S in this respect or is seen as an employee placing themselves or others in danger, is grounds for that employee to be immediately removed from the job site and job function and will be dealt with according to the disciplinary policy.
2. Arriving for work or remaining at work when your ability to perform the job safely is impaired; alcohol, illegal drugs and physical fatigue.
3. Fighting, threats, harassment or otherwise interfering with other workers.
4. Using defective tools or equipment without guards or safety devices in place.
5. Attempting to operate equipment unless you are instructed or trained in its' use.
6. Participating in a conflict of interest or even the perception of a conflict of interest.
7. Theft, vandalism or any other abuse of town property or equipment.

1.6.2 Alcohol and Drug Use

The use of alcohol or any prohibited substances on the premises or while on contractor business poses a serious threat to the health and safety of our employees, compromises the quality and reliability of our services, and jeopardizes the protection of Town of Millet owned property. Therefore, the Town of Millet has established the following prohibitions.

- Use, possession or sale of prohibited drugs or alcohol on Town of Millet owned equipment.
- Being under the influence of drugs or alcohol on Town of Millet premises or during Town of Millet business.
- Use of drugs or alcohol off Town of Millet premises which could adversely affect or impair the employee's work performance or his/her or other's safety at work.
- Use of prescription drugs which may impair the performance of the job duties (e.g., equipment/vehicle operation) must be reported to the Department Supervisor/Director prior to work. It is the Department Supervisor's/Director's responsibility to then determine what duties the individual can perform based on the severity of the impairment.

Violation of these prohibitions will result in immediate suspension, as per Provincial OHS Legislation, of work assignment and the individual will be banned from

working at all Town of Millet sites and work assignments until deemed “drug-free” by the Town of Millet obtained drug and alcohol lab testing.

1.6.2.1 Testing

Any employee whom the Town of Millet has cause to believe is impaired by a prohibited substance or an alcoholic beverage will be immediately suspended for reasons of safety. The employee will be required to submit to a drug test within 48 hours of suspension. If the test is negative, the employee will be reinstated. If, however, the test is shown as positive, the suspension will not be lifted until such a time as he/she is deemed “drug or alcohol free” by Town of Millet obtained drug and alcohol testings and/or the employee has successfully completed a recognized rehabilitation program.

1.6.2.2 Testing Lab

All testing will be conducted by an accredited independent laboratory. A test is considered positive for drug if the level detected exceeds limits established by the Mandatory Guidelines for Federal Workplace Testing Programs. A test is considered positive for alcohol if the blood alcohol limit is sufficient to demonstrate intoxication under Federal Law.

1.6.2.3 Employee Assistance Services

Confidential help and services are available at the following locations;

- Alberta Alcohol & Drug Abuse Commission (AADAC) – 1-866-332-2322
- Alcoholics Anonymous – 780-424-5900
- Other listings may be found in the yellow pages under Alcoholism information and treatment centres.

The Town of Millet Employee Assistance Program – 1-800-387-4765 or www.workhealthlife.com

1.6.3 Workplace Violence Prevention Program

The Town of Millet believes in the prevention of violence and promotes a violence-free workplace in which all people respect one another and work together to achieve common goals. Any act of violence committed by or against any worker or member of the public is unacceptable conduct and will not be tolerated. We are committed to:

- Investigating reported incidents of violence in an objective and timely manner;
- Taking necessary action; and
- Providing appropriate support for victims.

No action shall be taken against an individual for making a complaint unless the complaint is made maliciously or without reasonable and probable grounds. No employee or any other individual affiliated with this organization shall subject any other person to violence. Please refer to the Town of Millet Workplace Violence Prevention Policy for further information, which you will find included at the end of this Element.

1.6.3.1 Definition of Workplace Violence

Acts of violence can assume many forms ranging from an implied threat to physical contact. Abuse in any form erodes the mutual trust and confidence that are essential to Town of Millet operational effectiveness. Acts of violence destroy individual dignity, lower morale, engender fear, and break down work unit cohesiveness.

Acts of violence may occur as a single event or may involve a continuing series of incidents. Violence can victimize both men and women and may be directed by or towards Town of Millet employees, contractors, visitors and members of the public.

1.6.3.2 Procedures in the Event of Workplace Violence

Internal Workplace Violence

- If an employee is a victim to or observes an act of violence, the employee shall inform their direct supervisor. All threats shall be taken seriously.
- If an employee is a victim to or observes an act of violence perpetrated by a supervisor, the employee shall inform the Town of Millet, Chief Administrative Officer.
- The supervisor will determine if any additional support is required for the victim and make provision for that assistance to be rendered. If the

threat of violence continues, the police may be called in to render assistance.

- Following the incident of workplace violence, the victim will be advised to consult a health care professional of their choice if they have suffered an injury or adverse symptom from the workplace violence.
- An incident investigation will be conducted by the Director of Public Services to determine the cause of the violence and what control measures can be taken to prevent re-occurrence.
- Disciplinary action will be taken against the offending employee that can range from a verbal warning to dismissal depending on the severity of the incident.

External Workplace Violence

- If a member of the public directs violent behaviour toward a Town of Millet employee, the employee shall immediately inform their supervisor. All threats shall be taken seriously.
- The supervisor will determine if any additional support is required for the victim and make provision for that assistance to be rendered. If the threat of violence continues, the police may be called in to render assistance.
- Following the incident of workplace violence, the victim will be advised to consult a health care professional of their choice if they have suffered an injury or adverse symptom from the workplace violence.
- An incident investigation will be conducted by the Director of Public Services to determine the cause of the violence and what control measures can be taken to prevent recurrence.

FORMS INCLUDED IN THIS ELEMENT:

- Employee Warning Report
- Contractor Safety Checklist
- Workplace Violence Prevention Policy

2.0 HAZARD IDENTIFICATION

2.1 Hazard Assessment

The purpose of hazard identification is to ensure that all hazards that pose a threat to the wellbeing of this municipality's workers are identified and evaluated so that they can be eliminated or controlled. Hazard identification includes the proactive process of identifying all hazards at all work sites within the municipality and then evaluating them in terms of risk so that situations creating the greatest risk are dealt with on a priority basis. This complete process can be referred to as a hazard assessment.

2.1.1 Definitions

Hazard: Any circumstance or condition that poses the risk of an injury, illness, property damage or an incident.

Incident: Any unplanned or unwanted event which results in or could have resulted in (close call or near miss) an injury, illness, or property damage, (see Incident Reporting Procedures for a detailed listing of what is considered an incident as it relates to the Health and Safety Program).

Hazard Assessment: Provides an opportunity to recognize health and safety problems before they result in injury or damage, but also evaluating hazards to determine which may create the greatest potential problems.

Inspection: An observation tour for the specific purpose of determining the levels of compliance with established safe work practices, procedures and safety rules. Inspections are conducted on an ongoing basis to maintain the effectiveness of the safety program.

2.2 Hazard Assessment Process

The hazard assessment team can include:

- the department supervisor;
- the employee(s) most familiar with, trained in or certified to carry out the work or use the equipment, machinery or tools and therefore familiar with any related hazards

This team approach helps to reduce the possibility of overlooking an individual job step or potential hazard, increases the likelihood of determining the most appropriate and effective measures for eliminating or controlling hazards and ensures that legislative requirements are met, and industry standards have been considered.

Hazard assessments shall be reviewed biannually (every 2 years), when processes or practices change, following major renovations or following a serious incident. This review process confirms all actual or potential hazards have been identified, control measures meet current legislative requirements, are the most practical and effective controls and do not conflict with current practices.

New hazard assessments must also be completed when new equipment or machinery is installed, new processes are introduced, or new facilities built.

Basic steps in performing a hazard assessment using the Hazard Assessment and Control Form:

1. Identify or select the job, task, equipment, machinery, or tool to be analysed;
2. Break the job down into a sequence of 10 basic steps or the equipment to its parts and uses;
3. Identify all actual or potential hazards in each step;
4. Assess the risk rating based on the quantitative evaluation system (outlined in 2.3);
5. Steps for identifying and implementing the most appropriate and effective control measures are outlined in Element 3.

2.3 Risk Rating Process

Assessing the risk associated with each task provides a quantitative evaluation that allows the assessor(s) and management to initially focus on implementing control measures for those tasks with the higher risk ratings, as well as adding validity to the level of concern if there are financial or other implications. This risk rating also provides a compelling message for staff regarding the potential dangers of their work or as a reminder to those who may become complacent. Three parameters are evaluated to calculate the risk rating: frequency of exposure, potential consequence and hazard probability.

Frequency of Exposure: The rating system for determining the frequency of exposure is as follows:

- 4 One or more times a day
- 3 One or more times a week
- 2 One or more times a month
- 1 Less than once a month

Potential Consequence: The rating system for determining the potential consequence is as follows:

- 4 Catastrophic
- 3 Critical
- 2 Marginal
- 1 Negligible (Minor)

Hazard Probability: The rating system for determining hazard probability is as follows:

- 4 Frequent: will very likely occur (expected to happen)
- 3 Occasional: could probably occur (better than 50% chance of happening)
- 2 Remote: possibility of occurring (known to have happened, history of happening)
- 1 Unlikely: act of God, 1 in a million

Hazard Rating Matrix: The hazard rating matrix is composed of the sum of the ratings for the frequency of exposure, potential consequence and the hazard probability for each task. Each job/task assessed is required to have a hazard rating assigned to it. Hazard ratings must be considered in determining hazard controls and the development of specific work procedures. Utilizing the Hazard Probability and Potential Consequence segments of the Quantitative Evaluation table, you can determine whether a job/task is assigned a Low, Moderate or High Hazard rating.

Potential Consequence	Hazard Probability			
	Frequent (4)	Occasional (3)	Remote (2)	Unlikely (1)
Catastrophic (4)	High (8)	High (7)	High (6)	*High (5)
Critical (3)	High (7)	High (6)	Moderate (5)	Moderate (4)
Marginal (2)	High (6)	Moderate (5)	Low (4)	Low (3)
Negligible/Minor (1)	Moderate (5)	Low (4)	Low (3)	Low (2)

2.4 Conducting a Work Site Hazard Assessment

- Attempt to identify all existing and potential hazards;
- Assess the risks;
- Identify and review the existing engineered, administrative or PPE controls to verify they are adequate;
- Ensure all employees understand the nature of the work site hazards, the control measures in place and applicable emergency response procedures; and
- All employees comply with the controls implemented, are competent, follow safe work practices and wear the required PPE.

A work site hazard assessment is required at the onset of each new construction project, where there may be abnormal risks associated with what would normally be considered a typical job and the hazard assessment has already been completed, when several new workers, equipment or materials are introduced to the work site, or the circumstances change. Examples include an Assessor's needs to approach a client known to be uncooperative, pipe or culverts are added to a shoulder pulling project, or a second contractor enters the work site.

Basic steps for conducting a work site hazard assessment using the Work Site Hazard Assessment/Tailgate Meeting form:

1. Assemble the workers;
2. Discuss the actual or potential hazards with the workers;
3. Encourage workers to forward suggestions, ask questions and report any unsafe acts or conditions;
4. If applicable, tour the work site prior to the first meeting, or during the hazard assessment process along with the staff;
5. Complete the Work Site Hazard Assessment/Tailgate Meeting form (or have a worker complete the form), record workers in attendance, include any hazards identified specific to the site, controls and procedures to be followed, incidents discussed, training provided, the assembly area in case of an emergency and any items that need attention.

It is not necessary to complete the risk rating process if controls are in place for the identified hazards, however, if there are no controls in place or they are not effective in controlling the hazard(s), a full hazard assessment shall be completed utilizing either the Work Site Hazard Assessment/Toolbox Meeting form or the Hazard Assessment and Control form:

6. Complete the risk rating for each hazard that does not have an existing or effective control in place (outlined in 2.3);
7. Solicit input for control measures from the workers;
8. Provide recommendations to eliminate or minimize the hazards, utilizing the hierarchy of controls;
9. Based on the risk rating, consider if work should continue prior to implementing recommended controls and/or if temporary controls such as safe work procedures or PPE must be implemented.

The steps required for determining the control measures required, taking corrective action, monitoring and ensuring follow up, are detailed in Element 3.

FORMS INCLUDED IN THIS ELEMENT:

- Work Site Hazard Assessment/Toolbox Meeting Form
- Work Site Hazard Assessment Hazard Identification Form

3.0 HAZARD CONTROL

3.1 Hazard Control Directive

Hazard control involves eliminating or reducing the risk of harm to workers as much as is reasonably practicable. Hazard control will be assessed on a department by department basis. Department managers are responsible for facilitating the implementation of hazard controls and completing the Hazard Identification, Assessment and Control Worksheet located in the FORMS section of this Element. The hazard controls should be reviewed via the department health and safety inspection to determine if hazard controls have been implemented by their target date and are being followed.

Hazard Assessments will be reviewed bi-annually (every 2 years) by department managers.

Hazards can be controlled using one of or a combination of these three general approaches:

- engineering controls;
- administrative controls; and
- personal protective equipment.

3.1.1 Engineering Controls

This method normally focuses on eliminating or physically controlling the hazard. Engineering controls are the preferred method of control as there is a lesser likelihood of human error involved. Examples include ventilation, machine guarding, interlocks, guard rails, platforms, enclosures, circuit breakers, etc.

3.1.2 Administrative Controls

Administrative controls focus on managing the hazards through procedures, schedules or training to ensure competency. Examples include work scheduling, job rotation, safe work practices and procedures and posting signage and labels to make hazards known or restrict access or activities. It is important to understand that administrative controls do not actually “control” the hazard but rather “manage” the hazard.

3.1.3 Personal Protective Equipment (PPE)

This method is used when engineering and administrative controls are not practical or adequate or do not fully eliminate the hazards. PPE is the last and least preferred method of control. Examples include hard hats, steel-toed boots, dust masks, safety glasses, gloves, ear plugs, fall protection and respiratory protective equipment. With PPE, hazards are not controlled; it is simply the impact the hazard

may have that is controlled and reduces the effect or severity from exposure to the hazard. PPE should never replace a control or become a substitute control.

These methods of hazard control are to be used in response to identified hazards in the work site. Often, a combination of control measures will be required to eliminate or sufficiently reduce the risk of hazards to an acceptable level.

3.2 Implementing Control Strategies

Once control measures have been established, they should be implemented. A hazard identification follow-up describing the control method(s), assignment of responsibility for implementation, and the fixed date that the control should be completed can be found in Hazard Assessment and Control Form in FORMS section at the end of this Element. This is used after the hazard identification section to determine the best course of action for control and/or elimination of the identified hazard.

The Director of Public Services will assist management with ensuring hazards are addressed in a timely manner, as well as establishing “due diligence”. Some operations may have special hazards that are beyond the scope of the local supervisor’s experience and outside expertise may be required in such instances.

Fewer injuries and illnesses, increased productivity, and reduced costs associated with injuries, not to mention increased health and safety awareness are some direct results of a hazard assessment process.

3.3 Safe Work Procedures

Safe work procedures list the steps in which a job or task are performed in a healthy and safe manner. Some safe work procedures may be generic and may be applied to more than one area, task, or piece of equipment, while others apply to a specific task or piece of equipment that have unique risks associated to them.

Safe work procedures are in place to control the degree to which an employee may be exposed to a hazard. Safe work procedures are developed to fit the needs of each department. It is the responsibility of department managers and supervisors to ensure that:

- Safe work procedures are in writing;
- All equipment, training and management support to permit compliance are available; and
- All employees understand the safe work procedures that apply to them.

The safe work procedures should be reviewed and updated bi-annually (every 2 years) or when there is a change to the process, new equipment or materials

introduced, or changes to legislative requirements. Managers and supervisors should include frontline staff who are familiar with the job tasks in the review process. This will ensure the procedures reflect the actual process, they are often more attuned to the potential hazards, and any changes to the procedures will remain relevant and practical, and more likely to be followed. The review process should reflect the changing needs found at the work sites such as economic demands, any changes to legislative requirements or industry standards, or new equipment or materials are introduced to the work site.

All Town of Millet Safe Work Procedures are made available to every employee and can be accessed by contacting Director of Public Services or the HSE Coordinator.

3.4 Preventative Maintenance Directive

In addition to ensuring that employees use tools and equipment properly, it is vital that all Town of Millet tools and equipment are inspected, maintained, and kept in good repair. An effective maintenance program will reduce the risk of incidents. To accomplish this, the Town of Millet's preventative maintenance will include the following:

- Adherence to applicable regulations, standards and manufacturer's specifications and standards for all equipment and tools;
- Servicing of all tools and equipment by appropriately qualified maintenance personnel;
- Scheduling and regular performance of maintenance work including record keeping of all maintenance work.
- Procedures for handling damaged, unsafe, or locked out tools and equipment (Safe Work Procedure 029 – Lock Out - Tag Out).
- Immediately reporting any defective tools or equipment to immediate Supervisor, Director of Public Services and/or HSE Coordinator.

Supervisors shall be responsible for the application and on-going operation of the preventative maintenance program in their area of responsibility.

All employees shall regularly check all tools and equipment that they are working with and shall take out of service any tools or equipment that pose a hazard due to a need for repair. Employees will bring the defective tools and equipment to the attention of their supervisor.

3.4.1 Lockout/Tag Out Procedure

A lockout device and universal "Danger" tag is to be placed on all energy-activating devices of machines or tools needing repair or receiving routine maintenance.

1. Notify all affected employees that servicing, or maintenance is required on a machine or equipment; and that the machine/equipment is to be locked down during the servicing or maintenance.
2. Prior to starting maintenance or repair, the equipment should be checked to make sure all energy has been released or disconnected by initiating normal operating (start) procedures or by testing to make certain that the machine will not operate
3. The tag is not to be removed until after the equipment is repaired then the affected personnel are to be notified that the equipment is going live for testing.

3.4.2 Inventory

Any inventory of equipment and tools should be documented to ensure that the appropriate maintenance can be recorded. The inventory list can include all vehicles, mobile equipment, hoisting equipment, power tools, hydraulic equipment, electrical tools, power cords, ladders and personal protective equipment.

3.4.3 Equipment Maintenance

Supervisors or designated employees responsible for each area's maintenance program should ensure that all individuals who perform the required maintenance work have the appropriate skills, accreditation and certification. This certification applies to both Town of Millet employees as well as to any contracted maintenance service employees.

All mobile equipment is to be regularly inspected and maintained according to the manufacturer's specifications and/or the equipment's requirements. Records of all inspections and maintenance are to be completed and filed.

Alberta Occupational Health & Safety Regulation, Part 1, Section 12(1), Equipment states:

12 (1) An employer must ensure that all equipment used at a work site;

- (a) is maintained in a condition that will not compromise the health or safety of workers using or transporting it;*
- (b) will safely perform the function for which it is intended or was designed;*
- (c) is of adequate strength for its purpose, and;*
- (d) is free from obvious defects.*

Supervisors should establish a maintenance schedule for each piece of equipment in accordance with regulations, standards and specifications

Documentation must be completed and kept on file recording any regular maintenance or other repairs performed.

3.4.4 Maintenance of First Aid Kits

People identified by the Director of Public Services shall inspect, stock and maintain all first aid kits and equipment which are located in:

1. Main Administration Building
2. Public Works Shop
3. Community Hall
4. Agriplex

At all other Town of Millet owned facilities, lack of contents or shortages in the first aid kits or first aid equipment is to be reported to the HSE Coordinator or Director of Public Services immediately.

3.4.5 Maintenance of Fire Extinguishers

To comply with the Alberta Fire Code, all fire extinguishers are to be ***inspected annually by a certified inspector***. Town of Millet fire extinguishers are located in all town facilities as well as Town of Millet owned vehicles.

3.4.6 Maintenance of Office Equipment

Any and all office administrative staff shall report office equipment breakdown to their immediate supervisor(s) or the Assistant Chief Administrative Officer or designate. Notice to the repair company is to be made of the required repairs, unless repairs can be made in-house, such as clearing a paper jam or replacement toner cartridges, as an example.

3.4.7 Personal Protective Equipment Policy

The following will be observed and practiced by staff as part of the Town's normal course of business and when it or anyone it employs undertakes any job or contact.

1. All staff, guests and visitors will wear CSA approved safety glasses and CSA approved hard hats (when necessary), traffic control reflective vests and any other PPE required for the job site specified for each site.
2. All PPE used by the Town will be within the requirements of OHS regulations and CSA standards.

3. All PPE used by the Town will be maintained in accordance with manufacturer's instructions and requirements.
4. No piece of PPE equipment will be modified or changed contrary to its manufacturer's instructions or specification or OHS Regulations.

Personal protective equipment (PPE) is designed to protect our employees from health and safety hazards that cannot be practically removed from the work environment. PPE includes any equipment that is required for employees to perform their job in a safe manner as specified in applicable occupational health and safety legislation.

The Town of Millet will provide the appropriate PPE to all employees in relation to the hazard along with instruction on the proper use and care of such equipment. Compliance with this policy will be enforced to prevent injury in the workplace.

Personal protective equipment is categorized in two ways:

1. Safety equipment that is to be worn on a regular basis such as; work boots, safety vests, coveralls, safety glasses, hearing protection (when required) etc.
2. Protective equipment used for injury prevention for specific job tasks such as; a harness and a lanyard for fall protection.

3.4.7.1 Eye and Face Protection

All safety eyewear must be CSA approved. Always replace worn, scratched or poorly fitting glasses. Eye protection shall be worn when the work to be done results in exposure to eye hazards. Sources of eye injuries are:

- Flying particles of dust, sand, splinters and metal fragments, etc. Chemical splashes or eye contact with hazardous materials.
- Radiation hazards – welding operations are sources of U.V. radiation, which can result in a welder's flash, cataracts or burns on the retina.
- Blows to the eye – usually from a heavy object.

3.4.7.2 Foot Protection

Safety boots must be CSA certified and can be identified by a green triangle. Always lace up footwear securely and do not modify footwear.

3.4.7.3 Head Protection

ANSI approved hardhats, when required. Head protection is required where indicated by the job hazard analysis or by safe work practices. Replace headgear



Hazard Identification

Unsafe Condition

Unsafe Act

Near Miss

Date: _____

Location: _____

What did you see? (*Unsafe Act/Condition/Near Miss*) _____

What actions did you take or are required? _____

Follow Up Required (Who)? _____

Date Required By: _____

Loss Severity Potential

HI MED LOW

Probability of Recurrence

HI MED LOW

Please return this completed form to the HSE Coordinator at admin@millet.ca.

Town of Millet

- Monthly Injury Summary
- Quarterly Injury Summary

Period of: _____

Project/Job Site	Hours Worked		Lost Time		Injuries		First Aid		Frequency	
	Month	Year to Date	Month	Year to Date	Month	Year to Date	Month	Year to Date	Month	Year to Date
Company Totals										

Manager's Signature: _____
 Date: _____

Frequency Average



that is pitted, holed, cracked, brittle or if it has been subjected to a blow. Always follow the manufacturer's instructions for replacing headgear and components. Never alter or remove the suspension and do not paste stickers to the shell.

3.4.7.4 Hearing Protection

Hearing protection is designed to reduce the level of sound energy reaching the inner ear. Exposure to noise in excess of 80dBA, usually over a period of time, can result in permanent hearing loss.

Some of the equipment used in maintenance produces noise levels above the 80dBA level, so the use of hearing protection is strongly advised, and is mandatory if the noise level is 85dBA or higher. Hearing protection will consist of ear plugs or ear muffs.

3.4.7.5 Traffic Vest Protection

PPE traffic safety protection is required in all cases as specified as part of the Safe Work Practices or Safe Job Procedures, to meet OS&H regulations.

Always use approved safety vests in the prescribed colours; ensure vests are clean, reflective and in good repair; and replace vests that are worn and no longer provide high visibility to the traveling public. Never mark or change a safety vest in any way.

3.4.7.6 Fall Protection

If a work task is such that a worker can fall a vertical distance of 3 metres (10 feet) or more, the worker must be prevented from falling by installing a guardrail or by wearing a safety harness and lanyard. A fall protection plan must be written up to ensure that all hazards are assessed, and emergency procedures are in place.

Each area requiring fall protection will be equipped with an anchor point, CSA approved harnesses and self-retracting lifelines or shock absorbing lanyard to prevent our employees from being injured.

All employees will be trained on the appropriate way to assemble the fall system, maintain and inspect every component by the manufacturer. Each year all harnesses and self-retracting lifelines are to be inspected to ensure they meet quality standards, along with being re-certified. Any components that are involved in a worker's fall will be promptly disposed of and new equipment will be ordered.

3.4.7.7 Confined Spaces Code of Practice

Many workers are hurt or killed each year while working in a confined space. Approximately 60% of the fatalities have been among the co-workers who attempted to rescue them. A confined space is an enclosed or partially enclosed workspace that is not designed for human occupancy. It is only usually entered for inspecting, cleaning or fixing and the entrance can be very difficult to enter due to the size. A confined space can pose a safety concern because of the type of work being performed in it or it may even contain hazardous vapours.

Some job descriptions may require you to enter a confined space for cleaning or fixing. Some of the hazards that may be encountered are:

- Safety hazards such as slipping.
- Poor air quality: if welding is being performed inside a tank, fumes can build up and displace some of the oxygen.

Controlling the hazards will protect your health and create a safe work environment.

3.4.7.8 Confined Space Entry Permit

Anyone who is entering a confined space is required to have an entry permit. This will indicate who is working in the area, the designated safety watch and what work is to be performed. This permit is to be visible at all times and is necessary to keep track of who is entering the confined space.

3.4.7.9 Safety Watch

A designated person is required to be the safety watch for anyone who enters a confined space. This person is to be trained in first aid, CPR, confined space, air testing, and ventilation equipment and evacuation procedures. The safety watch is responsible for keeping in contact with the person inside the confined space and for summoning any required help in the event of an emergency. For hazardous environments, they are required to record the oxygen content and the concentrations of any toxic gases.

3.4.7.10 Air Quality Testing

If work is to be performed in an area that contains an unknown substance, it must be checked for hazardous chemicals with a gas monitor. This is to determine if the air has a suitable amount of oxygen (between 19.5 – 23%) or if there are any flammable/explosive gases present. Confined spaces that have an unknown contaminant must be steam cleaned prior to use. It is also necessary to monitor an area while welding is occurring.

3.4.7.11 Ventilation

If a hazardous atmosphere exists or there is a potential for it to be hazardous, ventilation equipment will be set up to bring clean air into the confined space. The air will be continually monitored to ensure that the ventilation equipment is effective. If the air becomes unsafe or should the equipment break down, the area is to be evacuated immediately.

If it is impractical to ventilate the area, anyone who enters the confined space should have on the appropriate breathing equipment. This would consist of a supplied air source, such as airline respirator or a SCBA from a rental facility.

3.4.7.12 Retrieval Systems

Any hazardous environment in which a worker may be present in a confined space requires the use of a retrieval system on the top of the tank. This will consist of a tri-pod retrieval system along with the worker wearing a harness and being attached to the retrieval system at all times. The safety watch will be trained on the system and is to ensure that all workers are connected to the retrieval system.

3.4.7.13 Emergency Evacuation

In the event of an accident or emergency, the safety watch is required to summon for help and to aid in the evacuation of any personnel inside the confined space. 911 is to be called for any serious incidents or accidents. The Director of Public Services is to be notified on any accidents. The safety watch should help with first aid or any required CPR until medical help is available.

For a hazardous environment, the safety watch is to use the retrieval system and must not enter the confined space until they are equipped with appropriate respiratory equipment.

NO FORMS ARE INCLUDED IN THIS ELEMENT

4.0 INSPECTIONS

4.1 Formal Workplace Inspections Directive

Formal Workplace Inspections are conducted to:

- Ensure that methods used to protect staff from health and safety hazards are effective, and;
- Any other hazards are identified, assessed and controlled.

4.1.1 Management of Deficiencies

All deficiencies noted from the inspection process shall be documented and reported to the appropriate person so corrective measures can be put in place. If equipment has defects, refer to the Lock Out – Tag Out Safe Work Procedure for guidance. If a tool is defective, contact the immediate supervisor indicating the tool or equipment needing attention.

4.1.2 Responsibilities

Directors are responsible for:

- Ensuring that inspections are carried out in their department.
- Ensuring corrective actions identified in the inspection process are implemented accordingly and in a timely manner.
- Reviewing and signing off on all formal inspections within their area of responsibility.
- The Director of Public Services will participate in at least two formal inspections every year.
- CAO will participate in at least one formal inspection for each department within the Town of Millet each year.

Supervisors are responsible for:

- Directing and documenting formal inspections on job sites that they oversee and for involving workers in these inspections.

Workers are responsible for:

- Participating in and performing the inspection process.

4.1.3 Training

All employees who are involved in conducting and participating in the inspection process shall receive training in performing inspections. Training can include formal training through an accredited agency or take place in-house by a competent employee.

4.2 Formal Inspections Process

Formal inspections will be conducted based on the Inspection Schedule. All formal inspections will be documented on the applicable inspection form.

The basic procedure for conducting a formal inspection is:

- 1) Identify the inspector or inspection team;
- 2) Locate and review reports of previous inspections;
- 3) Obtain the applicable inspection report form;
- 4) Proceed with the inspection tour;
- 5) During the tour, get off the "beaten path" e.g. Look over, under, around, behind, inside, etc.;
- 6) Take the time to observe the activities of all personnel;
- 7) Take immediate corrective action where there is imminent danger;
- 8) Record all unsafe acts and conditions;
- 9) Recommend corrective action for each unsafe act or condition, if possible consider more than one option;
- 10) Either a Supervisor or Manager will assign a person responsible for each corrective action and a date for completion;
- 11) Distribute copies of the inspection report to all inspection team members if desired. Convey findings in the next department or toolbox health and safety meeting;
- 12) Management and the Director of Public Services will ensure follow-up on identified corrective actions are completed and sign off on the completed inspection once these actions are confirmed complete.

****Ensure positive comments are being documented on all inspection forms.***

Formal Inspections Follow-Up Process

- 1) When the inspection forms are received, corrective actions are entered on a spreadsheet for each department;
- 2) Once a month the spreadsheet is given to the person(s) responsible for the corrective action(s);
- 3) The person responsible advises when the corrective action(s) has been completed;
- 4) Once the corrective action(s) is complete it is marked complete on the spreadsheet, the inspection sheet is marked complete and signed off by the Manager of that department.

4.3 On-going Informal Inspections

On-going informal inspections (visual/observational) of the work site should be conducted on a regular basis to ensure no uncontrolled hazards are evident. If any unsafe or unhealthy working conditions are identified, they must be documented. See Unsafe/Unhealthy Worksite Reporting Form, Formal Inspection Forms and Work Site Hazard Assessment/Toolbox Meeting Form which is included in the FORMS section of this Element.

4.4 Housekeeping

A work site should be kept neat and orderly. A well organized and clean work site assists in the reduction of injuries.

4.5 Preventative Maintenance

All tools and equipment shall be properly maintained to reduce risk of injuries to employees or damage to property.

All employees shall regularly check all tools and equipment that they are working with and shall take out of service any tools or equipment that pose a hazard due to a need for repair.

All employees shall take an active part in performing regularly scheduled inspections, maintenance, record keeping, etc. All deficiencies shall be reported to management and documented. Any suggestions for improvement are welcome.

4.6 Vehicle Operation

Being assigned to a vehicle (truck or UTV) gives you an added responsibility that goes beyond being able to operate it. You, as the operator, are responsible to report to your supervisor any deficiencies noted through operation or visual inspection.

You must have your valid operator's license on your person or in the vehicle with you at all times.

It is your responsibility to ensure that registration, and pink card are in the vehicle.

Before starting the unit, check the following:

- All fluid levels
- Tires and wheel nuts are tight
- All lights are clean and working (replace if necessary)
- Clean all window glass and mirrors
- Ensure cargo is secure
- Walk around vehicle and do visual inspection
- Fasten seat belt and advise passengers to follow suit
- Do not transport more passengers than the vehicle is designed for

4.7 Equipment and Maintenance Records

All Town of Millet equipment must be included and documented as part of the preventative maintenance program. Management is responsible to ensure a separate file, for each piece of equipment, is created and maintained. Each file will include:

1. Equipment number and/or other means of identifying the piece of equipment.
2. Make and model of the equipment.
3. Documents indicating the original purchase date of the piece of equipment.

All repairs and/or maintenance to any Town of Millet equipment will be included in the appropriate equipment files. Management is responsible to ensure the following information, whether completed by the Company and/or third-party agency, is included in each file.

1. Original purchase date of equipment (copy of the "Bill of Sale")
2. All repairs
3. All inspections, including:
 - Driver pre- and post-trip inspections
 - Inspections from other jurisdiction and/or agencies

4. All lubrication
5. All routine and/or regularly scheduled maintenance as per the schedules outlined in the maintenance section of this manual.
6. Any manufacturer notification of vehicle defects, including supporting documentation indicating action and/or repairs completed to correct the situation.

Equipment files and maintenance records will be retained for the current year and the four (4) previous years. In cases where a piece of equipment is sold, the Town of Millet will retain the records for a period of (6) months after the sale date and a copy of the "Bill of Sale" will be included in the equipment file.

FORMS INCLUDED IN THIS ELEMENT:

- Facility Inspection Form
- Formal Inspection Checklist
- Unsafe/Unhealthy Worksite Reporting Form
- Pre-Trip Inspection Form

5.0 ORIENTATION AND TRAINING

5.1 Training Requirements

Protecting the health and safety of workers on the work site includes orientation and training of the workers so they have the awareness, knowledge and good judgement to carry out their duties in a safe and healthy manner. As stated in Part 1, Section 13 of the AB OHS Regulation:

13(1) If work is to be done that may endanger a worker, the employer must ensure that the work is done

- a) by a worker who is competent to do the work, or*
- b) by a worker who is working under the direct supervision of a worker who is competent to do the work.*

5.1.1 OHS Act - June 1, 2018 - Definitions

'Competent' *In relation to a person, means adequately qualified, suitably trained and with sufficient experience to safely perform work without supervision or with only a minimal degree of supervision.*

'Train' *or any similar term or word means to give information and explanation to a worker with respect to a particular subject matter and to require a practical demonstration that the worker has acquired knowledge or skill related to the subject matter.*

5.2 Responsibilities

Directors and/or Supervisors are to evaluate the workers' qualifications to ensure they meet the requirements specified, determine further training required and ensure site specific health and safety training is provided.

5.3 Employee Safety Orientation and Training

All employees prior to the commencement of their work duties shall receive a safety orientation provided by the HSE Coordinator and/or Director of Public Services. At this time, the worker will become acquainted with their responsibilities for safety on the job and be alerted to the dangers present on the job site. The new employee safety orientation applies to new or internally-transferred employees and is made up of two parts; a general overview and site specific. The general safety orientation and training introduces the new employee to the Health and Safety Management System and Program structure and their health and safety responsibilities. This general orientation will be provided within the **first week of starting** and may be administered by the Director of Public Services, Supervisor or HSE Coordinator.

The Town of Millet's safety policies, employee responsibilities, potential hazards, safety rules and safety manual will be reviewed, along with the various safe work practices, emergency numbers, accident reporting, required personal protective equipment and information on safety meetings. A checklist will be filled out to ensure all of the topics have been covered and that the new worker is familiar with all procedures and policies.

The general orientation will include but is not limited to the following:

1. Housekeeping
2. General Administration
3. Health and Safety
 - i. Health and Safety Policy
 - ii. Occupational Health and Safety Manual
 - iii. Legislation
4. Rights and Responsibilities
 - i. OHS Legislation
 - ii. Health and Safety Manual
5. Hazards and Controls
 - i. Safe Work Procedures
 - ii. Ergonomics
 - iii. Personal Protective Equipment
 - iv. Working Alone
 - v. Communication Systems
 - vi. Workplace Violence
 - vii. Maintenance Program
 - viii. Vehicles
6. Inspections
7. Emergency Response
8. Incidents and Injury Reporting
9. Meetings
10. Additional Training

5.4 Job Specific Safety Orientation and On-Going Training

The site specific new employee safety orientation is a closer look at the employees' individual health and safety responsibilities and duties. This will include the following training program components:

- General and site-specific safety orientation for new workers or internally-transferred workers;
- Basic awareness training;
- Job and site-specific training;
- Hands-on or in-house training by another competent worker;
- Specialized training, remaining current and maintaining certification; and;
- Topic or issue specific training during safety or toolbox meetings.

It is recommended all employees participate in the following training as it provides general safety awareness and a basic understanding of the precautions to take both on the job and at home:

- Workplace Hazardous Materials Information System (WHMIS)
- First Aid
- Defensive Driving

Additional specialized training may be required based on the work carried out, any legislative requirements, specified in safe work procedures or codes of practice, and best practices. This includes but is not limited to:

- Transportation of Dangerous Goods (TDG);
- H2S Awareness;
- Confined Space Entry and Rescue;
- Respirator Use and Fit Testing;
- Fall Protection;
- Chainsaw Operation;
- ATV;
- Equipment Safe Operation (grader, skid steer, loader); and
- Ground Disturbance.

Additional specialized management and supervisory training is recommended, but not limited to the following:

- Leadership for Safety Excellence (includes the following four courses);
 - ❖ Health and Safety Management Systems - Overview;
 - ❖ Hazard Assessment;
 - ❖ Formal Inspections;
 - ❖ Incident Investigation;
- Workplace Violence Prevention;
- Prime Contractor;
- OHS Act, Regulation and Code Overview;
- Supervisor's Role; and
- WCB Disability Management (Province requires at least one employee to have received training as part of PIR Program requirements).

The following training is available for Health and Safety:

- Joint Health and Safety Committees;
- Overview of Health and Safety Management Systems; and
- PIR Auditor Certification.

The New Employee Safety Orientation Checklist, or other similar form, should be used to document the general and site-specific safety orientation and training provided to the new or internally-transferred employee, as well as any previous safety related training and skills the worker received prior to hiring on with the Town of Millet. The original New Employee Safety Orientation forms are to be forwarded to the Director of Public Services for file retention. This information is then to be entered into the Employee Training Database.

The Town of Millet training component also involves a competency initiative to determine and confirm our employees are adequately trained and have sufficient knowledge of the power tools/mobile equipment that they will be using.

Following is the Town of Millet's Competency Initiative.

Contacts: Director of Public Services - Mike Jones (780) 916-6586
Public Works Coordinator - Eric Weremey (780) 916-6592
Health and Safety Coordinator - Heather Niessen (780) 387-4554

Orientation: Safety Orientation
Emergency Procedures
General Equipment Instruction
General Hazard Assessment

Department Orientation: Relevant Safe Work Procedures
Hazard Identification Assessments
Briefing of relevant tools/equipment

Introduction: Town of Millet Health and Safety Policy
Employee Safety Responsibilities

Legislation: OHS Act - as of June 1, 2018

Emergency Procedures: Evacuation Procedures
Incident Reporting Procedures
First Aid Locations

Regulations: Personal Protective Equipment
Worksite Inspections
Incident Investigations
Driving & Enforcement Policies

The purpose of this initiative is to create an internally operated, self-regulation program designed to ensure that our employees are competently trained and remain in compliance with the relevant safety policies and procedures that oversee our day to day operations. Considerations have been taken to ensure compliance with the OH&S Code - new legislation as of June 1, 2018 as well as the Town of Millet health and safety guidelines including policies, purpose and responsibly.

It is our intent to create an environment that ensures our employees are trained in a fashion that enables them to be capable and competent in the work they perform.

Our goal is that they are recognized as such not only through the internally set standards of the organization but by any external protocols associated with the health and safety governance of our operations.

Training Outline

Component 1: Employee Assigned Readings

To satisfy the Town of Millet competency requirements, an employee must:

- Indicate in writing that he/she has read the relevant Safe Work Procedures for the tasks required to do the job assigned.
- Read the hazard assessment pertaining to the job assignment. Upon completion of this material, the employee will be asked to demonstrate their understanding of associated risks by way of a questionnaire that will be required to be completed verifying the employee understands and comprehends what he/she has read.
- Indicate in writing that he/she has read any relevant safety information including the manufacturers' specifications for the equipment provided.

Component 2: Briefing on Equipment

To satisfy the Town of Millet competency requirements with respect to the equipment detail, an employee must:

- Verbally demonstrate a satisfactory knowledge of equipment application, limitations and safety features.
- Demonstrate a completed 'Pre-Use Inspection Form' as well as satisfactorily listing applicable maintenance requirements.

Component 3: Competency Assessment

To satisfy the Town of Millet competency requirements with respect to operations training, an employee must have successfully completed the first two components pertaining to a particular skill, as well as attain a minimum of Level 3 by way of the following;

- Level One:** Successfully complete the general and departmental orientation programs.
- Level Two:** The operator requires direct supervision as he/she physically operates the equipment and or performs the task.
- Level Three:** The operator demonstrates adequate skills and safety and meets requirements to be deemed '**competent**'.
- Level Four:** The operator is deemed proficient in all aspects of the skill delivery including higher risk and refined work.
- Level Five:** The operator is deemed suitable to instruct others.

Competency Considerations

It is the goal of the Town of Millet to ensure that all employees are adequately qualified, suitably trained and possess sufficient experience to safely perform their duties with little or no supervision.

With respect to the legislative requirements for specific equipment operation, the policies and procedures that govern our operations have wholly been adopted and are mentioned in conjunction with the internally formulated criteria deemed necessary for the creation of an effective competency assurance measure.

The internally created criteria require the completion of three components to the satisfaction of the administration:

- The completion and understanding of assigned readings
- Briefing of equipment and relevant tools
- Competency through personalized instruction

It is the meeting of these requirements coupled with the completion of a minimum experience fulfillment that makes up of the components of the Town of Millet Competency Assurance Program.

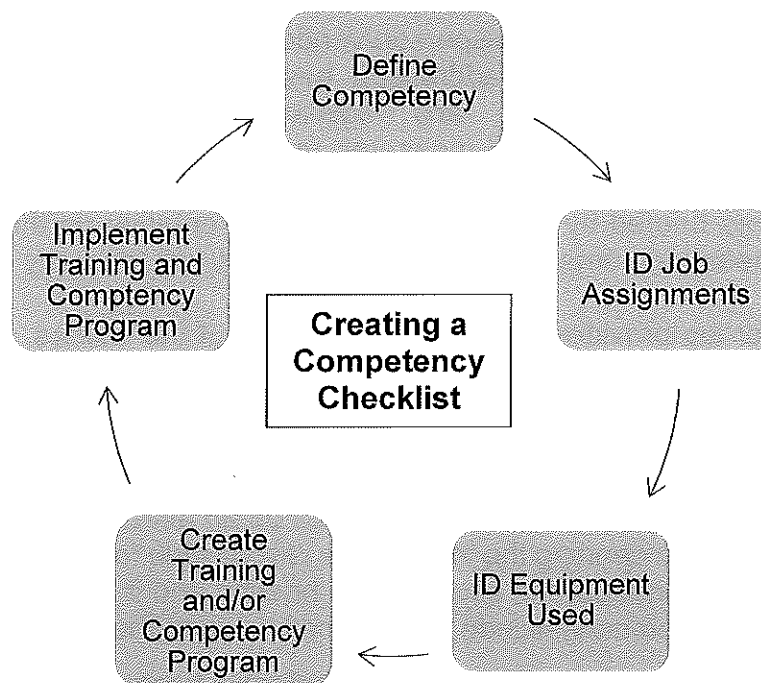
Administrative Process

Creating a Starting Point

An initial benchmark was deemed necessary for all employees of public works. Prior to any job or assignment being placed on an employee, he/she is to participate in the orientation process that addresses safety protocol with respect to the common work place, tools and equipment as well as those areas that are deemed as departmentally specific to the employee. The orientation shall address proper procedures with respect to safe use, maintenance and storage of such items as well as the risks and hazards associated. Upon completion of this detailed orientation, the worker shall be considered competent to merely participate safely within the public works environment.

Overview

The process employed by our organization centres around the formulation of a program that first identifies the operations that require formalized training and secondly the creation and implementation of a safety-based program in which job-related skill instruction can be delivered and competency can subsequently be assessed.



The ongoing goal of the Town of Millet after implementation would be to maintain competency.

5.5 Physical Demands Analysis (PDA)

By assessing the many physically and demanding jobs and tasks, matching the worker to the task and the work load, understanding correct body mechanics and implementing good ergonomic practices, the Town of Millet will reduce the number of Cumulative Trauma Disorders or Repetitive Strain Injuries, such as back strain, rotor cuff (shoulder) tears, hernias or carpal tunnel syndrome (wrist). These types of injuries can occur suddenly or may be more cumulative, with symptoms presenting themselves after many years of repetitive work. Either type of injury can be very debilitating and take a great deal of time to heal, while some will never recover fully.

The PDA can be used as a preventative tool by the Director, to assess physically and challenging jobs and tasks prior to the advertising and hiring process, allowing management to determine if the prospective applicant has the capacity and endurance to carry out the work safely, as well as advise the applicant of the physical demands of the work and outline the expectations.

The PDA may also be completed following an injury and used to determine if the injured worker is fit to return to work, as part of the Early Return to Work Program outlined in more detail in Element 7.

5.6 Visitor Health and Safety

Visitors to Town of Millet facilities and field operations can include; the public, customers/rate payers, salesperson/vendors, and family members. The health and safety of visitors will be addressed based on the facility, field operation, work conducted, level of risk, any legislative requirements and best practices. Communication and control measures may include warning or directional signage, locked doors, gates, or security alarms. Where applicable, a visitor log will be used, and visitors briefed by a Town of Millet representative on the site-specific hazards, control measures, emergency response procedures, and any PPE required.

The visitor log provides a documented record of the visitors, any site-specific safety orientation and emergency response procedures reviewed, outlines any expectations during their visit and may provide a list of occupants should an evacuation be necessary. The visitor log may be used for meetings, gatherings or events that include visitors, occur outside normal working hours, and/or where visitors need to be made aware of the inherent risks, such as on an active work site. The Town of Millet representative extending the invitation is responsible for determining whether a safety orientation is required, the extent of the briefing and if a visitor log is applicable. The safety orientation may include, but not be limited to the following:

- Advise visitor(s) of the actual or potential hazards they may encounter;
- The control measures that have been implemented for their protection;
- Location of washrooms, and restricted areas;

- Time restrictions, event conclusion, when they will be expected to vacate the premises;
- Location of first aid kit(s), fire extinguishers and emergency exit;
- Emergency response procedures, evacuation procedures and assembly area;
- Emergency contact numbers and communication devices;
- PPE required; and
- Requirement to sign in/out if using a visitor log.

5.7 Accessing Health & Safety Information

Employees can access information on Health & Safety from the following resources:

1. Director and/or Supervisor
2. Director of Public Services
3. Health & Safety Manual (located in Public Works Shop, Agriplex, Town Office)
4. Website

FORMS INCLUDED IN THIS ELEMENT:

- New Employee Safety Orientation Checklist
- WCB Physical Demands Analysis
- Visitor Log
- Review PowerPoint Presentation for New Hires
- Competency Level Assessment and Certification

6.0 EMERGENCY RESPONSE PROGRAM

6.1 Introduction

Emergency preparedness means that we are ready to respond to any emergency situation at our facility or any worksite. The purpose of an Emergency Response Plan is to protect our employees, contractors and the public from serious injury along with minimizing damage to equipment or property. In the event of a major disaster, this Emergency Response Plan describes the initial responsibilities and actions to be taken to protect all employees until the appropriate responders take over. A major emergency is regarded as a sudden unforeseen occurrence, which may endanger the safety of personnel or the environment.

Each location should be responsible for the following:

- 1) Determine possible emergency situations, which may include fire, bomb, flood, tornado, spills, or acts of violence.
- 2) Develop procedures to address such events: evacuation, emergency phone numbers, need for personal protective equipment, clean-up, training, hazard identification and reporting instructions.
- 3) Train personnel in actions to take in an emergency.

6.2 Emergency Assistance Procedures

Department managers, supervisors and every employee in the Town of Millet should be aware of the emergency procedures and the location of equipment and resources such as telephones, fire extinguishers, first aid equipment and emergency assembly points within their operating area.

All personnel working for the Town of Millet (i.e. Administration Building, Agriplex or Public Works Shop) are to follow the procedure outlined should they require emergency assistance, regardless of the severity.

- 1) Depending on the severity of the incident, contact 911.
- 2) Contact your direct Supervisor **immediately**. If not available, contact Director of Public Services (780) 916-6586.
- 3) Give location and provide a short-detailed account of the incident, identify any types of injuries.
- 4) Contact HSE Coordinator and ensure an incident report form is filled out.

Workers or sub-contractors should not discuss any incident with the media. Politely decline their request for information and direct them to the Town's designate.

6.3 Severity of Emergency

If the situation is of such a magnitude that the individual who first becomes aware of it cannot safely provide immediate assistance to all personnel who may be injured, in imminent danger, or an evacuation is required, that person's responsibility is to immediately sound a general alarm (verbally if not available) call 911 and notify the site supervisor, foreman or manager of the specific location and facts of the incident. This supervisor must assess the seriousness of the situation to determine if additional emergency services are to be contacted such as a toxic spill clean up crew, or qualified personnel to disconnect power or gas services. It is better to overestimate the seriousness of the situation than to underestimate or ignore it.

6.4 Off-Site Emergencies

There are several different types of emergencies that could arise while personnel and contractors employed by the Town of Millet are conducting various off-site work activities. To be prepared for the unexpected, all staff and contractors who will perform work activities at the job site shall review the existing emergency response plan(s), as well as its recommended to have the Field Emergency Contact List current and kept readily available always.

6.5 Types of Emergencies

Listed below are possible emergencies that could arise as staff and contractors perform various work activities throughout the Town of Millet.

6.5.1 Confined Space

Confined spaces present additional hazards beyond what may be found at an ordinary work site. Evacuating or providing emergency service to someone inside can be difficult. A detailed, specific rescue procedure is required for each confined space entry. It is the employer's responsibility to ensure that equipment and personnel are available to perform a timely rescue. Confined spaces may include crawl spaces, tanks, culverts, trenches, sewers or equipment.

Emergencies in confined spaces may include:

- Injuries and medical episodes including minor incidents that prevent a worker from getting out without assistance;
- Lack of oxygen (less than 19.5% oxygen);
- Flammable or explosive atmospheres;
- Physical hazards such as electricity, entrapment or engulfment (becoming trapped by the contents).
- The hazards from any chemicals in the space.

In general:

- NO ONE, including the tending worker, is to enter unless they are part of a complete trained and equipped rescue team;
- Call the fire department and ambulance service (and rescue team if applicable);
- Notify site personnel that an emergency is underway;
- Evacuate the confined space and the immediate area;
- Secure sources of hazardous energy (e.g. electricity or air for tools, water flow, etc.), and;
- Ensure that the ventilation equipment and the breathing air supply for the space continue to operate.

The rescue team may require some or all the following:

- Personal protective equipment suitable to the space and the hazards within;
- Air-line respirators with escape air supply or self-contained breathing apparatus. This can be eliminated ONLY if monitoring proves that there is at least 19.5% oxygen, less than 20% of the lower explosive limit for the flammable gases that are present, adequate continual ventilation and no dangerous levels of any toxic gas are present.
- Gas detection equipment suitable for the space and hazards within.
- Adequate continual ventilation;
- Lighting that is properly classified for hazardous atmospheres
- A tripod or davit arm and lifting equipment such as winches or pulley systems for vertical spaces
- A basket stretcher, backboard or specialized confined space stretcher;
- First aid equipment

6.5.2 Fall Protection

Working at heights requires that workers wear and use suitable fall protection. If workers are above 3 metres and are not protected by guardrails, a site-specific plan must be developed that includes the procedures to rescue anyone suspended in the air after a fall. Fall arrest harnesses and equipment will prevent the wearer from hitting the ground, but injuries may result from the forces of the fall or from impacts during the fall. **A person hanging immobile in their harness is in a life-threatening situation and can die in as little as 20 minutes.**

Workers who conduct a rescue must be properly equipped and trained to use the equipment in their work environments. A rescue may require:

- A ladder that can be securely placed under the victim so that they can be rescued;

- An elevated work platform (e.g. JLG, cherry-picker, scissor lift) that can be used to retrieve a victim;
- Remote retrieval poles used with winches or pulley systems to retrieve a victim; or
- A rescue team with specialized equipment and training.

6.5.3 Natural Disasters

Severe Lightning Storms

- Avoid lakes, slough or any open body of water.
- Avoid the tops of buildings, high power lines, vessels or crane operation.
- Construction equipment to be avoided.
- Vehicles to be parked off the road and the 4-way flashers activated until the storm has passed.

Tornado

A Tornado Watch means that all conditions to make a tornado are present; it does not mean a tornado will occur. In this situation, the municipal government advises that you listen to the radio every half hour for updates.

A Tornado Warning means that the tornado has touched down. If the tornado is active in our area, ensure the following procedures are adhered to and continually listen to the radio for further updates.

- a) Go into interior rooms and halls or an area that has cement walls. Stay away from windows. Crouch down and cover your head.
- b) Ensure adequate supplies are nearby, such as flashlights, fire extinguishers, battery powered radio, first aid supplies, back up batteries, blankets and any food or liquids.
- c) If necessary, initiate emergency evacuation procedures.
- d) After the tornado passes, restore calm and check for injuries.
- e) Upon leaving work, drive home carefully while watching for debris, broken wires and damaged roads.

6.5.4 Fire

Staff should only attempt to put out a fire if they stand a good chance of being successful in the first 30 seconds and are trained to do so. During the first 30 seconds, emergency response procedures should be followed by anyone discovering or involved in a fire.

Staff shall respond to the following as applicable:

- The fire is to be evaluated with regards to controlling it. (What is burning? Can I safely try to put it out?).

- Necessary evacuation steps are to be taken.
- The supervisor/foreman shall verify that the evacuation procedure is carried out.
- Site security measures are to be established as necessary to keep non-essential people out and to safeguard records and equipment.

When directed to evacuate a building under threat of fire, employees should observe the following points:

- Lights to be left on, doors closed, and windows closed but not locked, if time permits.
- Employees to stay as low as possible and try to keep out of the smoke (possibly toxic).
- Should clothes catch fire, the best thing to do is to **STOP, DROP and ROLL.**

THE FIRE DEPARTMENT SHALL BE CONTACTED IMMEDIATELY

6.5.5 Bomb Threats

THE FIRE DEPARTMENT SHALL BE CONTACTED IMMEDIATELY

Should there be a bomb threat; attempts should be made to obtain the following information:

- Who planted the bomb.
- What kind of bomb it is.
- What does the bomb look like?
- Why has the bomb been placed?
- Where is the bomb right now?
- When is the bomb going to explode?

Also, the following information should be recorded:

- Time of day
- Date of call
- Exact words of the person making the threat
- Age (child or adult) and sex of the caller
- Speech pattern, accent
- Any background noises
-

If a bomb is suspected, all personnel are to immediately evacuate the building and the Director of Public Services and CAO should be notified as soon as possible. All radios and cell phones **MUST NOT** be used within 100 metres of the location.

If a suspected bomb threat or suspicious package is received by mail:

- The letter, envelope or package is to be handled as little as possible.
- The area supervisor is to be notified immediately. The department manager and the Director of Public Services should be notified as soon as possible.

Indicators for this situation might include: excessive postage on package, staining on package, unusual odour, no return address provided, addressed unusually (i.e. Head of... instead of a name or proper title).

All staff will, as much as possible, preserve the evidence and call 911 immediately.

6.5.6 Structure or Equipment Failure

Should the situation arise where a structure has collapsed, or equipment has been involved in an accident, the following general procedures should be followed:

- Emergency evacuation procedures must be followed.
- The area where the incident has occurred must be secured.
- The nearest supervisors/foremen are to be notified immediately.
- People are to be kept out of the area except for those rendering medical aid.
- Area utilities are to be turned off as quickly as possible, providing it is safe to do so.
- Attempts to clean up or repair should not be made until clearance has been given by the Director of Public Services.

6.5.7 Hazardous Substance Release or Spill

Immediately upon a release or a spill of a hazardous/controlled product, steps should be taken to implement the Toxic Spill Safe Work Practice. The practice is comprised of the following basic steps:

- The Material Safety Data Sheets (MSDS) are to be referred to for detailed procedures if time permits.
- The area is to be secured.
- If the release is an airborne vapor spill or a large uncontrollable spill of liquid, 911 is to be notified immediately and the work site evacuated. The RCMP will mobilize assistance and commence public evacuation in the immediate vicinity.
- In most cases, clean-up procedures should start as soon as possible to prevent further spread of the substance into storm drains, floor drains, flowing water or ground water.
- Contact 911 for emergency assistance.

6.5.8 Underground Facility Strike

Unintentional contact with an underground facility may present a series of dangers for workers. In the event of ANY contact with a buried facility **STOP WORK AND CONTACT THE OWNER**. Even minor nicks or scrapes can lead to a failure in the future. The evacuation plan must address the hazards of any facilities that might be in the work area. In general:

- STOP all work.
- Shut down operating equipment. **NOTE:** if a high voltage cable has been struck, the operator may not be able to safely leave a vehicle. Electricity travels through the ground.
- Evacuate to a safe location upwind and uphill at least 20m away.
- Determine if a spill or fire is underway and respond accordingly.
- Contact the appropriate manager or supervisor.
- Ensure that the owner of the buried facility is notified.
- Ensure that 911 is notified.

6.6 General Evacuation

A general evacuation plan is to be provided for each work site as part of the Emergency Response Plan. The purpose of the plan is to provide for the quick, safe evacuation of all employees in the event of an emergency and to establish the applicable employee roles and responsibilities, equipment required to respond to the emergency, administering first aid and accounting for all personnel at assembly points.

General evacuation plan shall go into effect upon the sounding of an alarm which may be triggered:

- automatically by fire or gas detectors; or
- activated by an individual noting an incident requiring evacuation.

The emergency response procedures will be tested by conducting mock drills at least annually to ensure that directives, practices, procedures and equipment function as required and all staff understand their roles and responsibilities.

The evacuation plan shall include:

- a checklist for securing any equipment or work in use at the time of the evacuation signal if time permits;
- a list of assembly areas to which employees are to go in the event of an evacuation signal;
- map(s) showing assembly areas and routes, if applicable;
- a system of accounting for all employees at assembly areas;

- criteria for confirming the safety of the work site prior to allowing workers to return to work;
- a system of signals for "evacuation", for "test" and for "all-clear";
- a plan for practicing evacuations and testing the suitability of the accounting system; and
- a plan for checking the availability and operability of emergency equipment on a regular basis.

Workers shall be advised of the existence and location of the plans and assembly areas.

Building Evacuation

Signal for help – Any employee who identifies an established fire or medical emergency should use the fire pull station and/or dial 911. Give the location of the facility along with the type of emergency. Proceed to the nearest exit and leave the building immediately.

Evacuation – Upon hearing the emergency signal to evacuate the building, immediately leave the building by the nearest exit and walk to the Muster Point. It is important you get to the Muster Point as quickly as possible for roll call to be completed by the person in charge. Remain at the Muster Point area for roll call and await further instruction.

6.7 Emergency Response Requirements

A site-specific Emergency Response Plan shall be developed for all areas and shall include the following:

- a) the identification of potential emergencies;
- b) procedures for dealing with the identified emergencies;
- c) the identification of, location of and operational procedures for emergency equipment;
- d) the emergency response training requirements;
- e) the location and use of emergency facilities;
- f) the fire protection requirements;
- g) the alarm and emergency communication requirements;
- h) the first aid services required;
- i) procedures for rescue and evacuation; and
- j) the designated rescue and evacuation workers.

Supervisors shall work with their employees to develop an emergency response plan for their areas. This will help to ensure all employees understand the plan requirements and what their individual roles and responsibilities are in an emergency.

6.8 Emergency Management Planning

An emergency that constitutes a disaster is one that will involve more than the Town of Millet worksites and its workers. This can include a tornado, a train derailment that spills a toxic substance and requires a mass evacuation, etc.

Off-site staff that encounters a disaster level emergency should immediately contact their supervisor for instruction.

Supervisors are responsible for instructing employees in how and when to evacuate their work areas. Employees are responsible for following the evacuation plan as outlined by the supervisors and/or emergency service workers such as police, fire department, or ambulance workers. Evacuation routes are posted on or near the work area access doors. Staff will be directed to a safe assembly point and must check in on arrival.

FORMS INCLUDED IN THIS ELEMENT:

- Emergency Response Plan - Town of Millet
- Emergency Response Exercise Report
- Emergency Numbers

7.0 INCIDENT REPORTING AND INVESTIGATION DIRECTIVE

7.1 Introduction

An incident is any work related unplanned or unwanted event which results in or could have resulted in an injury (near miss), occupational illness or property damage.

Incidents include injury, illness, fatality, property damage, chemical spill, chemical exposure, vehicle incident, fire, explosion, theft, robbery, workplace violence or harassment (internal source – bullying/sexual harassment or external source – irate customer), bomb threat, hearing loss, repetitive strain injury (developing over a period of time), utility strike, building collapse or a near miss.

Accidents, incidents, occupational illness and a near miss shall be referred to as incidents throughout this element.

7.2 Purpose

The Town of Millet is committed to investigating incidents to determine the direct and indirect/underlying causes of an incident so that corrective actions can be implemented to prevent recurrence.

ALL incidents shall be reported to the supervisor immediately. Supervisors shall report all incidents to the Director of Public Services immediately. The Director of Public Services will determine if an investigation is required and if Alberta OHS must be contacted. A worker can report the incident directly to the Director of Public Services if their supervisor is not readily available, however, will report the incident to their supervisor as soon as possible.

7.3 Definitions

Occupational Injury - any injury such as a cut, fracture, amputation, etc., that resulted from a work-related incident, or from an exposure involving a specific incident in the work environment.

Occupational Illness- any abnormal condition or disorder of a worker, other than one resulting from an occupational injury, caused by exposure to chemical, physical or biological agents.

First Aid - Any one-time treatment and subsequent observation of minor scratches, cuts, burns, splinters, and so forth, which do not require medical aid, even if this care is provided by physician or registered professional personnel.

Medical Aid - any treatment (other than first aid) administered by a physician or by registered professional personnel under the standing orders of a physician. Examples are: Setting of broken bones, prescribing or administering prescription drugs, suturing wounds, treatment of second or third-degree burns, etc. Diagnostic procedures, such as x-ray or examination are not in themselves regarded as medical aid.

Lost Time Injury or Illness - Lost time work days are those workdays (consecutive or not) on which the employee would have worked but could not because of the occupational injury or illness. Lost time workdays should not include the day of the injury or any days which the employee was normally scheduled not to work.

Restrictive/Modified or Alternate Work Activity - Is work that is assigned to an employee not capable of performing their normal duties due to an injury or occupational illness, but still may be able to perform other work tasks that are not detrimental to the injury or illness. The physician in charge must approve this work. The municipality has an alternate work program in place that satisfies this requirement. Alternate work activities should be identified, and this information made available to the physician prior to workers being assigned alternate work.

Note: All lost time, medical aid and first aid incidents must be recorded in the site specific first aid log book. This is in addition to the incident/accident report form requirement. It is impractical to investigate all reported incidents. Therefore, the risk ranking system outlined in the standard for hazard assessment & control should be used to determine if the incident requires a full investigation.

7.4 Accident/Incident Reporting

Internal Reporting: In the event of serious accidents the internal reporting should take place as soon as possible following the occurrence of the incident/accident. All pertinent data should be documented. The Town of Millet emergency response plan should be followed to ensure proper reporting requirements transpire.

External Reporting: Accidents which result in death, serious burns or disabling injuries MUST be reported to the Occupational Health & Safety IMMEDIATELY. Fires or explosions should be reported to the office of the Alberta Fire Commissioner.

Additional Reporting: All vehicle accidents involving third party or damage to a vehicle in excess of \$1,000.00 (estimated) must be reported to local RCMP.

Personal injury accidents may require reporting under the Occupational Health and Safety Act and/or as defined by Workers Compensation.

All lost time injuries/illness; fires, serious vehicle accidents, medical aid, or other incidents with the potential for serious injury or loss will be investigated. The personnel assigned to investigate will follow the accident/incident investigation standard. All near miss incidents having the potential for serious loss are investigated by our Health and Safety Coordinator.

7.5 Responsibilities for Incident Reporting and Investigations

Prompt reporting of an incident is critical to carry out an effective investigation. All employees will immediately report to their supervisor, the following:

- All incidents resulting in any injury requiring medical aid or that requires time off work.
- All incidents that cause property damage or equipment damage or interrupt operations.
- All incidents that, under slightly different circumstances, could have resulted in injury or loss (near miss incidents).
- Any other incident, including workplace violence and/or harassment that an employee believes requires attention.

Upon being notified of an incident, the supervisor shall first determine if there are any injuries, emergency services required and if 911 has been called. Next is to ascertain if the incident scene has been contained and the area made safe.

- The supervisor shall report the incident to their manager immediately.
- The supervisor shall contact the Director of Public Services as soon as possible and provide a quick overview of the situation, including:
 - brief description of what happened
 - any injuries, if medical assistance was required and provided, the casualties' condition if known
 - date, time, seriousness/extent/impact of the incident
 - current situation, i.e. waiting for ambulance, RCMP on scene, traffic control
- The Director of Public Services will determine if an investigation is required, if AB OHS must be contacted and provide the supervisor with any instruction/advice regarding injured workers, protecting the scene of the incident, obtaining incident reports and witness statements, and estimated time of arrival if attending the scene of the incident.

- Other than to protect people from injury or further property damage, do not clean up or disturb the scene of an incident until the Director of Public Services has been notified and clearance given, as an investigation may be required. Should it be necessary to contact AB OHS, they will advise if they will attend the scene of the incident to carry out an investigation and therefore, the scene must be protected until their arrival.
- Supervisors shall obtain completed incident report forms or assist staff in completing the incident report. The original incident report is to be forwarded to the Director of Public Services.
- The Director of Public Services will provide the Director or Supervisor with a copy of the incident and investigation report(s) for their review and follow up. Management shall not sign off on the incident and investigation report until all follow up has been completed.
- If an injury causes or may cause time away from work, the appropriate WCB forms shall be completed and forwarded through the appropriate personnel. The WCB injury report form is not an investigation report. A separate incident report form must be completed.
- As part of the incident investigation process, the Director of Public Services will work with the supervisor and affected/appropriate management to review the direct and indirect/underlying causes of the incident, consider suggested recommendations and/or make recommendations for improvements that will prevent or minimize the risk of recurrence.
- It will be the responsibility of the Director to ensure that improvements are implemented that may eliminate or minimize the possibility of recurrence.
- Supervisors shall review and discuss incident reports, investigations and any resulting changes to procedures or practices, with their staff at the toolbox meetings to ensure any staff members affected by the changes are aware of the actual or potential hazards and the controls implemented to protect their health and safety.
- The Director of Public Services shall provide a brief overview of incident reports, investigations conducted, and any changes required to procedures or practices to the HSE Coordinator. Names and other personal information shall not be included in these reports to comply with FOIP regulations. These reports will be included in the Health and Safety minutes to be posted.

- The Director of Public Services and management may also share the findings from incident investigations with staff at general staff meetings, to communicate any changes made to procedures or practices, increase awareness and reiterate the importance of working safely and prompt incident reporting. Names and other personal information shall not be included in these reports to comply with FOIP regulations.
- The Director of Public Services and management shall review all serious incident investigations with the Town of Millet CAO.
- The signed incident investigation reports shall be kept on file for a minimum of 3 years; serious incidents shall be kept on file permanently should it become necessary to provide them in the future or for any legal proceedings. These documents shall be kept in a secure location that meets FOIP requirements.

7.6 Preservation of Evidence

Other than to carry out rescue work, protect from injury, further property damage or failure, do not disturb the scene of an incident or commence any cleanup work until the Director of Public Services has been notified and clearance given, as an investigation may be required.

Without disturbing the scene of the accident, the area will be made as safe as possible with road blocks, turning off power or gas or evacuating personnel, to prevent any further injuries or damage to property.

Should it be necessary to contact AB OHS, they will advise if they will attend the scene of the incident to carry out an investigation and therefore, the scene must be protected until their arrival. Disturbing the scene of an incident may result in punitive damages.

7.7 Incident Investigation Guidelines

Incident investigations shall be conducted by the Director of Public Services or by those trained in incident investigations. The Director of Public Services may require the assistance of supervisors, and staff to carry out the investigation. All employees shall cooperate with the Director of Public Services, AB OHS Officer's, and emergency services personnel, throughout the incident reporting and investigation process.

An incident investigation determines not only the direct cause of the incident, but the root or underlying cause that lead to the development of specific circumstances allowing for unsafe conditions or acts to develop resulting in an incident. A worker taking a short cut or rushing through a job, an equipment failure, weather conditions or inexperience may be the direct cause for an incident, however, a more in-depth look may reveal a lack of training for new workers, inadequate equipment maintenance, minimal supervision or an absence of proper safe work procedures.

It is far more effective to focus on investigating the minor or near miss incidents, rather than waiting to investigate the more serious incidents that result in injuries, illness or major property damage. Investigating the minor or near miss incidents, uncovering the root cause, identifying the actual or potential hazards, determining the most effective controls to prevent reoccurrence, followed up with implementing the appropriate improvements to equipment, materials or procedures will greatly assist in preventing further incidents from reoccurring or resulting in serious injury, illness or property damage. Full cooperation with the investigation process is critical and essential; it just may save a life someday.

7.8 Determining Cause

A loss is described as a loss to people-property-process. Causes should be divided into three types which are applicable to every accident/incident. They are direct, indirect and root cause. The following describes these causes.

Direct Cause

This is the actual unsafe condition or action that immediately preceded the accident. (This should be recognized as symptoms of the real problems) [Sub-standard acts or conditions].

The following are considerations that would fall under direct causes:

Hazardous Unsafe Acts

- Actions of another person
- Disregard for rules, standards, procedures and instructions
- Haste and short cuts
- Horseplay, distractions
- Improper body position
- Improper cleaning
- Improper material handling
- Improper use of equipment
- Lack of knowledge
- Operating without authority

- Using defective/unsafe equipment
- Failing to use proper personal protective equipment
- Working on machinery while in motion
- Improper hot work practices (welding/cutting)
- Making safety devices inoperative or removing devices

Hazardous Unsafe Conditions

- Inadequate guards or barriers
- Inadequate warning signs
- Poor housekeeping
- Noise exposure
- Ventilation deficient
- Temperature extremes
- Illumination deficiency
- Improper maintenance
- Poor design & layout
- Congested areas
- Defective tools, material or equipment
- Act of nature (wild damage, hail, lightning)
- Work area exceeds occupational exposure limits
- Work area exceeds L.E.L. (lower exposure limits)

Indirect Cause

This is the condition that perpetuated the unsafe actions of people or created the unsafe condition. These are the reasons or disease behind the symptoms (direct cause). Identification of these conditions will enable management to establish suitable controls to prevent recurrence. There are two major categories in which the indirect cause will fall. These categories are

Personal Factors

- Employee physical condition, height, strength, weight, size, allergies, sensory deficiencies, vision, hearing, respiratory incapacity, permanent or temporary disabilities.
- Inadequate mental/physiological capabilities, fears, phobias, mental illness, emotional disturbance, intelligence level, comprehension ability, coordination, judgement, reaction time, low mechanical aptitude, memory failure.
- Lack of skill or knowledge.
- Inadequate instruction, lack of practice, no orientation, poor or no training, infrequent performance, lack of coaching, poor supervisory knowledge.

- Improper motivation.
- Improper rewarding, good performance is punishing, no incentives, improper peer pressure, frustration, attempt to save time/effort or discomfort, poor supervisory example, no performance feedback, inadequate reinforcement of proper behavior, improper production incentives.
- Physical or physiological stress.
- Injury, illness, health exposures, oxygen deficiency, health condition/diabetic/drugs.

Job Factors

- Inadequate work standards.
- No standards in place.
- There is no communication or training for existing standards.
- Inadequate monitoring of the use of procedures/practices/rules.
- Inadequate leadership or supervision.
- Inadequate policies, procedures, practices or guidelines.
- Inadequate work planning, instruction, orientation, training.
- Unclear or non-defined responsibilities or objectives.
- No performance measurement and feedback.
- Poor job of matching individual qualifications to job task.
- Existing standards have not been updated & maintained.
- Inadequate engineering.
- Inadequate maintenance.
- No assessment of loss exposure.
- Inadequate management of change.
- Monitoring of construction lacking.
- Lacking standards, specifications or design criteria.
- Wear & tear/abuse & misuse.
- No preventative maintenance program.
- Inadequate tools and equipment.
- Not available/wrong tools for task.
- Poor method of communicating maintenance requirement.
- Poor consideration of human factors/ergonomics.

Root Cause

The root cause is the management system deficiency that allowed the hazardous condition or practice to exist in the first place. A safety program should be managed with the use of a fundamental safety management designed for this purpose.

The following are common reasons for a lack of control that results in root cause losses:

- An inadequate safety management system
- A lack of program standards.
- Failure to comply with an established safety management system or program standards.

Following are control action issues and deficiencies that lead to root causes of accidents/incidents:

- Leadership and administration deficiencies.
- Lack of or noncompliance to a company safety policy.
- Measurable safety responsibilities/objectives not defined for each position within the company.
- Lack of communication to employee & contractors by management.

Hazard Identification & Control

- Lack of routine inspections.
- Inadequate hazard identification & reporting system.
- No system to identify, prioritize and develop critical job tasks procedures.

Rules and Work Procedures

- Lack of safety rules & work procedures.
- No system to communication safety rules & procedures.
- Discipline policy does not address non-compliance to established rules, procedures & standards.
- Legislative compliance lacking.
- Lack of personal protective equipment standards.

Training

- Lack of a system to ensure safety orientations are conducted.
- Lack of system to confirm that on-the-job training is ensuring workers are competent.

Communication

- Inadequate system to ensure employee feedback on health and safety issues.
- Ineffective safety/pre-job/tailgate meetings.

- Inadequate incident/accident reporting & investigation and safety opportunity reporting.
- No reporting for safety hazards.
- Information from previous accidents/incidents not being followed up to prevent recurrence.
- Opportunities for safety not being reported.

7.9 Report Preparation

The report should have the following categories:

Nature of Loss

This should describe all the loss associated with the incident and would include the following:

- Loss of equipment
- Loss of worker time due to replacement
- Loss of production
- Loss of worker time to due to injury
- Worker replacement cost
- Equipment repair cost
- Cost of supervisory time associated with the accident/incident
- Investigation costs
- Other costs associated with the accident/incident
- The total estimated cost should appear in this section of the report

Description of Events

This is the second section of the report and it should describe the events leading up to the accident/incident. It should be based on known facts only and describe the “what, where, who and how” of the events.

Causes

The next section relates to the three causes, which are:

1. Direct cause
2. Indirect cause
3. Root cause

The preceding information on causes should be used as a guideline to establish what issues are related to each cause.

Incident investigations are not conducted to assign blame. They are conducted to prevent recurrence.

7.10 Incident Investigation Follow Up Process

1. When the incident forms are received, corrective actions are entered on a spreadsheet for each department;
2. Once a month the spreadsheet is given to the person(s) responsible for the corrective action(s);
3. The person responsible advises when the corrective action(s) has been completed;
4. Once the corrective action(s) is complete it is marked complete on the spreadsheet, the incident sheet is marked complete and signed off by the Manager of that department.

7.11 Preventative Action

The final section of the report is to establish the preventative actions and recommendations that should take place to prevent recurrence. A recommendation for action should be developed for each cause that has been identified. Target dates for follow up should be established. Report review dates to ensure follow up should be scheduled. All causes and recommended actions should be noted on the Hazard Identification, Assessment and Control Worksheet Form located in the FORMS section of Element 3 - Hazard Control.

7.12 Incidents to be Reported to AB OHS

The Director of Public Services will determine if AB OHS must be contacted to report on incident based on the legislative requirements listed below.

As per the AB OHS Act, Part 5:

40(1) When an injury or incident described in subsection (2) occurs at a work site, the prime contractor or, if there is no prime contractor, the employer shall report the time, place and nature of the injury or incident to a Director of Inspection as soon as possible.

(2) *The injuries and incidents to be reported under subsection (1) are;*

- a) an injury or incident that results in the death of a worker,*
- b) an injury or incident that results in a worker being admitted to a hospital, and for the purposes of this clause, "admitted to a hospital" means when a physician writes admitting orders to cause a worker to be an inpatient of a hospital, but excludes a worker being assessed in an emergency room or urgent care centre without being admitted,*
- c) an unplanned or uncontrolled explosion, fire or flood that causes a serious injury or that has the potential of causing a serious injury,*
- d) the collapse or upset of a crane, derrick or hoist,*
- e) the collapse or failure of any component of a building or structure necessary for the structural integrity of the building or structure, or*
- f) any injury or incident or a class of injuries or incidents specified in the regulations.*

(3) *If an incident described in subsection (4) occurs at a mine or mine site, the prime contractor or, if there is no prime contractor, the employer shall make a report to a Director of Inspection of the time, place and nature of the incident as soon as possible.*

(4) *The incidents that must be reported under subsection (3) are*

- a) an unexpected major ground fall or subsidence that endangers or may endanger workers, equipment or facilities,*
- b) an unplanned stoppage of the main underground ventilation system, if it lasts more than 30 minutes, or occurs repeatedly,*
- c) a vehicle that goes out of control,*
- d) an ignition of flammable gas, combustible dust or other material underground,*
- e) workers being withdrawn from a hazardous location under emergency conditions,*
- f) electrical equipment failures or incidents that cause, or threaten to cause, injury to workers or damage to equipment or facilities,*
- g) outbursts and inrushes,*
- h) an incident involving a hoist, sheave, hoisting rope, shaft conveyance, shaft, shaft timbering or head frame structure,*
- i) any other unusual incident or unexpected event that could have caused serious injury to a worker,*
- j) the following incidents where the integrity of a dam or dike is affected at a mine or mine site:*

- i. *cracking or evidence of weakening or subsidence of a dam or impoundment dike;*
- ii. *unexpected seepage or the appearance of springs on the outer face of a dam or dike;*
- iii. *the freeboard of a dam or dike being less than adequate;*
- iv. *a washout or significant erosion to a dam or dike; and*
- v. *any injury or incident or a class of injuries or incidents specified in the regulations.*

(5) *If an injury or incident referred to in subsection (2) or (4) occurs at a work site or if any other injury or any other incident that has the potential of causing serious injury to a person occurs at a work site, the prime contractor or, if there is no prime contractor, the employer shall*

- a) *report the time, place and nature of the incident to a Director of Inspection,*
- b) *carry out an investigation into the circumstances surrounding the injury or incident,*
- c) *prepare a report outlining the circumstances of the injury or incident and the corrective action, if any, undertaken to prevent a recurrence of the injury or incident,*
- d) *ensure that a copy of the report is readily available and provided to an officer on demand, and*
- e) *provide a copy of the report to a Director of Inspection, the joint work site health and safety committee or health and safety representative, if applicable, or, if there is no committee or representative, make it available to workers once the investigation is complete.*

(6) *The investigation referred to in subsection (5)(b) must be conducted with the participation of the joint work site health and safety committee or health and safety representative, if there is one at the work site.*

(7) *The prime contractor or employer who prepared the report referred to in subsection (5)(c) shall retain the report for at least 2 years after the serious injury or incident at the work site.*

(8) *A report prepared under this section is not admissible as evidence for any purpose in a trial arising out of the injury or incident, an investigation or public inquiry under the Fatality Inquiries Act or any other action as defined in the Alberta Evidence Act, except in a prosecution for perjury or for the giving of contradictory evidence.*

(9) Except as otherwise directed by a Director of Inspection, an occupational health and safety officer or a police officer, a person shall not disturb or conduct work at the scene of an injury or incident required to be reported under subsection (1) or (3), including the immediate area where the incident occurred, or alter, move or remove equipment, documents or other information that may be related to the incident, except insofar as is necessary in;

- a) attending to persons injured or killed,*
- b) preventing further injuries or incidents, and*
- c) protecting property that is endangered as a result of the injury or incident.*

NOTE: If required to report an incident to AB OHS, follow the direction provided by the AB OHS Director of Inspection. Provide a brief overview of the incident including:

- ▶ the name, title/position and employer/company name of the person providing the report,
- ▶ briefly state the nature of the incident, ie. "a worker injured in a vehicle accident", "a worker fell and was taken to the hospital",
- ▶ date, time, and location of the incident,
- ▶ the last known condition of any injured worker(s) and any emergency services contacted and/or on scene,
- ▶ current situation, ie. "RCMP on scene and waiting for ambulance to arrive".

The Director of Inspection may:

- ▶ ask several questions, such as traffic controls implemented, potential for further injury (fire, chemical exposure), emergency services contacted;
- ▶ attend the scene of the incident to investigate;
- ▶ advise an investigation to be carried out and the report forwarded to AB OHS for review; or
- ▶ advise an investigation to be carried out, kept on file and readily available should a Director of Inspection visit the work site and wish to review the report.

Follow the direction provided by the Director of Inspection and provide cooperation during any investigative proceedings.

The local RCMP or police service must be contacted in the case of a fatality. All Incident Reports and Investigations must be kept for a minimum of three years and filed in a secure location that meets FOIP guidelines. Incident investigation reports of serious incidents shall be kept permanently in the case of any legal proceedings.

7.13 Early Return to Work Program

Following an incident that results in a work-related injury or illness where the worker will be off work for three or more days, the worker must provide their supervisor with medical documentation. Along with the Incident Report and Investigation form, WCB documentation must be completed and forwarded to WCB through the appropriate personnel. WCB personnel will work with the injured worker, physician and the employer to ensure the worker receives the required medical attention and returns to work as quickly and safely as possible.

The Town of Millet is committed to working with the WCB, the employee's physician and the worker, to support the employee in returning to the work force as quickly as medically possible. Assisting the employee through every step of their work-related injury/illness claim and with their return to the work site helps reduce any financial anxiety or stress, ensures the employee does not return before they are medically fit, reduces the workload stress to co-workers and promotes a positive safety culture.

The Early Return to Work Program includes documentation developed to assist the worker, the employer, the WCB and the physician in returning the worker to his/her pre-injury duties, taking into consideration any restrictions such as weight/load limitations, time restrictions, medication that may affect ability or responsiveness, or medical personal protective equipment (back belt, tensor bandage).

The WCB will often request the Physical Demands Analysis (PDA) be completed in the early stages of the claims management process. The PDA provides the WCB Claims Manager and the physician with an evaluation of the physical demands of the workers' pre-injury job and allows them to clarify what restrictions may be required for the worker to return.

Once the worker has received medical approval to return to work, the worker and supervisor will complete the Early Return to Work Form that will clarify any restrictions that might be placed on the worker by the nature of the injury/illness and the worker's physician. The WCB Claims Manager may also require a copy of this document.

The Fitness for Work Form is completed if medical confirmation is required that a worker is fit to return to work.

FORMS INCLUDED IN THIS ELEMENT:

- Incident Report Form
- Incident/Accident Investigation Report Form
- WCB Fitness for Work (Return to Work Form)

8.0 PROGRAM ADMINISTRATION

Introduction

Program administration is a dynamic process. The maintenance of records will assist in tracking this process. These records provide reference to program activities and results. They provide the necessary information to assess the program, make necessary modifications, and plan for future activities.

8.1 Reports on File

Health and safety related reports should be kept on file and stored so they are readily available. Reports that should be kept on file include:

- Health and Safety Employee Orientation forms;
- Minutes of Department Health and Safety Meetings;
- Reports of Formal Inspections, filed by date; and;
- Incident Investigation Reports, filed by date.

A copy of the incident investigation documentation and WCB documentation should be placed on the injured personnel's file, as it may be required by WCB or for future legal proceedings. The investigation form should be kept on file for a minimum of 3 years; however, serious incident investigations shall be kept indefinitely.

8.2 Health and Safety Reports

The Health and Safety Report presented to Management monthly will include tracking department compliance with the Health and Safety Program through regular formal and informal inspections, toolbox meetings and incident investigations. If applicable, the report will include incident frequency and severity rates, implementation of new Health and Safety programs, and improvements to work site efficiencies, etc.

8.3 Health and Safety Meetings

Health and Safety Meetings are an important communication tool for management to inform staff about health or safety risks, changes to work processes, or any other health or safety related information they need to pass on. This is also an important venue for staff to raise concerns they may have, ask questions and receive training. Formal meetings are held on a regular basis, while informal meetings can be held impromptu to discuss a specific matter or they may take place on a daily or weekly basis to discuss that days/week's work. A health and safety component can be added to regularly scheduled department meetings; however, minutes are

taken of the regularly scheduled Safety Meetings and the health and safety topics discussed.

All formal meetings shall include the following:

- attendees and minutes of the meeting recorded;
- a review of the previous meeting minutes and the status of prior issues noted;
- recently identified work site hazards that may affect the workers, changes in a process or suggestions for improving safety awareness;
- comments, concerns or questions raised by those in attendance;
- concerns and/or recommendation from a previous inspection;
- a review of recent incidents; and
- any training held.

8.3.1 Health and Safety Scheduled Meetings

Following is the minimum requirement for regularly scheduled meetings.

Department	# of Meetings (per audit year)
Public Works	6
Emergency Services	4-Office 2-Chief Meetings
FCSS, Bylaw, Administration Town Office	2

8.4 Post-Audit Action Plan

The post-audit action plan is a document that should be developed after each audit. This type of action plan is a tool to help the employer focus its planning and activities on the most significant weaknesses identified in the audit. An action plan should:

- Identify each system weakness that is to be addressed;
- Include specific activities required to complete the project;
- Provide timelines for completion, and individuals that are responsible.

When developing the post-audit action plan, the Executive Report created from the audit lists detailed recommendations for improvement and is a great place to start.

The post-audit action plan will be developed by the Health & Safety Coordinator, who will also be responsible to ensure the recommended actions are being completed in a timely manner. The action plan will be reviewed annually during the audit process where auditors will verify that the corrective actions were carried out.

FORMS INCLUDED IN THIS ELEMENT:

- Safety Meeting Form
- Tailgate Safety Meeting Form

