



# Town of Shaunavon

OHC Policy Manual

2019

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## Orientation Policy

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### Intent

Town of Shaunavon has adopted this Orientation Policy to ensure that all employees are provided with orientation designed to familiarize new employees with the services and functions provided by Town of Shaunavon, and to effectively orient them to their responsibilities. Orientation shall cover information concerning policies and procedures, occupational health and safety, as well as organizational goals. It is the policy of Town of Shaunavon to integrate new employees in a manner that will generate a positive and lasting employment relationship.

This policy is also intended to provide for legislative compliance and protection of the health and safety of Town of Shaunavon employees and others that may work on Town of Shaunavon premises by ensuring that all health and safety training is conducted for employees before the assignment of regular work.

### Definitions

Health and Safety Orientation - Familiarizing new employees to the Town of Shaunavon health and safety program and work-related hazards they may come into contact with on Town of Shaunavon premises.

Job-Specific Health and Safety Training - A health and safety training program designed to provide information regarding the health and safety hazards that they may reasonably be expected to come into contact with in the course of their regular job duties, and the knowledge and skills required to safely perform their job duties, including the use of any necessary equipment and Personal Protective Equipment (PPE).

### Guidelines

Health and Safety training must be completed by the new employee prior to the start of their regular job duties.

### Divisions Are Required To:

- Provide the necessary time and resources for the successful implementation of this policy, and the successful completion of the program by each new employee.
- Ensure that health and safety orientation and job-specific health and safety training programs are established for each department and role as necessary.
- Distribute and communicate this policy to all affected parties.
- Provide the health and safety committee with the opportunity to provide feedback into the creation and review of training programs, and assist in the delivery of these training programs.

### Supervisors Shall:

- Ensure that each new employee has attended and successfully completed the required levels of health and safety training information relevant to their position, prior to the start of their regular job duties.
- Attend and successfully complete all applicable training programs that are required for staff that they are responsible for supervising.
- Review staff performance levels in health and safety training, making recommendations for necessary changes as needed.
- Update and maintain training records as required.
- Act as a knowledgeable source of information for staff that requires assistance in health and safety matters.

### When Hiring Contractors:

- Ensure that all workers of contractors and sub-contractors are adequately trained to perform the required work, have appropriate insurance coverage, are aware of workplace hazards, and are competent to perform the work. This should all be captured in the contract language.

### When Hiring Volunteers, Students and Trainees:

- Ensure that all volunteers, students and trainees attend and successfully complete health and safety orientation are aware of workplace hazards and are competent to perform the work they are assigned to.

### Management Shall:

- Ensure that due diligence is utilized throughout the hiring process, and that all necessary documentation is provided to the new hire.
- Create, implement and deliver general health and safety training.
- Review and revise health and safety training programs as necessary.
- Post all necessary health and safety information in accordance with OH&S regulations.
- Update and maintain training records.
- Make training records available to the OHC and the Ministry of Labour, upon request.
- Ensure that all staff members complete job-specific health and safety training prior to the start of any new role.

### Occupational Health Committee (OHC) Will:

- Provide feedback and recommendations for the creation and implementation of all health and safety programs.
- Maintain a current list of OHC members, and post this list in a location that is easily accessible by staff.

### New Employees Shall:

- Complete and return all necessary paperwork / documentation prior to the start of their

orientation and/or job duties.

- Attend and successfully complete all required health and safety training.

Students, Volunteers and Trainees Shall:

- Complete and return all necessary paperwork / documentation prior to the start of their orientation and/or assigned duties.
- Attend and successfully complete all required health and safety training.

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# Health and Safety Policy - Saskatchewan

## Intent

Town of Shaunavon is vitally interested in the health and safety of its employees. Protection of employees from injury or occupational disease is a major continuing objective. Town of Shaunavon will make every effort to provide a safe, healthy work environment. All supervisors, employees, contractors, constructors and suppliers must be dedicated to the continuing objective of reducing risk of injury. Town of Shaunavon is ultimately responsible for worker health and safety, and will take every reasonable precaution possible for the protection of our employees.

Town of Shaunavon is committed to promoting a safe and healthy workplace for all employees, contractors, customers and visitors. In pursuit of our commitment, Town of Shaunavon will develop, implement and enforce such policies and procedures that promote and provide a healthier, safer work environment. Town of Shaunavon understands the importance of safety to the well-being and productivity of its people, and strives to safeguard the workplace from injury and malfeasance through dereliction of duty towards safety.

Town of Shaunavon will act in compliance with the *Occupational Health and Safety Act* of Saskatchewan and its *Regulations*.

## Guidelines

### Communication

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

- Employees that voice or identify a health and safety concern will not be subject to retaliation.
- Health and safety comments will be reviewed by the OHC. The OHC team will initiate an investigation on each reported and/or potential hazard.
- Employees are encouraged to inform their supervisor or the OHC of any matter they perceive to be an actual or potential workplace hazard.
- Communication can be written or oral, and may be anonymous, if so desired.

## Employee Responsibilities

### Town Council

- Provide a healthy and safe work environment.
- Establish a health and safety program.
- Conduct an annual review of the health and safety program.
- Make sure that the health and safety program is effective.

- Provide training on the health and safety program.
- Create plans to deal with emergencies, such as fires, explosions, major releases of hazardous materials, violent acts or natural hazards.
- Provide appropriate medical and first aid equipment.
- Provide personal protective equipment and make sure it is used properly.
- Set up a process to identify and prevent harassment in the workplace.

### Managers

- Ensure new employees receive orientation.
- Ensure employees receive ongoing training.
- Conduct regular employee safety meetings.
- Perform inspections and investigations, and correct unsafe acts and conditions.
- Report and investigate all accidents and near misses.

### Employees

- Learn and follow safe work procedures.
- Correct hazards or report them to supervisors.
- Participate in inspections and investigations where applicable.
- Use personal protective equipment where required.
- Help create a safe workplace by recommending ways to improve the health and safety program.

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## Young Workers Safety Policy

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### Intent

The purpose of this policy is to ensure the safety of all workers, both part time and full time, employed at Town of Shaunavon. In order to succeed with this goal, Town of Shaunavon is implementing this policy to outline the expectations of employees and employers in regards to the health and safety of the workplace. Young workers are especially at risk of workplace health and safety incidents and accidents, and as such there is special attention to the procedures that could minimize their risk.

### Guidelines

#### **Legislative Requirements**

At all times, Town of Shaunavon shall meet our legislative obligations when employing young persons, and will act reasonably in assigning duties taking into account the age, knowledge, education and work experience of the young person, identifying any potential danger and giving appropriate instructions, supervising the work by ensuring an experienced adult does so, and providing adequate training before authorizing a young person to perform unsupervised work.

#### **Assigning Suitable Work**

Before developing or implementing any training Town of Shaunavon will take great care in assigning suitable work for young workers taking into consideration that jobs which require long training times or a high degree of skill, have a great deal of responsibility, contain critical or risky tasks to be performed (e.g. working with hazardous chemicals) or working alone provide high risk for health and safety issues for young workers.

Thus Town of Shaunavon will consider the following factors when considering the appropriate work for a young worker:

- Potential hazards are in the workplace environment around the worker;
- Special work situations which may come up which could lead to new risks for this worker; and
- Any occasional risks from co-workers, such as welding or machining which could affect the workers nearby.

In slow periods, a young worker might be asked to "help out" other employees. Town of Shaunavon will ensure that any hazards associated with those jobs are reviewed with the young worker, by both you and the co-worker which will supervise those tasks.

#### **Training**

Town of Shaunavon managers will have communication with the new worker about the job tasks clearly and frequently, repeating and confirming this training over the first few weeks of work, as some new workers may be overwhelmed with instructions at first, and may need to hear this information repeated more than once.

Young workers are specifically required:

- Not to perform any task until they have been properly trained;
- Not to leave their work area unless they've been told to do so. Other work sites may have special hazards of which they may be unaware; and
- Young workers are encouraged to ask before they do something they are unsure of.

## **Responsibilities**

### Managers

- Assist in developing, implementing, and enforcing Town of Shaunavon health and safety policies and procedures.
- Must continually promote health and safety awareness with instruction, information, training and supervision to ensure the safe performance of employees.
- Utilize the process of hazard identification, risk management and incident investigation.
- Perform occupational health and safety inspections of the workplace to identify and control any and all hazards to employees.
- Held accountable for the health and safety of workers under their supervision.
- Ensure that machinery and equipment are safe and that employees work in compliance with established safe work practices and procedures.
- Ensure that employees receive adequate training in their specific work tasks to protect their health and safety.
- Conduct health and safety meetings.
- Ensure equipment, materials and protective devices required by law are provided and used. This includes guards on machinery and the use of protective equipment.
- Ensure that all hazards, illnesses and injuries are reported immediately.
- Understand the hazards in the workplace and inform supervisors of said hazards and how to handle them.
- Encourage all workers, especially young ones, to alert their supervisors immediately if they see something that could endanger their safety.
- Ensure lots of time is allotted to train young workers.
- Demonstrate your commitment to health and safety with your own consistent, safe work practices – and emphasize that unsafe work practices are unacceptable.
- Respond promptly to all health and safety concerns.
- Distribute appropriate testing tools to ensure Young workers are knowledgeable, well trained and confident in their rights and responsibilities in their role.

### Occupational Health Committee

- Liaison with government agencies to ensure workplace health and safety compliance
- Act as an advisor to management on safety and health policy issues
- Coordinate health and safety inspections, and follow up to ensure the completion of

necessary corrective actions

- Develop best practices
- Develop and Implement programs using the Young Workers Awareness Safety program.
- Design and develop accident / incident reports and investigation procedures
- Maintain an up-to-date working knowledge of health and safety regulations as mandated locally, federally, or by the province / state
- Plan and implement company policies and procedures on workplace safety and health issues
- Review injury and illness trends, and identify problem areas and solutions
- Ensure workplace health and safety policies, procedures and programs are current.
- Ensure ample time is allotted to train young workers.
- Provide training for managers to ensure they maintain their competence.
- Respond promptly to all health and safety concerns.

All staff is responsible for the following:

- Completion of required occupational health and safety training.
- Performance of their duties in a manner conducive to a safe workplace, following all safety practices and procedures.
- Reporting of any incident, injury or hazard as outlined in procedures.
- Promoting a hazard-free workplace
- Learning the posted Emergency Plan detailing their facilities procedures pertaining to: Fire, Weather, or Medical Emergency.
- Reporting all hazards, illnesses and injuries immediately.
- Understand the hazards in the workplace and inform managers of any unforeseen or potential hazards.

Accident and Incident Reports

- It is the responsibility of every young employee to complete an Accident and Incident Report in the event of a health or safety violation that the employee has either caused or witnessed.
- Accident and Incident Reports should be filled out and submitted to management promptly to ensure the safety of other employees, and to rectify the problem as quickly as possible.
- Failure to report health or safety violations will be viewed as gross negligence, and may result in disciplinary action up to, and including termination.
- If you are unable to complete a report, please contact the OHC so they may guide you through the process.

***Failure to comply with Town of Shaunavon health and safety guidelines, or engage in conduct which creates risk for an employee, contractor, customer or visitor, will be met with disciplinary action and/or termination of employment.***

Communication

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

To prevent any young worker from feeling apprehensive about voicing their concerns in regards to the health and safety of their role, all concerns will be kept anonymous.

- Employees that voice or identify a health and safety concern will not be subject to retaliation.
- Health and safety comments will be reviewed by the OHC. The OHC will initiate an investigation on each reported and/or potential hazard.
- Employees are encouraged to inform their supervisor or the OHC of any matter they perceive to be an actual or potential workplace hazard.
- Communication can be written or oral, and may be anonymous, if so desired.

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## Health and Safety Representative - Committee Policy - Saskatchewan

### Intent

This policy has been created to provide information pertaining to the duties and responsibilities of Town of Shaunavon's Occupational Health Committee (OHC). Each Canadian province has established Health and Safety Legislation providing clear requirements for organizing the committee including: the structure, meeting frequency and the roles and responsibilities of committee members.

### Guidelines

In the province of Saskatchewan, an OHC must be established where ten (10) or more employees work, or as required by order. A Health and Safety Representative must be designated in place of an OHC at a place of employment with less than ten (10) employees. Town of Shaunavon is committed to maintaining the health and well being of its employees. As such, Town of Shaunavon has established an OHC which consists of at least two (2) or more employees, but no more than twelve (12). The committee is comprised of one half employee representatives and one half management representatives. The committee will have two (2) co-chairs, one (1) selected by employees and the other by management.

### Responsibilities and Process

Duty of Employer - The employer is responsible for providing a safe and healthy workplace and for taking all necessary steps to protect the safety and health of employees.

Duty of the Employee - Employees are required to take all reasonable and necessary precautions to ensure their own safety and health as well as that of their fellow employees.

Occupational Health Committee - Consists of employers and employees working together to improve occupational safety and health (OSH) in their workplace.

Health and Safety Representative - Is an employee selected by the workplace or by fellow employees. The representative has many of the powers of the occupational health committee.

### Committee Meetings

To carry out its functions, the committee/representative is required to hold meetings and carry out regular inspections of the workplace.

The OHC will hold a meeting at least once every three (3) months during regular working hours and as needed on urgent matters.

### Committee Meeting Notes

Minutes of each meeting must be recorded and available for review by an inspector from the Occupational Health and Safety Division of the Saskatchewan Ministry of Labour and

Workplace Safety. Minutes should contain details of all matters discussed, as well as a full description of issues raised, any action recommended by the committee members and the employer response to the recommendation(s).

Minutes should be signed by the co-chairs and posted in the workplace within two (2) weeks of the meeting and minutes from previous meetings should be filed in a central, accessible location readily available for employees, OHC's and occupational health officers who may need to view them.

### **Committee Role in Workplace Inspections**

The OHC must ensure that a workplace is inspected prior to an OHC meeting. Other employees, as well as the employer, must give the Committee any information and assistance needed to carry out these inspections.

### **Committee General Responsibilities**

Generally speaking, all committee members should be available to receive employee concerns, complaints and recommendations; to discuss problems and recommend solutions; and to provide input into existing and proposed health and safety programs.

Members of the committee are entitled to paid time off from work for authorized activities related to the responsibility of the committee or representative.

In accordance with *The Saskatchewan Employment Act*:

The duties of an OHC are:

- (a) To participate in the identification and control of health and safety hazards in or at the place of employment;
- (b) To cooperate with the occupational health and safety service, if any, established within Town of Shaunavon;
- (c) To establish, promote and recommend the means of delivery of health and safety programs for the education and information of employees;
- (d) To maintain records with respect to the duties of the committee pursuant to this section;
- (e) To investigate work refusals;
- (f) To ensure that the workplace is inspected regularly;
- (g) To receive, consider and resolve matters respecting the health and safety of employees;
- (h) To carry out any other duties as specified in the Act or Regulations.

The duties of the health and safety representatives in consultation with Town of Shaunavon are:

- (a) To provide a channel of communication between the employer and employees;
- (b) To inspect the workplace regularly;
- (c) To participate in the identification and control of health and safety hazards in or at the place of employment;
- (d) To co-operate with the occupational health and safety service, if any, established for the place of employment;
- (e) To receive and distribute to employees information regarding health and safety;
- (f) To receive, consider and resolve matters respecting the health and safety of employees;
- (g) To carry out any other duties that are specified in the Act or prescribed in the regulations.

The OHC may from time to time come across confidential information. The OHC may not:

- Disclose any information about any workplace tests or inquiries conducted under the Act or regulations;
- Disclose the results of any medical examinations or test of workers in a way that identifies the individual(s);
- Reveal the name of any person from whom information was received;
- Disclose any secret or trade information, etc.

Committee members will not be held personally liable for anything done or omitted in good faith.

### **Selection of Committee Members**

Committee members will be selected by the employees of Town of Shaunavon. Town of Shaunavon will choose the remaining members from persons in the workplace who exercise managerial functions. Committee members will be selected as vacancies occur through a nomination and voting process.

### **Length of Terms on the OHC**

Members serve a three (3)-year term and can serve more than one (1) term. It should be ensured that the OHC has a balanced number of experienced and new members at all times.

### **Selecting Co-Chairs**

Each committee must have **two** (2) co-chairs, employers select one (1) and employees select the other. Co-chairs are selected at the first meeting. Co-chairs have the same rights and responsibilities as other members, including the right to call and chair meetings.

### **How to Select OHS Representatives**

In a non-unionized workplace, the representative is appointed by his/her fellow employees. In a unionized workplace, the representative is appointed in accordance with the union's

bylaws.

### **Training of Committee Members**

Town of Shaunavon will ensure that two (2) members of the committee (one representing the employees and one representing persons who exercise managerial functions) are adequately trained to perform their duties.

### **Powers and Responsibilities of a Committee Member**

It is the function of a committee and the committee has the power to:

1. Identify situations that may be a source of danger or hazard to employees;
2. Receive complaints relating to the safety and health of employees, consider these complaints, and address them;
3. Make recommendations to the constructor or employer and the employees for the improvement of the health and safety conditions for employees;
4. Recommend to the constructor or employer and the employees: the establishment, maintenance and monitoring of programs, measures and procedures respecting the health and safety of employees;
5. Obtain information from the constructor or employer respecting, the identification of potential or existing hazards of materials, processes or equipment, and health and safety experience and work practices and standards in similar or other industries of which the constructor or employer has knowledge;
6. Obtain information from the constructor or employer concerning the conducting or taking of tests of any equipment, machine, device, article, thing, material or biological, chemical or physical agent in or about a workplace for the purpose of ensuring occupational health and safety;
7. Be consulted about, and have a designated member representing employees be present at the beginning of testing conducted in or about the workplace if the designated member believes his or her presence is required to ensure that valid testing procedures are used or to ensure that the test results are valid. However, this does not include medical records of any person, unless that person agrees to the disclosure.

### **Management Support**

Our management team supports our safety committee and has instructed our safety committee to:

- Identify and assess potentially unsafe conditions in our workplace;
- Make recommendations to management for the improvement of the health and safety of all employees;
- Review and make recommendations to management regarding the ongoing maintenance and monitoring procedures of all health and safety issues in the

workplace;

- Assist with hazard identification and control reports, inspection reports and accident investigation reports and where appropriate, make recommendations;

### **Legal Requirements - Employer's Duty**

Town of Shaunavon shall provide employees with the information, instruction, training and supervision necessary to ensure their safety and health.

Town of Shaunavon shall ensure that each employee is informed of every known or foreseeable safety and health hazard in the area where the employee works. Town of Shaunavon shall train its employees to ensure that all hazardous substances are stored, handled and used in the manner prescribed.

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## Health and Safety Discipline Policy

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### Intent

Town of Shaunavon is committed to maintaining a safe and healthy workplace. Behaviour that is incompatible with that goal will be dealt with in a firm, fair and effective manner. Health and safety violations may require steps in the disciplinary actions to be skipped and more severe consequences to be taken.

### Guidelines

- Town of Shaunavon will implement progressive discipline process when dealing with employee conduct and policy violation issues.
- Health and safety issues are by their nature serious. As the situation dictates, based on the past performances of the employee, and the gravity of the violation, Town of Shaunavon reserves the right to skip steps in the disciplinary process.
- When determining the severity of the disciplinary action chosen for an employee who has committed a health and safety violation, Town of Shaunavon will take into consideration the following:
  - The number of violations on record for that employee
  - The length of employment for the employee
  - Any training completed by the employee
  - The severity of the violation
  - The employee's level of responsibility
  - The intent of the action (if malicious intent was present)
  - The employee's level of involvement
  - The outcomes of similar violations

### Health and Safety Violations and Suggested Responses

The following table outlines required progressive discipline for common workplace issues.

Key: Formal Disciplinary Actions

V: Verbal warning;  
 W: Written warning;  
 S: Final written warning and suspension;  
 T: Termination of employment;

Consideration will be given to the nature of incidents, factual details, the frequency of offences and the employee's overall work record prior to issuing any progressive discipline.

The following is a guideline for disciplinary actions for health and safety violations. This is to be used solely as a guide. Please note that not all situations are covered in the chart.

Description	Violation			
	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>
<b>Health and Safety Violations</b>				
Failure to follow organizational policies, practices and procedures that relate to the health and safety of the organization and its employees *could be progressed depending on severity	V	W	S	T
Failure to wear the required personal protective equipment	V	W	S	T
Failure to follow management direction in a safety sensitive situation	V	W	S	T
Failure to report any workplace hazards or unsafe conditions	W	S	T	
Failure to immediately report an accident on company premises or of company responsibility	W	S	T	
Using company machinery or equipment without proper training or certification	W	S	T	
Behaviour which could compromise the safety of yourself or others	S	T		

### Summary

This chart is meant to provide you with an example of unacceptable offences and the resulting violation. Depending on the severity of your action, management reserves the right to advance the progressive discipline to a higher level that fits the violation.

A progressive discipline warning will remain on file for eighteen (18) months. If no further violations happen during that period, the discipline will become inactive.

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## Working Alone Policy

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### Intent

Town of Shaunavon is committed to the health, safety, and well-being of our employees. We strive to ensure that all appropriate safeguards are enacted to protect our employees who must work alone or in isolation. This policy has been adopted to provide a consistent approach to this type of work.

### Definitions

Working alone: To work at a work site where assistance is not readily available in the event of an injury, illness, or emergency.

### Guidelines

#### **Working Alone Safely**

Whenever a worker must work alone, Town of Shaunavon will:

- Establish an effective means of communication between the worker and persons capable of responding to their needs; and
- Visit the worker as appropriate if an effective means of communication is not practicable or available at the worksite.

To ensure the ongoing safety of our employees, the company will:

- Take all reasonable steps to eliminate any hazards identified;
- Take all reasonable steps to control any hazards that cannot reasonably be eliminated;
- Communicate the findings of the hazard assessment in writing to all affected employees;
- Provide employee training and education to limit the dangers of working alone;
- Investigate all accidents or incidents, and take all reasonable steps to prevent a re-occurrence;
- Report all situations, incidents, or near-misses where being alone increased the level of inherent danger to the situation, and make appropriate reasonable changes.
- Avoid scheduling alone work whenever possible, especially where a distinct level of risk is recognized; and
- Schedule higher risk work to be done during regular business hours, or when another employee capable of helping in an emergency is present.

#### **Handling Cash**

Town of Shaunavon will take all appropriate precautions to ensure the safety of employees,

with responsibilities for handling cash who must work alone, in the following manner:

- In the event of a robbery, employees should cooperate, and immediately surrender to the demands of the robber by supplying them with any available cash or merchandise; employees are far more valuable than any amount of cash or merchandise;
- Employees should contact the police, appropriate emergency services, and their direct manager or supervisor when it is safe to do so following any robbery; and
- Security systems will be maintained to deter the possibility of any robbery.

### **Travel Alone**

Town of Shaunavon will provide safety mechanisms for employees who must travel alone in the following manner:

- Communication devices (such as a cellular telephone or two-way radio) will be used to ensure that the employee can check in at appropriate intervals;
- Examine the vehicle (as appropriate) to ensure that it is in good working condition (up-to-date maintenance and adequate levels of fuel), has proper levels of insurance, is equipped with emergency supplies (such as a spare tire with tools and first aid kit), has a method of communication (such as a cellular phone), and available roadside assistance.

### **Hazardous Work**

- Wherever reasonably practicable, the company will avoid requiring employees to perform hazardous work alone and will schedule this type of work to be completed during normal work hours in the presence of other employees.
- Training and education will be provided to ensure that the employee is knowledgeable in the proper safe work practices, use of PPE, use of all required machinery and tools, and hazard identification and avoidance.
- PPE, required tools and machinery, and first aid supplies will be supplied.

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## Visitor Policy

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### Intent

Town of Shaunavon has adopted this policy to ensure the ongoing health and safety of visitors, and to protect company assets and information.

### Visitor Rules of Conduct

Visitors will be required to follow Town of Shaunavon visitor rules of conduct for the duration of their visit:

- Follow all verbal instructions and signs.
- Don't touch or attempt to operate any machine, device or equipment unless otherwise directed to do so.
- Don't talk to or distract workers.
- Keep out of restricted areas.
- Report all injuries or problems immediately.

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# Workplace Harassment Policy - Saskatchewan

## Intent

Town of Shaunavon is committed to building and preserving a safe, productive and healthy working environment for its employees based on mutual respect. In pursuit of this goal, Town of Shaunavon does not condone and will not tolerate acts of harassment against or by any employee of Town of Shaunavon.

Our Workplace Harassment Policy is not meant to stop free speech or to interfere with everyday interactions. However, what one person finds offensive, others may not. Generally, harassment is considered to have taken place if the person knows, or should know, that the behaviour is unwelcome. Harassment is often defined as "engaging in a course of vexatious comment or conduct that is known or ought reasonably to be known to be unwelcome".

*This Policy is in compliance with the [Saskatchewan Occupational Health and Safety Regulation, Section 36](#), and the [Saskatchewan Human Rights Act](#).*

## Definitions

Definitions sourced from [The Saskatchewan Employment Act](#) and [The Government of Saskatchewan Harassment Prevention Guide](#).

**Harassment:** Means any inappropriate conduct, comment, display, action or gesture by a person that either:

- Is based on race, creed, religion, colour, sex, sexual orientation, marital status, family status, disability, physical size or weight, age, nationality, ancestry or place of origin; or
- Adversely affects the worker's psychological or physical well-being and that the person knows or ought reasonably to know would cause a worker to be humiliated or intimidated;

and that constitutes a threat to the health or safety of the worker.

**Personal Harassment:** Personal harassment is sometimes referred to as "bullying". Personal harassment typically involves repeated occurrences. A single incident may also constitute harassment if it is serious or severe and is shown to have a lasting harmful effect on a worker.

Personal harassment may include:

- Verbal or written abuse or threats
- Insulting, derogatory or degrading comments, jokes or gestures
- Personal ridicule or malicious gossip
- Unjustifiable interference with another's work or work sabotage

- Refusing to work or co-operate with others
- Interference with or vandalizing personal property

## Guidelines

Town of Shaunavon will not tolerate any form of harassment, bullying or discrimination against job candidates and/or employees on any grounds, whether during the hiring process or during employment. Town of Shaunavon will make every reasonably practicable effort to ensure that no employee is subjected to harassment. This commitment applies to such areas as training, performance, assessment, promotions, transfers, layoffs, remuneration, and all other employment practices and working conditions.

All complaints shall be taken seriously, and investigated appropriately. Staff members that submit a report or complaint of harassment or bullying shall not be subject to any form of reprisal or retaliation as a result of the complaint.

All employees are personally accountable and responsible for enforcing this Policy and must make every effort to prevent discrimination or harassing behaviour and to intervene immediately if they observe a problem or if a problem is reported to them.

It is also a violation of Town of Shaunavon's Anti-Harassment Policy for anyone to knowingly make a false complaint of harassment or to provide false information about a complaint. Individuals who violate this Policy are subject to disciplinary and / or corrective action, up to and including termination of employment.

This Policy prohibits reprisals against individuals, acting in good faith, who report incidents of workplace violence or act as witnesses. Management will take all reasonable and practical measures to prevent reprisals, threats of reprisal, or further violence. Reprisal is defined as any act of retaliation, either direct or indirect.

Town of Shaunavon will ensure that all employees are trained and educated on violence and harassment and that they are clear about the roles and responsibilities as well as this policy and its procedures. In addition a copy of this policy will be made available to all employees.

In accordance with workplace rights set out by the Saskatchewan Human Rights Commission under the Human Rights Act, every employee has a right to freedom from:

1. Harassment in the workplace by the employer or agent of the employer or by another employee because of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, age, record of offences for which a pardon has been granted and not revoked, marital status, family status or disability.
2. A sexual solicitation or advance made by a person in a position to confer, grant or deny a benefit or advancement to the person where the person making the solicitation or advance knows or ought reasonably to know that it is unwelcome;
3. A reprisal or a threat of reprisal for the rejection of a sexual solicitation or advance where the reprisal is made or threatened by a person in a position to confer, grant or deny a benefit or advancement to the person.

Sexual or racial harassment can be defined as any behaviour, in the form of words, gestures, or actions, generally repeated, that has undesired sexual or racial connotations, that has a negative impact on a person's dignity or physical or psychological integrity, or that results in the person being subjected to unfavourable working conditions.

Usually, harassment can be distinguished from normal, mutually acceptable socializing. It is important to remember it is the perception of the receiver of the potentially offensive message be it spoken, a gesture, a picture or some other form of communication which may be deemed objectionable or unwelcome that determines whether something is acceptable or not.

Harassment is offensive, insulting, intimidating, and hurtful and does include unacceptable behaviour related to violence or bullying. It creates an uncomfortable work environment and has no place in employee relationships.

### **Application of this Policy**

This policy applies to all individuals working for the organization including front line employees, temporary employees, contract service providers, contractors, all supervisory personnel, managers, officers or directors. The organization will not tolerate violence or personal harassment whether engaged in by fellow employees, managers, officers, directors, or contract service providers of the organization.

Town of Shaunavon will not tolerate any form of harassment or discrimination against job candidates and employees on any grounds mentioned above, whether during the hiring process or during employment. This commitment applies to such areas as training, performance, assessment, promotions, transfers, layoffs, remuneration, and all other employment practices and working conditions.

For the purposes of this policy, harassment can occur:

- At the workplace;
- At employment-related social functions;
- In the course of work assignments outside the workplace;
- During work-related travel;
- Over the telephone, if the conversation is work-related; or
- Elsewhere, if the person is there as a result of work-related responsibilities or a work-related relationship.

### **Procedure for Reporting Discrimination or Harassment**

#### Informal Procedure

If you believe you have been personally harassed you may:

- Confront the harasser personally or in writing pointing out the unwelcome behaviour and requesting that it stop; or
- Discuss the situation with the harasser's Supervisor, your Supervisor or any other

Supervisor other than your own.

Any employee who feels discriminated against or harassed can and should, in all confidence and without fear of reprisal, personally report the facts directly to your supervisor or manager.

### Formal Procedure

If you believe you have been personally harassed you may make a written complaint. The written complaint must be delivered to the CAO. Your complaint should include:

- The approximate date and time of each incident you wish to report;
- The name of the person or persons involved in each incident;
- The name of any person or persons who witnessed each incident; and
- A full description of what occurred in each incident.

### **Investigating Reports of Harassment**

Once a written complaint has been received, Town of Shaunavon will complete a thorough investigation. Harassment should not be ignored. Silence can, and often is, interpreted as acceptance. Employees will not be demoted, dismissed, disciplined or denied a promotion, advancement or employment opportunities because they rejected sexual advances or because they lodged a complaint when they honestly believed they were being harassed or discriminated against.

For the purposes of this section the following definitions apply:

**Complainant** - The person who has made a complaint about another individual who they believe committed an act of violence against them.

**Respondent**- The person whom another individual has accused of committing an act of violence.

The investigation will include:

- Informing the harasser's of the complaint;
- Interview the complainant, any person involved in the incident and any identified witnesses; and
- Interview any other person who may have knowledge of the incidents related to the complaint or any other similar incidents.

A copy of the complaint, detailing the complainant's allegations, is then provided to the respondent(s).

- The respondent is invited to reply in writing to the complainant's allegations and the reply will be made known to the complainant before the case proceeds further.
- The Company will do its best to protect from unnecessary disclosure the details of the incident being investigated and the identities of the complaining party and that of the alleged respondent.

- During the investigation, the complainant and the respondent will be interviewed along with any possible witnesses. Statements from all parties involved will be taken and a decision will be made.
- If necessary, the Company may employ outside assistance or request the use of our legal counsel.
- Employees will not be demoted, dismissed, disciplined or denied a promotion, advancement or employment opportunities because they rejected sexual advances of another employee or because they lodged a harassment complaint when they honestly believed they were being harassed.
- Where it is determined that harassment has occurred, a written report of the remedial action will be given to the employees concerned.

If the complainant decides not to lay a formal complaint, Senior Management may decide that a formal complaint is required (based on the investigation of the incident) and will file such document(s) with the person(s) against whom the complaint is laid (the respondent(s)).

If it is determined that harassment has occurred, appropriate disciplinary measures will be taken as soon as possible.

### **Summons for Immediate Assistance**

Canada's Criminal Code deals with matters such as violent acts threats and behaviours such as stalking. The police should be contacted immediately when an act of violence has occurred in the workplace or when someone in the workplace is threatened with violence. If an employee feels threatened by a co-worker, volunteer, contractor, student, vendor, visitor or client / customer then an immediate call to "911" is required.

### **Employees Rights**

All employees of Town of Shaunavon have the right to:

- Request the assistance of an Occupational Health Officer to resolve a complaint of harassment;
- File a complaint with the Saskatchewan Human Rights Commission, respecting discriminatory practices; and
- Exercise any other legal rights pursuant to any other law.

### **Special Circumstances**

All records of harassment, and subsequent investigations, are considered confidential and will not be disclosed to anyone except to the extent required by law.

In cases where criminal proceedings are forthcoming, Town of Shaunavon will assist police agencies, lawyers, insurance companies, and courts to the fullest extent.

### **Fraudulent or Malicious Complaints**

It is important to realize that unfounded / frivolous allegations of harassment may cause both the accused person and the Company significant damage. If it is determined by the Company

that any employee has knowingly made false statements regarding an allegation of personal harassment, immediate disciplinary action will be taken. As with any case of dishonesty, disciplinary action may include immediate dismissal without further notice.

### **Disciplinary Measures**

If it is determined by the Company that any employee has been involved in harassing of another employee, immediate disciplinary action will be taken. Such disciplinary action may involve counselling, a formal warning and could result in immediate dismissal without further notice.

### **Confidentiality**

Town of Shaunavon will do everything it can to protect the privacy of the individuals involved and to ensure that complainants and respondents are treated fairly and respectfully. Town of Shaunavon will protect this privacy so long as doing so remains consistent with the enforcement of this Policy and adherence to the law.

Neither the name of the person reporting the facts nor the circumstances surrounding them will be disclosed to anyone whatsoever, unless such disclosure is necessary for an investigation or disciplinary action. Any disciplinary action will be determined by the Company and will be proportional to the seriousness of the behaviour concerned. Town of Shaunavon will also provide appropriate assistance to any employee who is victim of discrimination or harassment.

### **Appeal Process**

If the aggrieved or respondent have worked with the process and feel that it has failed at some point, or that the corrective action is not consistent with the incident(s) that led to the original complaint, an appeal process is in place. The appeal must be submitted in writing to the administrator who will ensure that the appeal is processed.

### **Review**

This Policy shall be reviewed annually.

Policy #	2019-179	Date Created	Jan 30, 2019
Authority	Resolution	Date of Last Review	April 16, 2019

# Workplace Violence Policy - Saskatchewan

## Intent

Town of Shaunavon is committed to building and preserving a safe working environment for its employees. In pursuit of this goal, Town of Shaunavon does not condone and will not tolerate acts of violence against, or by, any employee of Town of Shaunavon. Town of Shaunavon will take every reasonable precaution and implement measures to prevent violence and protect all employees from potentially violent situations.

*This policy is in compliance with the Saskatchewan Employment Act (Section 3-21) and the Occupational Health and Safety Regulations (Section 37).*

## Definition

The following definition has been sourced from [The Saskatchewan Occupational Health and Safety Regulations](#).

Workplace Violence: Means the attempted, threatened or actual conduct of a person that causes or is likely to cause injury, and includes any threatening statement or behaviour that gives a worker reasonable cause to believe that the worker is at risk of injury.

Incidents of violence include:

- Attempted or actual assaults; and
- Any threatening statement or behaviour which gives the employee reasonable cause to believe that he / she is at risk of injury.

## Guidelines

This policy prohibits physical or verbal threats – with or without the use of weapons – intimidation or violence in the workplace to minimize risk of injury or harm resulting from violence to Town of Shaunavon employees. We are committed to providing a safe and healthy work environment free from violence, threats of violence, harassment, intimidation and disruptive behaviour for all our employees. Town of Shaunavon strictly prohibits violence in the workplace. If the company is aware that domestic violence is likely to expose an employee to a workplace physical injury every reasonable precaution will be implemented to protect the individual. Weapons are strictly prohibited from all company property; violators are subject to discipline and may be reported directly to the police. Town of Shaunavon firmly believes that by working together with our employees, the risk of workplace violence can be minimized.

It is also a violation of Town of Shaunavon's Workplace Violence Policy for anyone to knowingly make a false complaint of violence, or to provide false information about a complaint. Individuals who violate this policy are subject to disciplinary and/or corrective

action, up to and including termination of employment.

This policy prohibits reprisals against individuals, acting in good faith, who report incidents of workplace violence or act as witnesses. Management will take all reasonable and practical measures to prevent reprisals, threats of reprisal, or further violence. Reprisal is defined as any act of retaliation, either direct or indirect.

### **Application of this Policy**

This policy applies to all those working for the organization including front line employees, contract service providers, managers, officers or directors. The organization will not tolerate violence whether engaged in by fellow employees, managers, officers, directors, or contract service providers of the organization.

All employees of Town of Shaunavon are personally accountable and responsible for enforcing this policy and must make every effort to prevent and eliminate violence in the work environment and to intervene immediately by advising a member of management if they observe a problem or if a problem is reported to them.

For the purposes of this policy, violence can occur:

- At the workplace;
- At employment-related social functions;
- In the course of work assignments outside the workplace;
- During work-related travel;
- Over the telephone, if the conversation is work-related; or
- Elsewhere, if the person is there as a result of work-related responsibilities or a work-related relationship.

### **Reporting Violence in the Workplace**

In the event that an employee is either directly affected by, or witness to, any violence in the workplace, it is imperative for the safety of all employees of Town of Shaunavon that the incident be reported without delay.

- Report any violence or potentially violent situations immediately to management, or the OHCT.
- All reports shall be kept confidential.
- All reports shall be investigated, and dealt with appropriately.
- Any employee who threatens, harasses or abuses another employee, or any other individual at or from the workplace shall be subject to disciplinary action, up to and including termination of employment, and the pursuit of legal action.
- Violent action, threats and assault are serious criminal offences, and shall be dealt with appropriately.

### **Investigation Reports of Violence**

Once a written complaint has been received, Town of Shaunavon will complete a thorough

investigation. The investigation will begin immediately after receiving the complaint. Violence will not be ignored. Silence can, and often is, interpreted as acceptance. The investigation will be conducted in a timely manner.

For the purposes of this section the following definitions apply:

**Complainant** – The person who has made a complaint about another individual who they believe committed an act of violence against them.

**Respondent** – The person whom another individual has accused of committing an act of violence.

The investigation will include:

- Informing the respondent of the complaint.
- Interviewing the complainant, any person involved in the incident, and any identified witnesses.
- Interviewing any other person who may have knowledge of the incidents related to the complaint or any other similar incidents.

A copy of the complaint, detailing the complainant's allegations, will then be provided to the respondent(s).

- The respondent is invited to reply in writing to the complainant's allegations and the reply will be made known to the complainant before the case proceeds further.
- The company will do its best to protect from unnecessary disclosure the details of the incident being investigated and the identities of the complaining party and that of the alleged respondent.
- During the investigation, the complainant and the respondent will be interviewed along with any possible witnesses. Statements from all parties involved will be taken and a decision will be made.
- Where it is determined that violence has occurred, a written report of the remedial action will be given to the employees concerned.

## **Responsibilities**

### Town of Shaunavon

The company shall:

- Investigate all reported acts / incidents of violence, and:
- Consult with other parties (e.g. Legal Counsel, Health & Safety consultants, OHCs, Employee Assistance Provider, Human Rights office, Local Police Services;
- Take all reasonable measures to eliminate or mitigate risks identified by the incident; and
- Document the incident, its investigation, and corrective action taken.
- Review this policy annually, or as changes to job responsibilities or environments occur.
- Review annually the effectiveness of actions taken to minimize or eliminate workplace

violence and make improvements to procedures, as required.

#### The OHC/Safety Representative Will:

- Review all reports forwarded to the OHC regarding workplace violence and other incident reports as appropriate pertaining to incidents of workplace violence that result in personal injury or threat of personal injury, property damage, or police involvement;
- Participate in the investigation of serious injuries and / or dangerous occurrences;
- Recommend corrective measures for the improvement of the health and safety of workers; and
- Respond to employee concerns related to workplace violence and communicate these to management.

In addition, OHCs may participate in the investigation of reported incidents that result in personal injury or have the potential to result in injury.

#### **Seeking Immediate Assistance**

Canada's Criminal Code deals with matters such as violent acts threats and behaviours such as stalking. The police should be contacted immediately when an act of violence has occurred in the workplace or when someone in the workplace is threatened with violence. If an employee feels threatened by a co-worker, volunteer, contractor, student, vendor, visitor or client / customer then an immediate call to "911" is required.

Any employee who has been exposed to a violent incident is encouraged to consult their physician for treatment or referral for post-incident counselling.

All injuries related to workplace violence shall be reported as required by the Worker's Compensation Board.

#### **The Right to Refuse Unsafe Work**

- This is a legal right of every worker. Town of Shaunavon is committed to ensuring a safe workplace.
- If you wish to pursue this right, please refer to the Work Refusal Policy in this Manual.

#### **Special Circumstances**

Should an employee have a legal court order (e.g. restraining order, or "no-contact" order) against another individual, the employee is encouraged to notify his / her Supervisor, and to supply a copy of that order to the CAO. This will likely be required in instances where the employee strongly feels that the aggressor may attempt to contact that employee at Town of Shaunavon, in direct violation of the court order. Such information shall be kept confidential.

If any visitor to Town of Shaunavon workplace is seen with a weapon (or is known to possess one), makes a verbal threat or assault against an employee or another individual, employee witnesses are required to immediately contact the police, emergency response services, and their immediate supervisor.

All records of harassment and violence reports, and subsequent investigations, are considered confidential and will not be disclosed to anyone except to the extent required by law.

In cases where criminal proceedings are forthcoming, Town of Shaunavon will assist police agencies, attorneys, insurance companies, and courts to the fullest extent.

### **Fraudulent or Malicious Complaints**

This Workplace Violence Policy must never be used to bring fraudulent or malicious complaints against employees. It is important to realize that unfounded / frivolous allegations of violence may cause both the accused person and the company significant damage. If it is determined by the company that any employee has knowingly made false statements regarding an allegation of violence, immediate disciplinary action will be taken. As with any case of dishonesty, disciplinary action may include immediate dismissal without further notice.

### **Disciplinary Measures**

If it is determined by the company that any employee has been involved in a violent behaviour or unacceptable conduct related to another employee, immediate disciplinary action will be taken. Such disciplinary action may involve counselling, a formal warning and could result in immediate dismissal without further notice.

### **Confidentiality**

Town of Shaunavon will do everything it can to protect the privacy of the individuals involved and to ensure that complainants and respondents are treated fairly and respectfully. Town of Shaunavon will protect this privacy so long as doing so remains consistent with the enforcement of this policy and adherence to the law.

Neither the name of the person reporting the facts nor the circumstances surrounding them will be disclosed to anyone whatsoever, unless such disclosure is necessary for an investigation or disciplinary action. Any disciplinary action will be determined by the company and will be proportional to the seriousness of the behaviour concerned. Town of Shaunavon will also provide appropriate assistance to any employee who is victim of discrimination or harassment.

### **Training and Education**

Town of Shaunavon will provide employees with training and education.

### **Appeal Process**

If the complainant or respondent have worked with the process and feel that it has failed at some point, or that the corrective action is not consistent with the incident(s) that led to the original complaint, an appeal process is in place. The employee must complete a written complaint form and submit it to Senior Management. The form should include all of the reasons why the employee did not feel that the process was equitable. Where necessary,

further investigation will be instigated.

### **Review**

Town of Shaunavon shall review and, where necessary, revise this policy every three (3) years. Any changes will be communicated to employees.

Policy #	2019-179	Date Created	Jan 30, 2019
Authority	Resolution	Date of Last Review	April 16, 2019

## Duty of Persons Directing Work Policy

### Intent

Town of Shaunavon will comply with all federally- and provincially-mandated workplace compliance regulations and legislation, and will ensure that our management staff members have been made aware of their obligations under the law. This policy (previously known as Bill C-45) is designed to outline the legal obligation of management staff to ensure the ongoing health and safety of all employees under their direction.

### Guidelines

#### Bill C-45 Defined

Bill C-45 is federal legislation that amends the Canadian Criminal Code. Bill C-45 became law on March 31, 2004 and is now the new Section 217.1 in the Criminal Code which reads:

"217.1 Every one who undertakes, or has the authority, to direct how another person does work or performs a task is under a legal duty to take reasonable steps to prevent bodily harm to that person, or any other person, arising from that work or task."

The bill established new legal duties for workplace health and safety, and imposes serious penalties for violations that result in injuries or death. It also establishes rules for attributing criminal liability to organizations, including corporations, for the acts of their representatives and also creates a legal duty for all persons directing work to take "reasonable steps" to ensure the safety of workers and the public.

#### Main Provisions of Bill C-45 (Section 217.1 in the Criminal Code)

##### Bill C-45 (Section 217.1 in the Criminal Code):

- Creates rules for establishing criminal liability to organizations for the acts of their representatives.
- Establishes a legal duty for all persons "directing the work of others" to take reasonable steps to ensure the safety of workers and the public.
- Sets out the factors that courts must consider when sentencing an organization.
- Provides optional conditions of probation that a court may impose on an organization.

##### The most significant amendments to the Criminal Code are:

- Company representatives acting in any supervisory capacity whatsoever are now subject to a strict duty of care, and
- Corporations and other organizations are exposed to broader liability, not only for the actions or omissions of their "directing minds" (i.e., executives and management), but

also for the actions or omissions of lower level employees, as well as agents and contractors.

These amendments are of great significance to employers and to individual supervisors who are now subject to meaningful criminal sanctions in the sphere of occupational health and safety.

### Criminal Liability under Bill C-45

Bill C-45 represents the federal government's effort to ensure that the weight of criminal sanctions can be more readily brought to bear in cases of serious health and safety violations.

In that regard, the amendments expand the personal liability of supervisors at all levels, by establishing a broad duty of care applicable to "everyone who undertakes, or has the authority, to direct how another person does work or performs a task".

### Broadened Personal Liability

Bill C-45 expands the direct application of criminal punishment to individuals within organizations. In that regard, it expressly prescribes the following duty of care:

*Everyone who undertakes, or has the authority, to direct how another person does work or performs a task is under a legal duty to take reasonable steps to prevent bodily harm to that person, or any other person arising from that work or task.*

This duty is broad enough to include officers, managers, and any other employee who functions in a supervisory capacity. Failure to meet the duty can form the basis of criminal negligence charges which can attract lengthy prison sentences, i.e., criminal negligence causing bodily harm is punishable by up to 10 years in prison, and the maximum penalty for criminal negligence causing death is life imprisonment.

### Responsibilities under Bill C-45

#### Employees:

- Responsibility to work in compliance with OHS acts and regulations
- Responsibility to use personal protective equipment and clothing as directed by the employer
- Responsibility to report workplace hazards and dangers
- Responsibility to work in a manner as required by the employer and use the prescribed safety equipment.

Employees have the following three basic rights:

1. Right to refuse unsafe work
2. Right to participate in the workplace health and safety activities as a worker health and safety representative

### 3. Right to know, or the right to be informed about, actual and potential dangers in the workplace

#### Manager/Supervisor:

- Must ensure that workers use prescribed protective equipment devices
- Must advise workers of potential and actual hazards
- Must take every reasonable precaution in the circumstances for the protection of workers.

Managers and supervisors act on behalf of the employer, and hence have the responsibility to meet the duties of the employer as specified in the Act.

#### Town of Shaunavon shall:

- Establish and maintain at least one health and safety representative
- Take every reasonable precaution to ensure the workplace is safe
- Train employees about any potential hazards and in how to safely use, handle, store and dispose of hazardous substances and how to handle emergencies
- Supply personal protective equipment and ensure workers know how to use the equipment safely and properly
- Immediately report all critical injuries to the government department responsible for OHS
- Appoint a competent supervisor who sets the standards for performance, and who ensures safe working conditions are always observed.

Policy #	2019-179	Date Created	Jan 30, 2019
Authority	Resolution	Date of Last Review	April 16, 2019

## Right to Refuse Dangerous Work Policy - Saskatchewan

### Intent

Town of Shaunavon is vitally interested in the ongoing health and safety of our employees, and will meet or exceed all workplace health and safety requirements under *The Saskatchewan Employment Act* and the guidelines stated by the Saskatchewan Ministry of Labour Relations and Workplace Safety. This policy has been adopted to provide appropriate guidelines for any potential work refusals / stoppages in accordance with the guidelines set forth by the Saskatchewan Ministry of Labour Relations and Workplace Safety.

### Definitions

Unusually Dangerous Work - May include:

1. A danger that is not normal for the job;
2. A danger that would normally stop work; and
3. Any situation for which the employee is not properly trained, equipped or experienced.

### Guidelines

In the event that an employee of Town of Shaunavon encounters unsafe working conditions, or where the required equipment, tools or machinery present a serious health and safety concern, the employee shall have the right to refuse any work that he/she believes to be unusually dangerous to his/her health or safety or the health or safety of any other person at Town of Shaunavon, until:

- Sufficient steps have been taken to satisfy the employee; or
- The Occupational Health Committee (OHC) has investigated the matter and advised the employee otherwise.

### Required Actions

In the event of work being refused or stopped, the following actions are required of employers and employees, as per the guidelines stated by the Saskatchewan Ministry of Labour Relations and Workplace Safety:

#### Employees

1. Inform your supervisor or manager of the work refusal immediately, and provide an explanation detailing the rationale behind the refusal.
2. Stay nearby in a safe place until an investigation has been completed.

3. In the event that the employee is unsatisfied with the results of the investigation, he/she may continue to refuse the work provided there are reasonable grounds for the continued refusal.
4. If there is not an OHC, the OHC cannot solve the issue, or the employee does not agree with the OHC's decision, the employee or Town of Shaunavon may request that an Occupational Health Officer to investigate the matter.

#### Town of Shaunavon Management/Supervisors

- Town of Shaunavon management or supervisors shall conduct an investigation into the situation immediately after learning of the refusal and shall work to find an effective, safe and mutually agreeable resolution to the issue in the presence of the employee and one of the following:
- A committee member that represents the employees; or
- Another employee that has been chosen by his/her peers to represent the employees.
- In the event that an employee is unsatisfied with the resolution and continues to refuse the work, Town of Shaunavon management or supervisors must contact the Occupational Health and Safety Division and notify an officer of the situation, and request that an officer provide assistance at the workplace.
- While awaiting the arrival and findings of the officer, management of Town of Shaunavon may assign other reasonable work during normal work hours for the employee that has refused work.

#### **Continuing Work That Has Been Refused**

1. If the management of Town of Shaunavon has investigated and provided a resolution to the issue but an employee continues to refuse the work, then management may ask another employee to perform the work while waiting for the officer to investigate and give a decision on the continued refusal.
2. Where a second employee is asked to perform the same or similar work that has been refused, he/she must be informed (in writing) of the initial work refusal, the reasons for the refusal and why Town of Shaunavon believes that the work can be carried out in a healthy and safe manner.
3. The second employee also has the right to refuse the work.

#### **Payment for Refused Work**

Employees of Town of Shaunavon can be assigned to do other work, at no loss of pay while waiting on the decision of the officer.

#### **Decision of the Officer**

The officer will conduct an investigation to determine if the work is safe or unsafe and/or presents a danger to the health and safety of the employee.

If the officer decides that the act or series of acts that the employee has refused to

perform *is* unusually dangerous, the officer may issue a notice of contravention in writing to Town of Shaunavon requiring appropriate remedial action.

- Town of Shaunavon will complete the remedial actions required by the officer.

If the officer decides that the act or series of acts that the employee has refused to perform *is not* unusually dangerous, the officer shall, in writing:

- Advise Town of Shaunavon and the employee of the decision; and
- Advise the employee that he/she is no longer entitled to refuse to perform the act or series of acts.

### **Discipline for Refusal to Work**

1. Employees of Town of Shaunavon will not be disciplined for refusing to work if they have a reasonable belief that the work is unsafe or could endanger themselves or others.
2. Employees are required to work in accordance with the regulations set forth by the Saskatchewan Employment Act, and have the right to seek their enforcement.
3. Town of Shaunavon shall not penalize, dismiss, discipline, suspend or threaten to do any of these things to an employee who has obeyed the law, and regulations of the Act.
4. In the event that a work refusal was made in bad faith, or if the employee continues to refuse the work after the officer finds that the work is unlikely to endanger the employee, Town of Shaunavon may elect to utilize disciplinary action(s), up to and including termination of employment with cause.

Policy #	2019-179	Date Created	Jan 30, 2019
Authority	Resolution	Date of Last Review	April 16, 2019

## Reporting Workplace Injuries Policy - Saskatchewan

### Intent

Town of Shaunavon will comply with all required federal and provincial regulations, legislation and workplace compliance issues regarding the correct reporting of any workplace injuries, and will strive to prevent any potential workplace injuries through the implementation of health and safety policies and programs.

### Definitions

The following definitions have been taken from [the Saskatchewan Workers' Compensation Act](#), the Saskatchewan Occupational Health and Safety Regulations and from the Saskatchewan Workers' Compensation Board:

Dangerous Occurrence: means any occurrence that does not result in, but could have resulted in a serious injury, and includes:

- Structural failure, or collapse of: a structure, scaffold, temporary falsework, etc.;
- The failure of a crane or hoist or the overturning of a crane or unit of powered mobile equipment;
- An accidental contact with an energized electrical conductor;
- The bursting of a grinding wheel;
- An uncontrolled spill or escape of a toxic, corrosive or explosive substance;
- A premature detonation or accidental detonation of explosives;
- The failure of an elevated or suspended platform; and
- The failure of an atmosphere-supplying respirator.

Injury: includes the following:

- The results of a wilful and intentional act, not being the act of the worker;
- The results of a chance event occasioned by a physical or natural cause;
- A disabling or potentially disabling condition caused by an occupational disease; or
- Any disablement arising out of and in the course of employment.

Medical Aid: means medical and surgical aid, hospital and skilled nursing services, chiropractic and other treatment and artificial members or apparatus.

Work Injury: an injury that:

- Happens at work, on Company property or on Company business;
- Needs medical attention; and
- May or may not need time away from work.

## Guidelines

### **Reporting Workplace Injuries**

Town of Shaunavon shall notify the WCB within five (5) days from the date that it becomes aware of an injury which prevents a worker from earning full wages. Failure to report an injury as required may result in a fine of up to \$1000 plus the costs associated with the claim.

If the injury necessitates medical aid, Town of Shaunavon shall notify the Board in writing of:

- The nature, cause and circumstances of the injury;
- The time of the injury;
- The name and address of the injured worker;
- The place where the injury happened;
- The name and address of any physician who attends the worker for his/her injury; and
- Any further particulars of the injury or claim for compensation that the Board may require.

Town of Shaunavon will not require a work-related accident report if the worker:

- Receives only first aid;
- Receives first aid and requires modified work at regular pay; and / or
- Does not receive first aid, but requires modified work at regular pay, following the date of accident.

### **Accidents Requiring Health-Care**

When deciding whether an accident should be reported to the WCB because "care" has been provided to the worker, Town of Shaunavon will consider the type of care provided, rather than the professional qualifications of the provider giving the care, or where the care was provided.

Town of Shaunavon will report the accident to the WCB when a worker is injured and the treatment received could only have been administered by a health care practitioner.

The accident will be reported regardless of whether:

- Town of Shaunavon pays the health care practitioner for the service provided; and/or
- The health care practitioner treats the worker on Town of Shaunavon premises.

Town of Shaunavon will not report the accident to the WCB if first aid is provided to a worker by a:

- Co-worker, manager, lay person; or
- Health care practitioner, when the first aid did not require the professional skills of that practitioner.

### **Accidents Causing Serious Bodily Injury**

Town of Shaunavon shall give notice to the Occupational Health and Safety Division as soon as is reasonably possible of every accident that:

- Causes or may cause the death of an employee; or
- Will require an employee to be admitted to a hospital as an in-patient for a period of seventy-two (72) hours or more.

Town of Shaunavon shall also provide each Committee Co-Chair with a copy of the notice.

### Notice Requirements

The notice required must include:

- The name of each injured or deceased employee;
- The Town of Shaunavon;
- The date, time and location of the accident;
- The apparent injuries; and
- The name, telephone number and fax number of the Company for any additional information.

### **WCB Benefits**

If an employee of Town of Shaunavon is found dead in the workplace, it will be presumed that the death was work-related unless proved otherwise. The family of the employee could be entitled to burial and / or spousal benefits.

### **Dangerous Occurrences**

In the event of a Dangerous Occurrence, Town of Shaunavon shall give notice to the Occupational Health and Safety Division and its Occupational Health Committee (OHC), regardless of whether an employee has sustained an injury.

The notice shall include:

- The Company's name, telephone / fax;
- The date, time and location of the dangerous occurrence; and
- The circumstances related to the dangerous occurrence.

### **WCB Compliant Accident Reporting**

- Separate injury reports must be submitted by Town of Shaunavon, the injured employee and the health care provider.
- In all cases of employee injury that require medical attention, regardless of whether time is lost from work or not, Town of Shaunavon will report the details to the WCB.
- Town of Shaunavon will report accidents through the use of an [Employer's Initial Report of Injury](#) (Form E1), which can be filed electronically, completed over the phone, mailed or faxed.

### **Filing an E1**

To file an E1, Town of Shaunavon requires:

- Name, address and contact numbers for the Company and for the injured worker;
- Details about the injury; and
- Records of the employee's earnings and recent employment history.

E1's can be filed electronically, mailed, faxed or completed over the phone.

## **Compliant Accident Reporting per Health and Safety Regulations**

After a dangerous occurrence, Town of Shaunavon shall provide relevant reporting information to its OHC. The report must include a description of the dangerous occurrence, photographs or other evidence that may assist in determining the cause of the occurrence, an explanation of the cause or causes of the occurrence, the immediate corrective action taken, and any long-term action that will be taken to prevent similar dangerous occurrences or the reasons for not taking action.

## **Worker Reporting**

As soon as possible after an accident, injured workers shall file a claim for benefits by completing the [Worker's Initial Report of Injury](#) (W1). They will also consent to disclose their functional abilities information, which is provided by the treating health professional.

## **Reporting Deadline**

Town of Shaunavon will ensure that the WCB receives a complete accident report within five (5) business days of learning of the reporting obligation. (Business days are Monday to Friday, and do not include statutory holidays.)

Employees and Committee Co-Chairpersons will receive a copy of the accident report that is provided to the WCB (including any additional information provided by Town of Shaunavon).

## Employees

A claim must be filed within six (6) months of an accident or, in the case of death, within six (6) months of the date of death.

A worker must ensure that his/her health care provider submits the *Primary Practitioner's Initial Report (PPI)* if the injury requires time away from work.

## **The Appeal Process**

Injured workers have the right to appeal decisions on their WCB claims. All appeals shall be made in writing and must include:

- The decision in question;
- The date that the decision was made;
- The WCB case worker that made the decision;
- Why the worker disagrees with the decision;

- How the worker thinks it should be resolved; and
- Any other supporting information.

*The Fair Practices Office (FPO) receives complaints and questions about the WCB practices in all areas of service delivery.*

Policy #	2019-179	Date Created	Jan 30, 2019
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# Workplace Hazardous Materials Information System (WHMIS) 2015 Compliance Policy (GHS)

## Intent

Town of Shaunavon values the safety and well being of our workers, and will work with them to provide every reasonable safety measure possible. In pursuit of our high safety standards, and in compliance with federal and provincial compliance regulations, Town of Shaunavon will provide WHMIS 2015 training for workers. WHMIS 2015 incorporates elements of the Globally Harmonized System of Classification and Labelling of Chemicals (GHS).

## Definitions

GHS: Globally Harmonized System of Classification and Labelling of Chemicals.

SDS: Safety Data Sheet.

## Guidelines

WHMIS 2015 includes the new harmonized criteria for hazard classification and establishes the requirements for labels and safety data sheets (SDSs).

Town of Shaunavon will ensure that:

- The company is up to date on all WHMIS 2015 changes and any applicable transitional timelines;
- All legislative standards are met;
- Workers and managers receive information and training on hazardous materials and the safe use of hazardous products in the workplace (see the section below on the training and education program);
- All containers holding hazardous materials have appropriate labels;
- SDSs are up to date, accessible, and contain additional hazard and precautionary information;
- All workplace hazardous materials include supplier labels;
- Suppliers provide the appropriate supplier labels and SDSs; and
- Control measures are in place to protect the health and safety of workers.

## Training and Education Program

Town of Shaunavon shall provide appropriate WHMIS 2015 training and education for all workers and managers who are exposed or likely to be exposed to hazardous materials in the performance of their regular job duties.

Town of Shaunavon shall consult the OHC to ensure the appropriateness of the training and education materials and programs.

The worker training and education program shall include information on the following:

- Supplier labels;
- Hazard symbols and pictograms;
- Safety data sheets (SDSs);
- Hazard groups;
- Hazard classes;
- Hazard categories;
- Hazard statements;
- Signal words; and
- Procedures for the safe use, storage, handling, and disposal of hazardous materials in the workplace; handling leaks and spills; an emergency event involving hazardous products; and worksite-specific training on measures for working safely with hazardous products.

Town of Shaunavon will review its training and education program and content annually, and revise as necessary. In the event of any changes, workers will be retrained and educated.

Town of Shaunavon workers will be compensated for time spent at training sessions, considered to be normal work time, and paid at their regular rate of pay, or at an overtime rate of pay as applicable.

Town of Shaunavon will respect the right of workers to be consulted regarding the development and implementation of the instruction and training, and will open the discussion process to suggestions in a consultation period. Workers will have an opportunity to comment on:

- The content of the program;
- The amount of training;
- Who is to receive what kind of training; and
- Who will deliver the training program.

### **Worker Responsibilities**

Workers must:

- Participate in WHMIS 2015 training and education;
- Report any violation of safe work procedures connected to WHMIS 2015 to their immediate supervisor, manager, or safety representative; and
- Inform their immediate supervisor, manager, or safety representative if they do not have the proper information on a hazardous product: for example, the SDS is missing, damaged, or illegible.

### **Supplier Responsibilities**

Suppliers must:

- Identify whether their products are hazardous products; and

- Prepare labels and SDSs to provide to purchasers of hazardous products intended for use in a workplace.

Policy #	2019-179	Date Created	Jan 30, 2019
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## Emergency Response Plan

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### Intent

Town of Shaunavon is committed to supporting the welfare of its employees and visitors to the premises. The purpose of the Town of Shaunavon Emergency Response Plan is to ensure human safety, minimize damage to property, and assure rapid and responsive communication to all parties involved. This Plan has been created to address, in a coordinated and systematic manner, all types of emergencies affecting Town of Shaunavon.

This Plan will establish processes and procedures for appropriate responses to major emergencies, and assign roles and responsibilities for the implementation and execution of the Plan in the event of an emergency or catastrophe. The guidelines shown in this Plan are intended to keep employees of Town of Shaunavon prepared should Town of Shaunavon premises and/or facilities become unsafe due to calamity.

### Definitions

Fire and/or smoke -Any conflagration (fire) of combustible materials at Town of Shaunavon causing danger of burns from fire or suffocation/choking from smoke inhalation. This can also include fires nearby Town of Shaunavon where there is a clear danger of the fire spreading to Town of Shaunavon or causing the air to become un-breathable due to smoke.

Natural disaster or severe weather -This is a broad term meaning any emergency caused by inclement weather conditions or tectonic activity. Natural disasters include tornadoes, floods, earthquakes, mudslides, hurricanes, lightning strikes, avalanches, blizzards, ice storms, severe thunderstorms, and so on. In some cases, natural disaster may also include excessive periods of intensely cold weather, or excessive periods of intensely hot and/or humid weather.

Chemical, biological, or radiological incidents -This may include a release of toxic chemicals or other dangerous agents within the vicinity of Town of Shaunavon, including natural gas leaks; the release of harmful bacteria, viruses, or other biological dangers; release of or exposure to radioactive materials.

Structural failures -This term encompasses any damage to Town of Shaunavon property or premises that causes unsafe conditions due to structural failure. Failures or pending failures include (but are not limited to) bomb threats, collapsed walls, ceilings, or foundations, burst water mains, electrical power outages, and so on.

### Guidelines

In general, Town of Shaunavon employees must report an emergency event immediately to their supervisor or other appropriate authority.

Once the emergency has been ascertained, response/assessment teams will be the first to respond to the incident. They will assess the severity of the emergency and communicate immediately with assigned groups as appropriate.

Not all emergencies will require the same level of response. Appropriate responses will be dictated by the severity of the event and its effect on the health and safety of employees, visitors, and property. The Shaunavon and District Fire and Rescue EMO Plan may be activated if required.

## **Fire and/or Smoke**

The primary purpose of the Fire Procedure is to provide a course of action for all personnel to follow in the event of a fire or smoke emergency.

- Rescue anyone in immediate danger.
- Alert employees of the fire and its location. Activate the nearest fire alarm. Contact the local fire department by calling 911 and follow any and all instructions. Assign someone to guide the response personnel directly to the fire.
- Contain the fire if it is relatively safe to do so. Close all doors, fire doors, and windows near the fire. Shut off all fans, ventilators, and air conditioners.
- Extinguish the fire if it is small. Obtain the nearest fire extinguisher and pull out the safety pin. Aim the fire extinguisher nozzle low, at the base of the fire, depress the trigger, and move nozzle move slowly upward with a sweeping motion.
- Do not aim nozzle at the middle or the top of the flames.
- If fire cannot be extinguished, evacuate the building immediately.
- Keep low to the floor to avoid inhaling smoke.
- Close all doors behind you as you leave.
- Report to the designated "Emergency Evacuation Area" as determined per location.
- Immediately report any employee(s), customer (s), visitor(s), contractor(s) or individual(s) who have remained in the building or refused to leave.
- Do not return until it has been declared safe to do so by the Fire Department.

## **Natural Disaster or Severe Weather**

The primary purpose of the Natural Disaster/Severe Weather Procedure is to inform employees and visitors of any serious weather conditions that warrant their attention. A "weather watch" means that conditions are favourable for severe weather to develop. A "weather warning" means that severe weather has been sighted in the vicinity.

- Account for all employees and visitors, ensuring that everyone is inside the facility. Close all windows and close all curtains and/or blinds.
- Instruct all employees and visitors to move away from windows and doorways.
- If necessary, gather employees and visitors into the basement, or, if no basement is available, into bathrooms or other enclosed area.
- Listen to all weather reports for updates. Do not leave the basement or enclosed area until the weather warning has been lifted.
- Stay calm. Encourage others to stay calm also.
- Have portable radios available, along with extra batteries.

- Be prepared for isolation at the premises. Ensure that emergency equipment and supplies are available, or can be readily obtained.

### **Chemical, Biological, or Radiological**

The purpose of the Chemical, Biological, or Radiological Procedure is to inform employees and visitors of the steps that should be taken in the event that a contaminant, virus, or other harmful agent poses an immediate threat.

- Call 911 and report the situation and follow any instructions given.
- Notify managers/supervisors immediately.
- Commence evacuation procedures.

### **Structural Failure**

The purpose of this procedure is to inform employees or visitors of precautions to be taken in the event of a structural failure.

- In the event of a power outage, gather flashlights and other needed supplies. Check on all employees and visitors to ensure their safety. Ensure all backup or emergency lighting is fully operational. If the power outage is prolonged, consult with managers to consider dismissing employees for the remainder of the day.
- In the case of water, heat, or other utility disruptions, all attempts will be made to determine the cause of the disruption and the probable length of shutdown. Where required, the local utility provider shall be contacted to assess and resolve the situation. If the shutdown is prolonged, consult with management to consider dismissing employees for the day.
- If the building itself fails, evacuate from the nearest available exit if safe to do so. If no safe exit is available, find shelter under a strong table or other structure.

### **Employee/Visitor Evacuation Procedure**

In the event that Town of Shaunavon declares that an evacuation of the premises is necessary in response to an emergency situation, employees/visitors are required to follow the steps below:

1. Stop working and shut down any equipment in use.
2. Proceed to posted emergency exit, following posted evacuation route(s).
3. Use stairwells instead of elevators.
4. Touch doorknobs/door handles carefully to check for heat.
5. Proceed to designated meeting area (unless otherwise instructed).

### **Bomb Threats**

In the unlikely event of a bomb threat, it is impossible to discern valid threats from hoaxes.

Therefore, all threats will be treated as real in order to protect lives and property, and the premises shall be evacuated immediately. In the event of a bomb threat, immediately call emergency services.

### **Missing Employee/Visitor Procedure**

The purpose of the Missing Employee/Visitor Procedure is to ensure that all necessary steps are taken in the event that the whereabouts of an employee or visitor cannot be accounted for during an emergency.

- Employees will be directed by the response/assessment team member to systematically search the premises, both inside and outside (if safe to do so), including rooms, bathrooms, offices, and other areas.
- Should a search of the premises prove unsuccessful, the response/assessment team member shall notify local law enforcement by calling 911. Give a description of the missing person, or a photograph (if available). The authorities will assume control of the search from this point.
- The family and/or responsible party of the missing person shall also be notified. Explain what is being done to find the missing person and that the local law enforcement has been notified as well.
- All previously contacted persons and law enforcement shall be notified if the missing person turns up due to search, or of their own accord.

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## Workplace Evacuation/Shutdown Policy (Municipal) – Saskatchewan

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### Intent

The intent of this policy is to create guidelines in the event of a forced municipal evacuation and subsequent forced shut down. Town of Shaunavon will do everything in its power to retain employees during a forced shutdown and will act within legislative standards.

### Guidelines

#### **Evacuation**

- In the event that a state of emergency is declared and an evacuation is mandated during working hours, employees will be asked to evacuate in accordance with evacuation procedures.
- Where employees have worked for less than three hours prior to the evacuation, employees will be paid for three full hours in accordance with employment standards.
- Employees will not be expected to return to work until the municipal evacuation orders have been repealed.

#### **Extended Closure**

- In the event that evacuation orders have been repealed, yet the business is unable to re-open due to associated reasons, such as damage, Town of Shaunavon will attempt to contact all employees to inform them of the closure.
- Town of Shaunavon will do everything in its ability to maintain contact with its employees to keep them up to date and to provide a date of re-opening.

#### **Wages and Benefits during Closures**

- Employees will not be paid during forced closures.
- Depending on the severity of the event, payroll processes may be delayed. Please note that Town of Shaunavon will do everything possible, while ensuring employee safety, to prevent this possibility.
- Town of Shaunavon will work with employees to attempt to offset the effects of the temporary closure with the use of paid sick and/or vacation time.
- Where it has become clear that the business must remain closed for an extended period of time due to natural disaster Town of Shaunavon may elect to place employees on a temporary layoff.
- Temporary layoffs will last for a period of up to six days in accordance with Saskatchewan Labour Standards.
- Town of Shaunavon will attempt to recoup lost wages through disaster recovery funds where possible.
- Town of Shaunavon will continue benefit payments for as long as possible during a business closure. Employees will be required to continue to pay their part of the

contributions and may be required to contact the benefit provider for details on payment.

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# Workplace Accident Investigation Policy - Saskatchewan

## Intent

Town of Shaunavon will comply with all applicable regulations, legislation and workplace compliance issues regarding health and safety, the correct reporting of any workplace injuries, and will strive to prevent any potential workplace injuries through the implementation of health and safety policies, procedures and programs.

The Workplace Accident Investigation Policy is intended to provide the correct investigatory procedures in the event of a workplace accident/incident. The creation of complete documentation, proper reports and investigations of workplace accidents/incidents will increase our overall readiness to identify and resolve workplace safety issues, reduce workplace injuries, and increase efficiency.

## Guidelines

### Response to Accidents Resulting Injuries Requiring Medical Attention

1. Stop the Process Immediately.
2. Contact the Manager and Health & Safety Representative so that a joint investigation can be conducted (even if the injured worker is not available). Gather all available information such as:
  - How did accident occur?
  - Names of witnesses.
  - Objects, equipment, parts, or substances involved in accident.
  - Maintenance records.
  - Is there a safe work procedure for the work being performed?
  - Was procedure being followed?
  - Did worker receive safety training for work being performed?
3. Identify root causes.
4. Determine and implement temporary or, if possible, long term corrective measures to address root causes before re-starting the process.
5. Complete an accident investigation form and provide copies to manager and the Health & Safety Representative.
6. Ensure that copies of all records reviewed (training records, maintenance records, work procedures, safety talks, equipment drawings) are attached to the accident investigation.

7. Schedule follow-up review to review effectiveness of the temporary and long term corrective measures implemented.
8. Consult with the Co-Chairpersons (or their designates) and prepare a written report that includes:
  - a. A description of the accident;
  - b. Any graphics, photographs or other evidence that may assist in determining the cause or causes of the accident;
  - c. An explanation of the cause or causes of the accident;
  - d. The immediate corrective action taken; and
  - e. Any long-term action that will be taken to prevent the occurrence of a similar accident; or
  - f. The reasons for not taking action.

### **Investigation of Dangerous Occurrences**

Town of Shaunavon shall ensure that every dangerous occurrence is investigated as soon as is reasonably possible by:

- The Co-Chairpersons or their designates

After the investigation of a dangerous occurrence, Town of Shaunavon shall consult with the Co-Chairpersons (or their designate) and prepare a written report that includes:

- A description of the dangerous occurrence;
- Any graphics, photographs or other evidence that may assist in determining the cause or causes of the dangerous occurrence;
- An explanation of the cause or causes of the dangerous occurrence;
- The immediate corrective action taken; and
- Any long-term action that will be taken to prevent the occurrence of a similar dangerous occurrence; or
- The reasons for not taking action.

### **Investigation of Lost-Time Injuries**

Town of Shaunavon shall allow the Co-Chairpersons (or their designates) reasonable opportunity to review the lost-time injury during normal working hours, and without loss of pay or other benefits.

### **Prohibitions**

Unless expressly authorized, no employee of Town of Shaunavon shall interfere with, destroy, carry away or alter the position of any wreckage, article, document or thing at the scene of,

or connected with, an accident causing death.

Policy #	2019-179	Date Created	Jan 30, 2019
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## Safe Driving Policy

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### Intent

Town of Shaunavon has adopted this policy to provide our employees with a set of guidelines to ensure the safe operation of motor vehicles while under the employ of Town of Shaunavon, and to provide a set of procedures for acceptable use when operating Town of Shaunavon owned and operated vehicles, or while travelling on Town of Shaunavon business.

### Guidelines

Any Town of Shaunavon employee that operates a Town of Shaunavon owned and operated vehicle or a personal vehicle while conducting Town of Shaunavon business is required to:

- Comply with this policy and its associated procedures;
- Know and abide by all driving laws in all areas where they operate vehicles while conducting company business;
- Hold a valid driver's license in good standing, and the license held must be valid for the type of motor vehicle being used;
- Carry their license at all times;
- Maintain the appropriate level of insurance;
- Notify managers of any health and safety concerns (unsafe or potentially hazardous), so that they may be dealt with promptly;
- Use appropriate safety equipment as required;
- Report any incident, injury or hazard;
- Conduct a daily walk-around inspection of the vehicle;
- Wear a seatbelt all times, including all stages of pregnancy, and ensure that passengers do the same;
- Drive with the headlights on at all times;
- Secure cargo inside, or on, Town of Shaunavon's vehicles;
- Adjust headrests so the top of the rest is level with the top of the drivers and/or passengers head; and
- Drive in a safe and courteous manner at all time.

Only authorized employees of Town of Shaunavon are allowed operate a Town of Shaunavon owned and operated vehicle or a personal vehicle while conducting Town of Shaunavon business. If unauthorized personnel are caught driving a Company vehicle, the authorized employee whose vehicle it is will be subject to disciplinary action, up to and including termination of employment.

### Safe Driving Techniques

Drivers are expected to employ safe driving techniques at all times while operating Town of Shaunavon owned and operated vehicles, or while operating personally owned vehicles while on Town of Shaunavon business. Examples of safe driving techniques include, but are not

limited to:

- Maintaining a safe following distance between them and the vehicle in front of them, using the 3-6 second rule, depending on vehicle length;
- Checking blind spots and signalling in advance before changing lanes;
- Driving within the posted speed limit at all times;
- Operating the vehicle at speeds that are safe for the conditions, recognizing that, in some circumstances (e.g. rain or fog) this may be below the posted speed limit;
- Avoiding risk-taking when driving.

## **Passengers**

While using personal/company vehicles for business purposes, Town of Shaunavon employees are allowed to carry business-related passengers.

## **Distractions**

### Use of Mobile Phones

Town of Shaunavon strictly prohibits the use of handheld mobile devices while operating Town of Shaunavon owned and operated vehicles, or while operating a vehicle on Town of Shaunavon business. This includes using the device to talk, text, type dial or e-mail at any point when driving, including at stop signs or lights.

Drivers are permitted to use hands-free communication devices such as a cell phone with an earpiece, headset or Bluetooth using voice dialing or while being plugged into a vehicle's sound system. Voice activated devices are the safest form of hands-free communication; however, in the event that it must be turned on manually, drivers are only permitted to push a button to activate or deactivate the device's function. Button activated devices must be securely mounted in an easily accessible place that does not require the driver to adjust their position to reach.

If an employee is driving and must make a manual phone call they must first pull over or stop in a safe area where they are not impeding traffic or are unlawfully parked. Employees are discouraged from stopping on the shoulder of busy highways, unless in the event of an emergency.

*The only exemption from this policy is in the event that the driver must call 9-1-1 due to an emergency and where the driver cannot stop to make said call.*

### Display Screens

Town of Shaunavon strictly prohibits employees from viewing display screens which are unrelated to driving (e.g. laptop or DVD screens). Drivers are never permitted to have their laptops open and/or in use while driving. Laptops should be shut off and safely stored.

If a passenger is using a laptop, they are not permitted to ask the driver to look at the laptop while they are operating the vehicle - this includes when at stop signs and/or lights. If the driver states that the passenger's use of a laptop is distracting, the passenger must turn off

the laptop, close it, and stow it in a safe location.

In the event that a laptop must be used, the driver must stop in a safe location which does not impede traffic or is an unlawful parking area.

### Music

Radio and CD players may be used when in the vehicle but should be touched as little as possible and turned off if they are found to be a distraction to the driver.

Employees are permitted to use their MP3 devices, provided that they have been set up prior to travelling and can be operated through the vehicle's entertainment system controls. Employees are strictly prohibited from touching their MP3 device directly during the trip.

### **Fatigue**

Town of Shaunavon expects all employees to arrive at work well rested and ready to work. Workers who are fatigued may be adversely affected as fatigue reduces a worker's ability to perform mental and physical tasks, including driving a vehicle safely. Someone suffering from fatigue is more likely to:

- Have slower reaction times;
- Be unable to respond to changing conditions; and
- Take risks.

Employees experiencing fatigue are not permitted to drive and must notify their manager to determine an appropriate course of action (e.g. arrange to have someone else operate the vehicle or where possible, stop and rest until recuperated). Employees who refuse to operate a vehicle until they have rested and are no longer suffering from fatigue will not be reprimanded provided that the refusal is based on the belief that operating the vehicle is unsafe work.

Employees who are required to drive for long periods of time should utilize the buddy system whenever possible to share the driving responsibility and to allow each individual a rest period.

### **Alcohol, Drugs and Driving**

Employees are not permitted to drive if unfit to do so (e.g., under the influence of alcohol, marijuana, narcotics, medications, or other drugs that are likely to affect your alertness or driving performance). Driving under the influence is against the law and will not be tolerated by Town of Shaunavon. Employees must contact (Insert Title of Appropriate Authority) if they are unsure about their fitness to drive.

### **Inclement Weather**

During periods of inclement weather (e.g., snow, fog, rain, ice, hail, high winds), drivers should reduce their speed and allow for increased stopping distances. Employees should be aware of hazards such as: Decreased visibility and traction, and should change their driving

to suit these challenges.

In the event that the inclement weather makes driving unsafe, or the roads are impassable, Town of Shaunavon employees are directed to stop their vehicle in a safe position and wait until it is safe to proceed. If they have not yet left for their destination, drivers are directed to inform their immediate supervisor and/or manager as soon as possible to alert them to the situation, and their inability to travel safely.

### **Driving at Night**

Drivers should exercise increased levels of caution while driving at night, and take care to avoid "over driving their headlights". *Note:* If the distance needed to come to a complete stop exceeds the distance to which you can clearly see, you are over driving your headlights.

As with inclement weather, drivers should reduce their speed and drive in a safe manner.

### **Vehicle Maintenance**

Town of Shaunavon employees that are required to operate a Town of Shaunavon owned and operated vehicle are required to complete a pre-trip safety check to ensure that the vehicle is up to date with maintenance and is in safe operating condition. In the event that a maintenance issue exists, employees are directed to fill out a vehicle maintenance form.

Town of Shaunavon owned and operated vehicles will be subject to regular vehicle maintenance.

### **First Aid Kits/Road Safety Kits**

All Town of Shaunavon owned and operated vehicles contain a first aid kit and road safety kit for use in case of emergencies.

Where an employee operates their own personal vehicle for Town of Shaunavon business purposes, they are highly encouraged to carry a first aid kit and road safety kit.

### **In the Event of an Accident**

In the event of a motor vehicle accident, Town of Shaunavon employees operating a Company-owned vehicle must:

- Move the vehicle to a safe spot, out of traffic, if possible;
- Assess the situation and call the appropriate authorities where necessary (Ambulance, Fire Department, Police);
- Obtain the appropriate contact information from the other parties involved in the accident, including their insurance information, names and phone numbers;
- Share their appropriate insurance information and contact information with the other parties involved in the accident;
- Contact their immediate supervisor and/or manager to inform them of the accident, and provide as much pertinent information as possible; and
- Use the first aid/road safety kit, where required.

*In the event of an accident the driver is specifically directed not to reference or assume any responsibility for the accident. This direction is provided to permit the individuals conducting the investigation to make their determination based on all the evidence and factors influencing the incident which may not be available to the driver.*

### **Withdrawal of Company Vehicle Privileges**

The privilege of driving a company vehicle may be withdrawn for any of the following reasons:

- Abuse or misuse of the vehicle;
- Failure to comply with Town of Shaunavon's the policies and procedures;
- A driver's abstract which becomes unsatisfactory during the course of operating a company vehicle; and
- Conviction or a guilty plea to driving a company vehicle under the influence of alcohol or an illegal controlled substance.

Policy #	2019-179	Date Created	Jan 30, 2019
Authority	Resolution	Date of Last Review	April 16, 2019

# Workplace Hazard Identification Policy

## Intent

Town of Shaunavon has adopted this policy to ensure that all workplace hazards are identified and controlled appropriately. These measures have been taken to ensure the ongoing health and safety of our staff.

## Definition

### Hazard:

An occupational hazard is a thing or situation with the potential to harm a worker. Occupational hazards can be divided into two categories:

- Safety hazards that cause accidents that physically injure workers;
- Health hazards which result in the development of disease.

It is important to note that a "hazard" only represents a potential to cause harm. Whether it actually does cause harm will depend on circumstances, such as the toxicity of the health hazard, exposure amount, and duration.

Hazards can also be rated according to the severity of the harm they cause - a significant hazard being one with the potential to cause a serious injury or death.

## Guidelines

To reduce the potential for injuries at Town of Shaunavon, we will conduct a hazard assessment of all work areas and work processes. During the workplace hazard assessment, Town of Shaunavon will work to identify potential hazards that exist in work areas, processes and procedures.

Town of Shaunavon employees are required to report any workplace hazards to their supervisor / manager.

Where a hazard is identified, Town of Shaunavon shall work to determine the possibility of any injuries caused by the hazard, and the level of risk associated with the hazard.

Where a hazard creates dangerous working conditions, the work shall be halted until such time as it may be controlled effectively.

Town of Shaunavon shall address and resolve workplace hazards using appropriate controls either at the source of the hazard, between the source and the worker, or at the worker.

Where possible, Town of Shaunavon shall strive to control hazards at the source. Town of Shaunavon shall determine appropriate safe work procedures and practices, and provide training and education in safe work practices, policies and procedures.

## **Risk vs. Hazard**

### Risk

The hazard posed by some material or situation is its potential to cause harm. Risk is the probability, or chance, that a hazard will actually harm someone.

Removing occupational hazards is only one way of improving worker protection. A more practical approach to the limitation of occupational hazards is the control or management of the risks that hazards pose.

Sometimes, in addition to the probability of a hazard causing harm, risk includes a consideration of the seriousness of the hazard.

The consequences of exposure to some hazards may be so harmful that, even if there is little chance of a worker being exposed, the risk is so great that extreme precautions must be taken to prevent even that small possibility.

## Hazard

The term "hazard" refers to the potential to cause harm. In the case of a workplace health hazard, the harm is to a worker's health and usually takes the form of an injury or illness.

## **Dealing with Workplace Hazards**

There is a three-step process for dealing with workplace hazards:

1. **Identify** – Report any workplace hazards to your immediate supervisor. Recognition involves both identifying a hazard and determining if there is a possibility of workers being affected by it. If there is such a possibility, it must be assessed and if it is found to be significant, the hazard must be controlled. Employees are required to report any workplace hazards to their immediate supervisor immediately, to reduce the dangers to all other employees.
2. **Assess** – Determine the level of risk associated with the hazard. Discontinue work in the event that a workplace hazard creates excessive and dangerous work conditions.
3. **Control** – Town of Shaunavon will use all elements available to address and resolve dangerous workplace hazards. Control can be applied at the source of the hazard, along the path between the source and the worker, or at the worker. Control at the source is preferred.

## **Hazard Control**

Where a workplace hazard is identified, Town of Shaunavon shall utilize the following process to ensure workplace safety:

Step 1: Engineering Controls – Where possible, hazards shall be eliminated or mitigated through engineering controls, including either the substitution of hazardous materials, work processes or equipment used with less hazardous options, the isolation of hazardous work to physically remove the worker from the hazard, or through ventilation of the area.

Step 2: Design of Safe Work and Hygiene Practices – Town of Shaunavon shall design safe work practices that provide guidelines for working safely with workplace hazards, and limit exposure to hazards.

Step 3: Administrative Controls – Town of Shaunavon shall employ administrative controls, including job rotation schedules, work-rest cycles and timing of maintenance procedures to

limit the amount of time that workers are exposed to hazards.

Step 4: Personal Protective Equipment – Where appropriate, PPE that is designed to reduce, or eliminate a hazard shall be provided.

Step 5: Education and Training – Town of Shaunavon will provide staff with the appropriate training and education in safe work practices, and working with or near identified workplace hazards.

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## Personal Protective Equipment (PPE) Policy

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### Intent

Town of Shaunavon is committed to the health and safety of its employees and, as such, has created this policy on personal protective equipment (PPE). PPE is legislatively required and can prevent many workplace injuries. This policy must be observed at all times when working in areas requiring PPE.

### Guidelines

- All employees, guests and visitors must wear CSA-approved safety glasses, CSA safety boots, long trousers, long-sleeve shirts, CSA-approved hard hats, and/or any other specialty PPE, when required.
- All PPE used by this company will comply with the requirements of occupational health and safety legislation.
- All PPE used by this company will be stored and maintained in accordance with manufacturer's instructions and requirements.
- All PPE that is damaged, broken or in need of service or repair must be removed from service immediately.
- The company will maintain inspection and service logs for specialty PPE.
- No piece of PPE will be modified or changed contrary to manufacturer's instructions or specifications or occupational health and safety legislation.

### Responsibilities

#### Management Responsibilities

- Management shall ensure that employees are using the appropriate PPE.
- All employees shall be trained on the use and inspection of all PPE they may be required to use.
- Management will not allow any employee to perform their duties without required PPE or with damaged PPE.

#### Employee Responsibilities

- Employees must follow all guidelines as outlined above. Specifically, they must wear all required PPE when in designated areas.
- PPE must be inspected at the time of issue and before each use by the employee.
- Any PPE that does not pass inspection must be reported to a supervisor.
- Employees may not continue regular duties until they have been reissued the correct PPE.
- Employees must report any unsafe behaviours or potential hazards they see in the workplace to a supervisor.
- Employees may never under any circumstances modify or change a PPE. Uncomfortable

PPE may be due to lack of fit and additional fit testing may be required.

\*The safety information contained within this policy does not take precedence over occupational health and safety legislation.

Policy #	2019-179	Date Created	Jan 30, 2019
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## Preventive Maintenance Policy

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### Intent

Town of Shaunavon has adopted this Preventive Maintenance Policy to ensure the ongoing health and safety of our clients and employees, and to maximize the useful life-span of our existing equipment. Town of Shaunavon will follow all manufacturers' recommended maintenance schedules to ensure the ongoing efficiency and effectiveness of equipment.

Effective equipment maintenance will ensure that our equipment works consistently and as intended, and ensures that the process is under control and that biological, chemical and physical hazards are efficiently controlled. An equipment maintenance program will save time and money by reducing unscheduled downtime. Regular maintenance is essential to minimize the potential for unexpected major repairs.

### Definitions

Preventive Maintenance - Planned actions undertaken to retain an item at a specified level of performance by providing repetitive scheduled tasks that prolong system operation and useful life: inspection, cleaning, lubrication, and part replacement.

Predictive Maintenance - Maintenance performed as a result of testing, such as oil or vibration analysis. Partially replaces preventative maintenance of some equipment.

### Guidelines

- Reasonable efforts are to be made to ensure that all equipment has appropriate safety features and that such features are properly utilized.
- A program of preventative maintenance including function and safety checks should be developed and monitored as appropriate for all equipment.
- The choice of location for an item of equipment should consider also its environmental implications (noise, fume / vapour generation etc.).
- Equipment, which can be left unattended, should be monitored by occasional inspection to determine any significant malfunctions.
- Consider safety, cleaning and maintenance requirements prior to purchase.
- Review and follow manufacturers' instructions to ensure proper set-up.
- Establish and maintain preventive maintenance schedules as per manufacturers' recommendations
- Keep complete and detailed service records for each piece of in-service equipment.
- Decontaminate all equipment appropriately prior to servicing.

Maintenance programs shall ensure that equipment performs consistently, functions as intended, meets process requirements.

Equipment suppliers will be required to provide technical support, service and training for

equipment maintenance.

Equipment maintenance should be coordinated between designated employees in the maintenance and processing areas to avoid interference of scheduled production.

The equipment maintenance program shall cover:

- Routine maintenance, including cleaning, inspection, servicing and lubrication
- Scheduled and planned preventive maintenance
- Repairs and unscheduled maintenance resulting from equipment breakdown during regular operations

It is important that after completion of the maintenance activity, all tools, parts and other materials are gathered and put back in place. Maintenance tools should be stored in designated areas.

### Preventive Maintenance

A preventive maintenance program will be based on the equipment manufacturer's guidelines or on the conditions and period of operations.

The Preventive Maintenance program will be managed to ensure that all equipment is in top condition and can produce safe products.

The Preventive Maintenance program shall include:

- Inspection
- Testing
- Lubrication
- Adjustment and replacement of equipment parts
- Written preventive maintenance program listing equipment requiring regular maintenance, frequency and maintenance procedure

### Maintenance Records

Records of all maintenance should be retained to demonstrate the application of the maintenance program.

Records for retention shall include:

- Work order numbers
- Reason for the maintenance
- Equipment identification
- Maintenance activity (ex: equipment inspection, adjustment and part replacement)
- Dates
- Person in charge

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## Lifting and Material Handling Policy

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### Intent

Town of Shaunavon has adopted the following procedures for lifting and handling materials in an effort to ensure the ongoing health and safety of our employees, and to minimize the incidence of musculoskeletal injuries (MSI) in the workplace.

### Guidelines

#### **Examination of Materials**

Prior to the manual lifting, pushing, pulling, handling, carrying or transportation of any materials that may cause strain or injury, the employee must examine the material and determine the:

- Approximate weight of the load;
- Size and shape of the load;
- Distance that the load must be physically moved, either manually or with the assistance of a device; and
- Best possible solution for moving the load.

In the event that a load is determined to be either too heavy or awkward to move manually, or where a device that could reasonably move the load is either unavailable or non-existent, the employee must consider alternate methods for moving the load. This may be done using the following techniques:

- Where possible, remove elements of the load to divide the weight, and move it in parts to reduce the potential of injury;
- Obtain assistance from other employees in moving the material(s); and/or
- Identify and review the methods for performing the necessary tasks, and revise where possible.

#### **Lifting**

Employees should adhere to the following guidelines when lifting:

- **Maintain the natural curvature of your lower back.**
- Note that when you are standing straight, your lower back has a natural curve, creating a slight hollow at the small of the back. When lifting, lowering or moving a load, try to maintain the curve as your spine and back are their most stable in this position.
- **Use your core strength.**
- By contracting your core abdominal muscles when lifting, lowering or moving materials, your body will naturally be more rigid and stable, reducing the incidence of injury.
- **Avoid twisting.**

- By twisting your back, stability is decreased, as you are unable to use the major muscles of your spine and core, and increase the probability of injury.
- **Hold the load close to your body.**

By holding materials/loads close to your body, you can avoid awkwardly bending over, and can use the major muscles in your body. Where appropriate, utilize protective clothing or PPE to avoid injuries that may occur as a result of holding sharp, dirty, hot, or cold objects close to the body.

## **Pushing and Pulling**

Employees should adhere to the following guidelines when pushing or pulling:

- Whenever possible, loads should be pushed rather than pulled.
- Pushing a load is easier as the human body is able to generate greater force when pushing as opposed to pulling, and you can lean your entire body weight into the load where necessary.
- Where a load is pulled, you increase the risk of injury due to:
  - Running over the feet/ankles, or being struck by carts or trolleys;
  - Strain injuries caused by pulling a load while facing the direction of travel, placing the shoulder and back in an awkward posture;
  - Potential injuries caused due to an inability to see where you are going while pulling and walking backwards.
- Where possible, use an appropriate transportation device (trolley, cart, wheelbarrow, etc.) to push a load.

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## Lockout/Tagout Policy - Saskatchewan

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### Intent

The intent of this Policy is to demonstrate Town of Shaunavon's commitment to the health and safety of its employees and public while conducting business. This policy has been developed based on information provided by the Government of Saskatchewan.

### Definitions

Locked Out means to have isolated the energy source or sources from equipment, to have dissipated any residual energy in a system and to have secured the isolation by a device that is operated by a key or other process.

*Sourced from the Government of Saskatchewan.*

### Guidelines

Before an employee undertakes the maintenance, repair, test or adjustment of a machine other than a power tool, Town of Shaunavon shall ensure that the machine is locked out and remains locked out during that activity.

Similarly, before an employee undertakes the maintenance, repair, test or adjustment of a power tool, Town of Shaunavon shall ensure that the energy source has been isolated from the power tool, any residual energy in the power tool has been dissipated and the energy source remains isolated during that activity.

Examples of hazardous energy include:

- Chemical Energy (energy that can be released by a chemical reaction).
- Electrical Energy (energy in conductors, motors and generators).
- Kinetic Energy (energy of moving equipment or moving material).
- Potential Energy (energy in suspended, elevated or coiled materials).
- Radiation (energy in non-ionizing and ionizing radiation).
- Thermal Energy (energy in heat which is found in steam, hot water, fire, gases and liquefied gases).

Where the lockout process uses a lock and key, Town of Shaunavon shall issue to the employee a lock which is operable only by that employee's key and a duplicate key.

In cases where the lockout process requires a lock and key, Town of Shaunavon shall designate a person to keep the duplicate key to ensure that:

- The duplicate key is accessible only to the designated person;
- A log book is maintained which records the use of the duplicate key and the reasons for that use.

Where the lockout process does not use a lock and key, Town of Shaunavon shall designate a person to co-ordinate and control the lockout process.

## Lockout Procedure

Town of Shaunavon requires the use of the following procedures to safely lockout/tag out energy sources:

- Identify the machinery or equipment which needs to be locked out.
- Shut off the machinery, equipment or appropriate valve, utilizing qualified personnel if required. Ensure all moving parts have come to a full stop.
- Make sure that the act of shutting off equipment does not cause a hazard to other workers. Ensure that if energy is suspended by this action, that the energy is bled off safely.
- Identify and deactivate all energy sources with an energy-isolating device for each energy source.
- Apply a personal lock to the energy-isolating device for each energy source and ensure that all parts and attachments are secure against inadvertent movement.
- Test the lockout to verify it is effective and each energy source has been effectively locked out.
- Apply a tag to the energy isolating device which has the employee's name, date and reason for the lockout clearly marked on it.

Where it is not possible or practicable to use the employee's key to remove a lock, Town of Shaunavon may permit the person designated with the duplicate key to remove the lock if the designated person:

- Has determined the reason that the employee's key is not available;
- Has determined that it is safe to remove the lock and activate the machine; and
- If a Health and Safety Committee or Representative is in place, has informed the co-chairpersons or the representative of the proposed use of the duplicate key before it is used.

No person shall deactivate the lockout process that does not use a lock and key except the employee who installed the lock-out device or the designated person.

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## Ladder Safety Policy

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### Intent

Town of Shaunavon has adopted this policy to provide procedures that meet and/or exceed the requirements of occupational health and safety legislation in ensuring the consistent protection of all Town of Shaunavon employees when using ladders.

### Guidelines

Ladders are used for access and inspections where 3-point contact can be maintained at all times. Ladder accidents are attributed to the unsafe use of ladders as well as using unsafe ladders! To avoid accidents with portable ladders:

- select the right ladder for the job situation;
- inspect the condition of the ladder before using it;
- inspect the job-site for overhead wires, obstructions, and solid surfaces;
- use the ladder as it was designed to be used;
- remove material and debris away from the base of the ladder;
- set the ladder one foot out for every three or four feet up, and secure the base;
- ensure that the rails of the ladder extend one meter above the landing or point of contact;
- clean the soles of your footwear before climbing the ladder;
- face the ladder when climbing or descending to maintain 3-point contact;
- keep your centre of gravity between the side rails;
- tie-off the ladder at the point of contact;
- hoist tools and materials to the job-site;
- use fall protection as appropriate (e.g. tie-off to the structure when above 3 meters, use climbing devices on fixed vertical ladders, etc.).

### Procedures

1. Employees shall evaluate their requirements for safe access to work assignments and shall consult supervisory personnel as necessary.
2. Ladders and fixed access structures shall be inspected for safety before use.
3. All portable ladders shall be CSA-approved and rated "industrial heavy duty" or "industrial extra-heavy duty".
4. Employees climbing and working from ladders shall maintain 3-point contact with the ladder.
5. Straight ladders used for access shall be secured at the base and at the point of contact.

6. Fall arrest systems shall be installed and used on all fixed vertical ladders exceeding 3 meters.
7. Defective ladders shall be taken out of service, tagged for repair, or scrapped.
8. Wooden ladders shall not be painted.
9. Ladders and fixed access structures shall be repaired only by qualified personnel.
10. Special purpose ladders and work platforms shall be used in accordance with the manufacturer's directions and only for the applications intended.

### Personal Protective Equipment (PPE)

All Town of Shaunavon employees that are required to work using ladders will be required to wear appropriate PPE, as outlined in our Fall Protection Policy.

### Safe Ladder Use

- DO NOT use damaged parts that affect the strength of the ladder.
- DO NOT work on ladders when feeling weak, sick, or dizzy.
- DO NOT work while leaning away from the ladder.
- DO NOT alter the ladder.
- DO NOT move a ladder horizontally while workers are on it, unless it is a mobile ladder and the proper procedures are followed.
- DO NOT work on ladders covered with snow, ice, or other slippery materials.
- DO NOT erect, use, alter, or move ladders within 12 feet of overhead power lines.
- DO NOT work on ladders in bad weather or high winds unless the competent person decides that doing so is safe.
- DO NOT use ladders, boxes, barrels, or other makeshift materials to raise your work height.
- DO NOT put more weight on a ladder than it is designed to hold.

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## Fall Protection Policy – Alberta

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### Intent

Town of Shaunavon is committed to the safety and well being of all of its employees. The use of alternative work procedures, temporary or permanent barriers, safety nets, or travel restraint systems may be used to eliminate the requirement for fall arrest. Where possible, it is preferable to implement a system whereby fall arrest equipment is not required to ensure the safety of the worker. This policy establishes guidelines to protect workers from the dangers of falling, and to ensure that Town of Shaunavon meets its legislated requirements.

### Definitions

Control zone – The area within 2 metres of an unguarded edge of a level, elevated work surface that has a slope of no more than 4 degrees.

Fall protection system – Any of the following: a personal fall arrest system; a travel restraint system; fabric or netting panels intended for leading edge protection; a safety net; a control zone; use of procedures in place of fall protection equipment; or another system approved by a Director of Inspection.

Personal fall arrest system – Personal protective equipment that will stop a worker’s fall before they hit a surface or object below.

Travel restraint system – A type of fall protection system which can include guardrails and other barriers that prevent a worker from travelling to the edge of the structure where they are working so that they do not fall.

Unusual possibility of injury – Any situation where an employee is working above a surface that is not flat or solid, and there is a greater potential for injury as a result of a fall than the injury that would be sustained by landing on a solid, flat surface.

### Guidelines

Employees must be protected in all instances where they are in danger of:

- Falling three (3) metres or more;
- Falling a vertical distance of less than three (3) metres if there is an unusual possibility of injury; or
- Falling into or onto a hazardous substance or object, or through an opening in a work surface.

To protect employees from the danger of falling, the following measures must be taken:

- Town of Shaunavon will ensure that a guardrail is installed in all instances that meet the

criteria listed above, as well as all instances where a worker may fall a vertical distance of more than 1.2 metres and less than 3 metres.

- Whenever possible, engineering controls (for example, guardrails) will be used to eliminate falling hazards.
- If it is not possible to implement engineering controls, the use of a travel restraint system that meets legislative requirements may be used.
- If it is not possible to install a guardrail or use a travel restraint system, an appropriate personal fall arrest system that meets legislative guidelines will be provided to protect worker safety.
- If it is not possible to install a guardrail, use a travel restraint system, or use a personal fall arrest system, an equally effective means of fall protection that meets legislative guidelines will be provided.
- Employees must wear or use any required fall protection equipment, including travel restraint equipment and fall arrest equipment.

### Fall Protection Plan

Town of Shaunavon will establish a fall protection plan that meets the guidelines provided in section 140 of the *Occupational Health and Safety Code*. A fall protection plan is required whenever an employee may fall three (3) metres or more and the employee is not protected by guardrails. In meeting its legislated requirements, Town of Shaunavon will:

- Provide a written copy of the plan in a place that is accessible to all employees;
- Ensure that the fall protection plan is available at the worksite and that it is reviewed with workers before work with a risk of falling begins; and
- Ensure that the plan contains all necessary information as required by legislation.

Town of Shaunavon will create a fall protection and rescue plan for multiple work sites if workers will be facing the same hazards at each site.

### Training

As required by section 141 of the *Occupational Health and Safety Code*, Town of Shaunavon will ensure that all employees are trained in the use of fall protection equipment and the procedures they must follow to ensure their personal safety, before they work in the area where fall protection is necessary. Employees will also be provided training on how to assemble, maintain, inspect, use, and disassemble the systems in use.

The training provided to employees will include:

- A review of federal legislation relating to fall protection;
- An explanation of fall protection systems;
- Details on the fall protection methods the employee will use;
- Instruction on the identification of fall hazards;
- The assessment and selection of specific anchors the employee may use;
- Instructions on how to use connecting hardware;
- A description of the effect of a fall on a worker's body, including:
  - The maximum arresting force;

- The purpose of shock and energy absorbers;
- Swing fall; and
- Free fall;
- Instructions on how to complete pre-use inspections;
- Emergency response procedures to be used at the work site, if necessary; and
- Practice in:
  - Inspecting, fitting, adjusting, and connecting fall protection system components; and
  - Emergency response procedures.

Employees must be aware of any fall hazards specific to the worksite and the steps that Town of Shaunavon has taken in order to either eliminate or control those hazards.

## **Fall Protection Equipment**

Town of Shaunavon will ensure that all fall protection equipment, including full body harnesses, lanyards, shock absorbers, connectors, carabiners, snap hooks, fall arresters, descent control devices, and life safety ropes, meets legislated guidelines and complies with all applicable safety standards.

Town of Shaunavon will verify that all components of a fall protection system are compatible with one another and with the environment where they are used.

Fall protection equipment may only be used in an appropriate, safe, and legally compliant manner.

### **Inspection and Maintenance of Equipment**

Town of Shaunavon will ensure that:

- Any equipment used in fall protection is inspected by the worker as required by the manufacturer of the equipment before use on each work shift.
- The equipment is stored in an area that is free from chemicals and protected from the elements, including extreme heat and extreme cold.
- Copies of the manufacturer's warranties are maintained in order to know when a piece of equipment will need to be re-certified, and will have the equipment re-certified as required.
- A piece of equipment that fails to pass inspection, or is damaged in the process of work being performed, is removed from the worksite and secured in a separate location until such time that it can be either returned to the manufacturer or destroyed.
- If a piece of fall protection equipment must be used to stop a fall, it must also be removed from service.
- The only persons who may repair the fall protection equipment are a professional engineer or the manufacturer of the device.
- All components of equipment used must be compatible with each other and appropriate for their intended use.

## Work Positioning and Control Zones

Town of Shaunavon will comply with section 160 (work positioning) and section 161 (control zones) of the *Occupational Health and Safety Code* when workers use work positioning systems or when a control zone has been established.

## Rescue and Suspension Trauma

Town of Shaunavon will ensure that any rescues performed after an employee suffers a fall and is suspended from a fall arrest system are performed as quickly as possible to reduce the effects of suspension trauma.

Furthermore, Town of Shaunavon will dial 911 in the event of an emergency.

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## Grounds Keeping Safety Policy

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### Intent

Town of Shaunavon is committed to promoting a safe and healthy work environment for all grounds keeping staff. In pursuit of this commitment, Town of Shaunavon has adopted this policy to promote and provide information and guidelines on safe work practices for grounds keeping staff.

### Guidelines

Grounds keeping at Town of Shaunavon involves a wide variety of tasks and as such, a variety of injuries may occur to grounds keeping staff such as:

- Cuts and amputations from the use of chainsaws, tillers and gardening tools
- Bruises and abrasions
- Electric shock from contact with live electric parts
- Slips and falls from working in wet conditions
- Soreness in hands, wrists, shoulders and/or back as a result of completing repetitive and physical work
- Illness as a result of prolonged exposure to chemicals and pesticides
- Infectious disease as a result of exposure to biological wastes, dead animals and animal droppings
- Allergies as a result of dust, contact with plants and animals, and insect bites and stings
- Heat stress as a result of prolonged heat and UV exposure while outdoors

### **Town of Shaunavon Responsibilities**

To ensure that employees at Town of Shaunavon are safe while performing grounds keeping duties, Town of Shaunavon shall:

- Provide thorough orientation and training to all staff performing grounds keeping duties on all equipment and machinery that will be used
- Assess each grounds keeping task that may be performed to determine what personal protective equipment (PPE) is required be worn to ensure that workers are protected
- Ensure a roll-over protection structure is present on any powered mobile equipment (e.g. a tractor mower) as required by occupational health and safety legislation
- Ensure that all grounds keeping equipment and machinery is inspected and maintained in accordance with manufacturer's standards and then repaired when required
- Ensure that all containers containing chemicals, pesticides and any other hazardous material are labelled correctly and that MSDSs are available for employee review

### Employee Responsibilities

Grounds keeping staff of Town of Shaunavon shall utilize the following safe work practices to

minimize the chance of injury on the job:

- Take breaks in extreme heat and humidity and drink water frequently; approximately (1) cup every fifteen (15) to twenty (20) minutes
- Wear PPE as required by Town of Shaunavon such as gloves, head protection, face shields, goggles, ear muffs and/or ear plugs
- Survey the work area to check for potential hazards such as bystanders, children and animals
- Never use gasoline or diesel powered equipment inside a building as this will allow for a build-up of carbon monoxide
- Do not smoke when near or when handling fuel or diesel fuel
- Power equipment must be at least ten (10) feet from the fuelling spot before being turned on
- Ensure that all spills are cleaned up immediately

### Blower Safety

- Start and run equipment in an upright position
- Direct debris away from bystanders, animals and solid objects that may cause debris to ricochet
- Do not use blower while on a ladder, rooftop or any other unstable surface
- Do not use blower to spread chemicals, pesticides, fertilizers, or any other toxic substance

### Chainsaw Safety

- Maintain chain sharpness and lubrication to manufacturer's specifications
- Never drop-start the equipment, instead lay the saw on the ground to start
- Maintain balance by locking elbows and spreading feet apart during use
- Avoid cutting anything above shoulder level
- Ensure that the guide bar is tight and the chain fits snugly; adjust chain tension as required

### Edger Safety

- Keep hands and feet clear of the cutter blades
- Always hold equipment with both hands
- Watch the discharge direction and direct it away from bystanders, animals and solid objects that may cause debris to ricochet
- Stop the engine, or unplug an electric model, before cleaning or adjusting

### Hedge Trimmer

- Select a trimmer with cutting teeth and guards close enough together that fingers cannot fit between them
- Do not operate the equipment above chest level
- Keeps hands and body away from the blades
- Stop the engine, or unplug an electric model, before cleaning or adjusting

## Push Mower

- Do not push the mower over gravel, stone or hard debris such as rocks or sidewalks
- Push the mower forward; do not pull
- Mow across slopes; if slipping does occur, feet are less likely to get caught in the blades
- Keep hands and feet clear of the blade area and discharge chute
- Do not run while operating push mower
- Ensure that grass is dry before cutting, to prevent the operator of the lawn mower from slipping
- Disconnect spark plug wire before attempting to service, adjust or repair

## Riding Mower

- Ensure that the riding mower is equipped with a working engine interlock and an enabling control
- Ensure that the mower's transmission is disengaged before starting the engine
- Avoid steep slopes
- Wait for moving parts to stop before dismounting
- Drive slowly when turning and on slopes to avoid tipping
- Keep the discharge chute away from bystanders and animals
- Keep hands and feet away from all moving parts
- Disconnect the spark plug wire and remove the ignition/starter key before attempting to service, adjust or repair

## Tractor-Mower

- Only those who have been properly trained may operate the tractor mower
- The tractor must be inspected before use to ensure that all safety features and guards are in place
- The overhead clearance of electrical wires or other obstructions must be checked
- Mow up and down slopes with rear-mount, pull-type, and wing-type mowers
- Mow across slopes with side-mount, offset and sickle bar mower

## Snow Blower Safety

- Only those who have been properly trained may operate the snow blower
- Plan snow clearing patterns around the direction of the prevailing winds
- Direct blowing snow away from people, animals, vehicles, and buildings. Remember that snow can travel as far as fifteen (15) metres from a snow blower
- Wear footwear with good traction for icy surfaces
- Turn engine off, disconnect spark plug and ensure the auger has stopped rotating before attempting to clear a blocked chute
- Ensure to follow all cold weather work precautions, including stopping for warm-up breaks when necessary

Policy #	2019-179	Date Created	Jan 30, 2019
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## Machine Guarding Policy

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### Intent

Town of Shaunavon is committed to creating a safe work environment for all its employees. The intent of this policy is to create general guidelines for machine guarding. This policy should be used in conjunction with specific provincial legislation.

### Guidelines

- Town of Shaunavon will ensure that all machinery is equipped with guarding in accordance with manufacturers specifications and/or all legislative requirements.
- No employee may operate any machinery or ask others to operate machinery without the proper machine guarding in place.
- If an employee encounters any equipment that has damaged or missing guarding they must use the appropriate tag out procedures, and immediately inform a supervisor.
- In the event that repairs are required where the guards are removed, the machine will be removed from service and not used until the guards are reattached using proper procedure.
- Occasionally additional safety measures will be utilized such as specialized hand-feeding tools. These tools do not negate the need for guarding and are only used as supplemental safety measures.

### Areas Requiring Safeguarding

Each machine will require individual safeguarding; however, the following are some common areas that require safeguarding:

- Any area with moving parts, including areas such as; the point of operation which is the area where the work is being performed, and area of movement, such as feed mechanisms, which are moving while the equipment is in use;
- Exposed blades such of those on fans must be guarded;
- Anchoring of fixed machinery is a type of safeguard which prevents any dangerous movement;
- Any components which transmit energy within the machine while performing mechanical work requires safeguarding.

### Hazardous Motions and Actions

There are many mechanical motions and/or actions that can be inherently hazardous. Some examples are:

- Rotating motions that can grip material, skin or body parts. Rotating motions have the possibility of creating projectiles if they are dropped on the rotation parts;
- Cutting actions creates the hazard of bodily injury from the cutting mechanism as well

- as creating projectiles from the material being cut;
- Punching action occurs when power is applied and may be done by hand with the worker manually inserting the material;
- Shearing and Bending actions also have the potential for grievous harm to a worker if safeguards are not properly installed and maintained.

### Safeguard Requirements

Each piece of equipment requires specific safeguards and each province also has specific requirements which need to be implemented. Town of Shaunavon shall ensure that in addition to these regulations the following general requirements are met for all safeguards:

- Safeguards shall prevent any part of the body from coming into direct contact with any part of a machine or equipment which should be considered hazardous such as moving parts;
- Safeguards shall be securely affixed and of a durable material to prevent any removal or tampering of the safeguard and to minimize wear from normal use;
- When needed safeguards shall prevent materials from falling into the machine;
- The safeguard will not create a new hazard due to poor design or installation;
- Safeguards will not interfere with the normal efficient performance of work; and
- If possible, safeguards will be installed to prevent it from needing to be removed during lubrication and maintenance of the machine.

### Training

Training will be conducted for all employees at Town of Shaunavon who use, or supervise use, of any machinery. Training will cover information including, but not limited to:

- Hazard identification associated with each specific piece of machinery such as hazardous mechanical motions and actions;
- Safe use of each machine;
- Safeguards for each piece of machinery; including, what they should look like when properly installed and in use, and what to do if they are damaged missing etc.; and
- Lock out procedures.

### Installation or Repair of Safeguards

- In some provinces pre-start reviews must be conducted after the alteration of a machine. Check governing legislation before making any changes to safeguards.
- Repair and installation of safeguards must always be done by a specifically trained individuals.
- When safeguards are removed or altered for repair the machine must be tagged out and not used by any employee.

### Responsibilities

#### Town of Shaunavon

- Town of Shaunavon shall ensure that all machines purchased and used shall be

equipped with the proper safeguards

- Provide training to all employees on machine guarding and machine safe use
- Provide all additional safety equipment

### Supervisors

- Ensure that employees are working on machines that have the correct safeguards
- Provide additional training and supervision to employee who require additional assistance
- Ensure that machines and safeguards are inspected and maintained

### Employee

- Comply with all health and safety policies
- Attend all required training
- Ask for additional training when needed
- Do not use any equipment if it has been tagged out or if you believe it to be unsafe
- Report any damaged or missing safeguards
- Never remove or tamper with any safeguards
- Report any employees that are working on machines without safeguards or who are removing or tampering with safeguards.

### Disciplinary Action

Employees who remove, break or tamper any machine guarding and any employee who continue to use a machine knowing that it is unsafe will face disciplinary action up to and including termination of employment.

Any supervisor who asks an employee, or allows an employee to use machinery that is known to be unsafe, or whose guarding is damaged or removed will face disciplinary action up to and including termination of employment.

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## Aerial Lift Safety Policy

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### Intent

Town of Shaunavon has adopted this policy to provide procedures that meet and/or exceed the requirements of the Federal and Jurisdictional Occupational Health and Safety Legislation by ensuring the consistent protection of all Town of Shaunavon employees when using Aerial Lifts.

### Definitions

The following definition is sourced from Human Resources and Skills Development Canada, Fall-Protection Systems for Mobile Elevated Work Platforms:

Aerial Platform - A work platform that is attached to an extendible support, designed to situate individuals and their tools / materials at raised work sites.

Boom-Lift - Mobile powered equipment with an aerial platform which can be controlled from the platform. The base of the equipment can be placed beyond the base of the equipment.

Bucket Truck - This refers to an aerial platform that is connected to an extended support that is mounted on a vehicle. The elevating functions are typically controlled from the aerial platform, but there are secondary overrides in the vehicle.

Materials Handling Equipment - Refers to equipment that is used to transport, lift, move or position individuals, materials, goods or things, but does not refer to elevating devices that are permanently installed within a building.

Scissor Lift - Mobile powered equipment with an aerial platform which can be controlled from the platform. The equipment can be elevated vertically, but not completely beyond the base.

### Guidelines

- Town of Shaunavon will ensure the safe operation and maintenance of owned aerial lifts at all times.
- Aerial lifts will not be modified without the written permission of the manufacturer.
- Aerial lifts will only be used in conditions that have been approved by the manufacturer.
- No employee shall override hydraulic, mechanical or electrical safety devices.
- The Operator's Manual and Maintenance Manual will be made accessible to all operators.
- Operator's controls will be clearly and properly labelled, and shall be made accessible to the operator.

### Before Operating Aerial Lifts

- Operators shall conduct proper safety checks (e.g. check operating and emergency

controls and safety devices etc.) prior to operating the aerial lift, and shall document and make Supervisors aware of any damage or maintenance requirements.

- Operators shall do a safety check of the area in which work will be conducted for:
- Level surfaces (e.g. cannot exceed manufacturer's slope requirements);
- Holes, drop-offs, bumps, debris, etc.;
- Overhead obstructions and overhead power lines;
- Stable surface; and
- Other hazards.
- Operators shall set outriggers, brakes, and wheel chocks, even when working on a level slope.

### Training and Education

- Town of Shaunavon will ensure that employees who operate, inspect and / or maintain an aerial lift receive appropriate training from a competent operator or instructor prior to the operation of the aerial lift.
- Training shall include:
- A discussion of the hazards involved in operating the lift and the associated precautions;
- How to operate the lift;
- Rated load capacity for the lift (including workers, tools, materials, bucket liner, etc.); and
- Any manufacturer's requirements, as outlined in Operator's Manual.
- Employees will be expected to demonstrate their skills and knowledge through a demonstration to a qualified trainer.
- Re-training will occur as deemed necessary by Town of Shaunavon or its' Supervisors.

### Maintenance

- Town of Shaunavon will ensure that aerial lift equipment is regularly inspected and maintained in accordance with manufacturer's instructions.
- Detailed annual inspections shall be conducted by a qualified mechanic.
- Only qualified and competent employees will be permitted to inspect and maintain the equipment.
- Maintenance shall be properly documented.
- Insulated aerial lifts will be subjected to special electrical test requirements.
- Aerial lifts must be properly de-energized and locked-out prior to conducting any maintenance or repairs.

### Fall Protection

- To prevent injuries associated with falling from heights, employees working from aerial lifts must utilize fall protection equipment that is appropriate to the aerial platform and to the position of the platform.
- To prevent falls, employees must:
- Always close lift entrance chains or doors;
- Stand on the floor of the lift platform / bucket; and
- Avoid leaning on or climbing over the guardrails.
- Town of Shaunavon Supervisors will monitor the use of proper personal fall-protection,

its provision and use.

## Electrical Safety

- Non-electrical workers must stay at least ten (10) feet away from overhead power lines.
- Electrical workers must de-energize / insulate power lines and use proper PPE / equipment prior to work being conducted.
- Employees shall use insulated buckets near overhead power lines.
- Employees are cautioned to treat all lines as energized, regardless of insulation.
- Regular checks of insulation on buckets must be completed.

## Safe Operating Procedures

To prevent the tipping hazards associated with the operation of aerial lifts Town of Shaunavon has implemented the following safe operating procedures:

- Prior to operation employees must establish proper work zone protection, particularly when working near traffic, and conduct all necessary checks;
- Operators must operate the lift in accordance with training and manufacturer's requirements;
- Operators must not exceed the manufacturer's rated load capacity limits (*Note: The combined weight of the employee, tools and materials must be taken into consideration for load limits*);
- Workers should never be positioned between overhead hazards and the rails of the basket;
- Unless specified within the manufacturer's requirements, aerial lifts should not be moved with the lift in the elevated position;
- Operators must properly position lifts, being careful to avoid drop-offs or holes;
- Platforms cannot be raised on uneven and / or soft surfaces, or during windy conditions; and
- Operators are cautioned to avoid excessive horizontal forces when working on elevated scissor lifts

Policy #	2019-179	Date Created	Jan 30, 2019
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## Environmental Policy – General Waste Management

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### Intent

The purpose of these guidelines is to outline the expectations of Town of Shaunavon with respect to waste management for projects requiring land use permits and/or water licenses. These guidelines provide a template for proponents to write a plan and a benchmark for reviewers to evaluate a proponent's plan, thus ensuring that waste management plans are submitted and reviewed in a consistent way.

### Guidelines

#### Waste Management Planning

Regardless of the scope and size of a project, there will always be some degree of waste produced. It is Town of Shaunavon's responsibility to ensure this waste is managed properly so that the receiving environment is protected as per legislation.

#### Treatment

Treatment of waste is a method to reduce the volume, mass and/or toxicity prior to disposal. A common method of treatment is thermal process.

1. Thermal - Thermal treatment is the application of heat onto waste. Combustion can transform the waste to ash (and gases) and therefore reduce the bulkiness of the waste (i.e., occupy less volume) and reduce the mass. One method of combustion includes the use of an incinerator that is optimized to have a controlled burn and temperature so as to reduce production of toxins, and potentially allow for control on gaseous emissions. Another form of combustion is open burning. Open burning is not a controlled burn and therefore should be limited to materials that will not result in the production of toxic by-products and used only when absolutely necessary.

#### Release to the Receiving Environment

In general, a release to the receiving environment will be as specified in the Environmental Permit.

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## Environmental Waste Storage and Disposal Policy

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### Intent

Town of Shaunavon recognizes environmental protection as one of our guiding principles and a key component of sound business performance. It is important that we all work to the same safety standards, and that we help each other achieve and maintain these standards by planning safety considerations into all of our work activities. We will operate in compliance with all relevant federal, provincial and municipal environmental legislation and we will strive to use pollution prevention and environmental best practices in all we do.

### Guidelines

Town of Shaunavon will:

- Identify, assess and responsibly manage its environmental health & safety risks through comprehensive risk management plan;
- Integrate the consideration of environmental concerns and impacts in all of our decision making and activities;
- Promote environmental awareness among our employees and encourage them to work in an environmentally responsible manner;
- Train, educate and inform our employees about environmental issues that may affect their work;
- Where required by legislation or significant health, safety or environmental hazards exist, develop and maintain appropriate emergency and spill response programs; and,
- Strive to continually improve its environmental performance by periodically reviewing its environmental policy in light of current and planned work.

Our responsibility to the environment takes on many forms including:

- Appropriate storage of hazardous waste
- Appropriate disposal of hazardous waste
- Keeping contaminants, debris, and silt out of our waterways and sewer systems
- Preventing mud, dirt, and rocks from being taken off of jobsites and deposited onto roadways
- Minimizing dust and debris from being blown off of jobsites
- Release or Spill of Contaminants
- Take all precautions to prevent pollutants from being released into the environment
- Report any incident of a release or spill of toxic or potentially harmful materials

### Policy

Town of Shaunavon is working towards continued improvement through the development of programs designed to address the environmental cost and impact of our activities, products and services. We will:

- Comply with applicable regulations and standards in the industry;
- Support pollution prevention and minimization programs in the workplace;
- Use materials and energy efficiently to conserve natural resources;
- Minimize the emissions that contribute to climate change;
- Cooperate and develop relationships with our community, suppliers, contractors, government agencies, and other organizations engaged in improving the environment;
- Review environmental objectives and monitor performance, so that we can properly assess our strengths and weakness, and address them accordingly.

### Waste Management Planning

Regardless of the scope and size of a project, there will always be some degree of waste produced. It is Town of Shaunavon's responsibility to ensure this waste is managed properly so that the receiving environment is protected.

General waste management activities will include: reduction and substitution; waste collection, handling, separation, and storage; recycling and reuse; waste transfer and transport; and waste disposal.

Town of Shaunavon expects to minimize and, where technically and economically feasible, to prevent pollution from entering the receiving environment. To this end, Town of Shaunavon will use source reduction as the most preferred method, followed by reuse, recycle/recovery, treatment, and the least preferred method being disposal.

### Source Reduction

Source reduction is the elimination or decrease, to the extent practical, of the volume/mass or toxicity of waste generated by using alternative materials or processes. This may be the most effective, proactive and potentially cost-reducing method of waste management as it reduces the amount of waste that has to be managed. This can be accomplished by, but not limited to:

- Material elimination;
- Inventory control and management;
- Material substitution;
- Process modification; and,
- Improved housekeeping, maintenance, and/or training.

### Reuse and Recycle / Recovery

Reuse is the use of a product more than once for the same or different purpose, either on-site or off-site. Prior to the reuse of any type of waste, it should be verified that the reuse of the waste is appropriate and will not cause a negative effect to the environment.

Recycle/recovery is the process by which materials otherwise destined for treatment or disposal are collected, processed, and/or re-manufactured into the same or different product either on-site or off-site.

## Spill Prevention

Town of Shaunavon will implement proper planning and preventative measures to minimize the likelihood of spills, and to quickly and successfully clean up a spill should one occur.

## Roles and Responsibilities

### *Employees*

- Town of Shaunavon employees shall notify their immediate supervisor/manager immediately of any spill of a hazardous liquid, regardless of volume.

## Training

- Town of Shaunavon shall train all employees who handle fuels and other regulated substances to prevent spills and to quickly and effectively contain and clean up spills that may occur in accordance with applicable regulations.

## Equipment

- Town of Shaunavon shall ensure that adequate materials are on hand, to enable the rapid cleanup of any spill which may occur.
- Town of Shaunavon shall maintain spill kits containing a sufficient quantity of absorbent and barrier materials to adequately contain and recover foreseeable spills. These kits may include, but are not limited to absorbent pads, straw bales, absorbent clay, sawdust, floor-drying agents, spill containment barriers, plastic sheeting, skimmer pumps, and holding tanks.
- Suitable plastic lining materials shall be available for placement below and on top of temporarily-stored contaminated soils and materials.
- The Supervisor shall make known to Town of Shaunavon employees the locations of spill control equipment and materials, and have them readily accessible.

## Supervision and Inspection

- Town of Shaunavon shall regularly perform inspections and tests of all equipment to ensure that it is in good repair.
- Any equipment that is leaking or in need of repair will be immediately removed from service and repaired, prior to resuming work.

## Storage and Handling of Hazardous Materials

Town of Shaunavon shall follow proper hazardous materials storage practices, including, but not limited to the following:

- Proper signage at and adjacent to storage areas.
- A minimum of two 30-pound or four 20-pound fire extinguishers must be located and readily available at all fuel storage locations. The extinguishers shall be located not less than 25 feet and not more than 75 feet from these locations.
- Tools and materials to stop the flow of leaking tanks and pipes shall be kept in vehicles.
- Such equipment may include, but not be limited to, plugs of various sizes, 3M tank

patches, a hammer, assorted sizes of metal screws with rubber washers, a screwdriver, and plastic tape. Spill kits must be located at fuel storage areas.

- Fuels, lubricants, waste oil, and any other regulated substances shall be stored in aboveground tanks only.
- Storage tanks and containers must conform to all applicable industry codes (NFPA, UFC, etc.).
- Vehicle maintenance wastes, including used oils and other fluids, shall be handled and managed, stored and disposed of by trained personnel.

### Immediate Response

Immediately upon learning of any fuel, oil, hazardous material or other regulated substance spill, or upon learning of conditions that will lead to an imminent spill, the person discovering the situation shall:

- Initiate actions to contain the fluid that has spilled or is about to spill, and initiate action to eliminate the source of the spill to the maximum extent that is safely possible.
- Notify their immediate supervisor/manager and provide them with the following information:
  - Location and cause of the spill.
  - The type of material that has spilled.
  - Whether the spill has reached or is likely to reach any surface water.

Upon learning of a spill or a potential spill, the Supervisor/Manager shall:

- Assess the situation and determine the need for further action.
- Direct subsequent activities and/or further assign responsibilities to other personnel.
- Notify the appropriate agencies.

### Mobilization

- The Supervisor/Manager shall mobilize on-site personnel, equipment, and materials for containment and/or cleanup commensurate with the extent of the spill.
- If the Supervisor/Manager determines that a spill is beyond the scope of on-site equipment and personnel, the Supervisor/Manager shall immediately notify the CAO that an Emergency Response Contractor is needed to contain and/or clean up the spill.
- The Supervisor/Manager shall assist the Emergency Response Contractor and monitor containment procedures to ensure that the actions are consistent with the requirements of this Spill Prevention Policy.

### Spill Notification Responsibilities

The Supervisor/Manager shall complete a Spill Report Form for each release of a regulated substance, as per legislation. The Spill Report Form must be submitted to Town of Shaunavon within 24 hours of the occurrence of a spill. To complete the Spill Report Form, the Supervisor/Manager shall compile the following information:

- The time, date and location of the spill, and the time and date the spill was discovered.
- The type and estimated volume of spilled material, and the manufacturer's name.

- The media in which the spill exists (e.g., soil, water, etc.).
- The topography and surface conditions of the spill site.
- Proximity of surface waters.
- Weather conditions.
- Name, address, and telephone number of the Supervisor/Manager, and the person who reported the spill.
- The cause of the spill.
- Immediate containment and/or cleanup actions taken.
- Current status of cleanup actions.

#### Agency Notification

- Town of Shaunavon will report spills to appropriate federal, provincial/territorial and local agencies as soon as possible.
- Town of Shaunavon and the appropriate federal, provincial/territorial and local agencies must ensure that additional parties or agencies are properly notified. Additionally, Town of Shaunavon shall ensure that all cleanup activities required by a jurisdictional agency are satisfactorily met and will provide documentation demonstrating this compliance.

#### Disciplinary Action

In the event that an employee knowingly or willingly neglects their environmental duties while under the employ of Town of Shaunavon, they may be subject to disciplinary action up to and including termination of employment.

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## Hazard Assessment Form

This form must be completed in accordance with the established guidelines for hazard identification and assessment.

Please see second page for an explanation of hazard ranking and total risk.

Description of Work Area:	Assessment Performed By: Name: _____ Signature: _____	Date of Assessment:
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Description of Hazard or Unsafe Work Activity			
Assessment of Risk	Severity (1-3): _____ Probability of Incident Occurrence (1-3): _____ Frequency of Exposure (1-3): _____ <div style="text-align: right;">Total (S + P + F):</div>		
Controls in Place	Engineering Controls:	Administrative Controls:	PPE:
Follow-Up Action Required (if any)			

### General Guidelines

Hazard ranking will be based upon the severity of the hazard, the probability of the incident occurring in the workplace, and the frequency of exposure to the hazard. Please refer to the following table regarding numerical application of hazard ratings. Please apply a rating based upon your best judgment of the workplace and workplace hazards.

	1	2	3
Severity	First-Aid required and/or minor property damage	Lost-time injury and/or significant property damage	Permanent disability or fatality. Major property damage sustained
Probability of Incident	Unlikely to Occur	Could Occur	Imminent if not Attended to
Frequency of Exposure	Rarely (less than one month)	Often (once a week or more)	Every day

To compute a total please add columns: severity, probability of incident and the frequency of exposure for each hazard. Total risk is based upon these totals. A total of:

7, 8, 9 = High Risk - requires immediate attention

5 or 6 = Moderate Risk - requires attention.

3 or 4 = Low Risk - Monitor the hazard, ensure risk does not increase.

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## Sun Safety Policy

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### Intent

To ensure the health and safety of all employees, Town of Shaunavon has developed the Sun Safety Policy to outline good health behaviours to prevent illness and injury due to working out of doors.

### Guidelines

Town of Shaunavon is committed to providing a safe working environment for all of its employees, and this includes taking all reasonable steps to reduce the health risks of occupational exposure to the sun and ultraviolet (UV) radiation. Using appropriate sun safety tips also reduces the chance of employees suffering from heat stress.

Employees who work outside all or part of the day are at increased risk of developing skin cancer, sunburn, eye damage or other injuries/illnesses related to exposure to the sun and UV radiation. Hazards related to exposure to the sun will not just occur on hot and sunny days, but may also occur on cloudy and cool days. Employees should monitor the daily UV rating to determine the appropriate dress and protection required.

Town of Shaunavon will use a combination of engineering and administrative controls to reduce the risks associated with working outdoor as well as ensuring that personal protective equipment is provided and used.

Whenever possible, employees should refrain from working in direct sunlight, and should conduct their work in naturally shaded areas or erect temporary shade structures (i.e. umbrella, canopy, tent, awning etc.). When required to work in direct sunlight, this should be done before 11 am and after 4 pm whenever possible.

Town of Shaunavon recommends that any employee working out of doors take all of their breaks in shaded or indoor areas to reduce the time they spend in direct sunlight. On extremely hot, sunny days and/or days with high UV ratings, the Company may reassign employees, provide them with additional breaks and/or cancel work as appropriate.

All employees working outdoors may be required to wear appropriate personal protective equipment, which includes:

- A wide brimmed hat, helmet with brim attachment or legionnaire-style hat with neck flap. The hat should shade the face, head, ears and neck and have a brim that is a minimum of 8 cm / 3 inches.
- Clothing that is loose fitting, tightly woven, light weight and covers arms and legs.
- Protective eye wear that wraps around and provides 100% UVA and UVB protection.
- Waterproof sunscreen with a minimum SPF rating of 30.
- Lip balm with an SPF of 30 or higher.

It is recommended that employees apply their sunscreen 20-30 minutes before sun exposure, and reapply it every 2 hours thereafter.

Town of Shaunavon will provide all employees who work out of doors with SPF 30+ sunscreen

upon request. Employees who wish to receive sunscreen should place a request with their manager/supervisor.

It is also important for employees to remain well hydrated by drinking plenty of water, to prevent injury and illness. Town of Shaunavon will ensure that any employee working out of door has access to clean drinking water at all times.

## **Responsibilities**

### Supervisor / Manager Responsibilities

Town of Shaunavon supervisors / managers are responsible for:

- Ensuring employees wear any required personal protective equipment, including, appropriate hats, clothing, and sunscreen.
- Monitoring weather conditions and assigned work in shaded areas and/or rotate work so employees are not continually exposed to direct sunlight whenever possible.
- Providing indoor or shaded areas whenever possible for employee to take their breaks in.
- Providing employees with opportunities to reapply sunscreen every two (2) hours.
- Ensuring that company injury reporting procedures are followed when an incident of excessive sunburn or excessive exposure to solar UV rays occurs in the workplace.
- Wearing all required personal protective equipment and complying with company policy and government health and safety legislation.

### Employees

All Town of Shaunavon employees who work outdoors are responsible for:

- Cooperating with all measures introduced by the company to minimize the risks associated with exposure to the sun and UV rays.
- Wearing all required personal protective equipment appropriately, including hats, clothing, protective eyewear and sunscreen in accordance with this policy.
- Complying with federal and provincial occupational health and safety legislation, including taking all reasonable measure to protect their own health and safety.
- Reporting any incidents of excessive sunburn or excessive exposure to solar UV rays that occurred in the workplace to their immediate supervisor.
- Reporting any medication they are taking to their supervisor that may make them extra sensitive to the sun and/or UV rays.

Employees who fail to take appropriate precautions to mitigate the risks of working outdoors and sun exposure may be subject to disciplinary action, up to and including termination of employment.

### Training

Town of Shaunavon will provide training to any employee required to work outdoors that will enable them to work in the sun safely, and methods of sun protection.

Training will also cover personal protective equipment as it relates to exposure to the sun and the proper use of this equipment.

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## Heat Stress Prevention and Hot Weather Policy

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### Intent

Town of Shaunavon has adopted this policy to ensure the ongoing health and safety of staff members that are exposed to high levels of heat, and/or other climatic conditions that may cause adverse effects to health and safety in the performance of their regular job duties for Town of Shaunavon. This policy is intended to include both indoor and outdoor work where temperature is a concern.

### Guidelines

#### Authority

Town of Shaunavon will ensure that our workplace is in compliance with health and safety regulations, and actions are taken appropriately in response to any concerns where an unacclimatized worker's core temperature is in danger of exceeding 38 degrees Celsius.

### Responsibilities

Managers / Supervisors - Town of Shaunavon management and supervisory employees will be responsible for the overall health and safety of staff members under their direction, including appropriate management of heat stress prevention policy and procedures.

Management and supervisory staff members will be required to ensure that hazard identification and risk assessments are performed, and that work is safe. Where temperature is a concern, management and supervisory staff will be required to evaluate the work that will be performed, ensure that appropriate safeguards (first aid plans and materials) are in place, ensure that relief measures (drinking water, rest periods scheduled) are available and implemented, and that staff are appropriately acclimatized to heat when performing work in areas where hot weather exists. Management and supervisory staff will communicate information regarding the signs and symptoms of heat stress / disorders.

As necessary, management and supervisory staff will adjust and adapt work schedules to effectively reduce the risk of injury and/or illness due to heat stress.

Employees - Employees of Town of Shaunavon are required to participate in health and safety training, and adhere to all health and safety policies and safe work procedures.

### Disorders

The following disorders are commonly associated with exposure to excessive heat. In the event that any of the following are observed or experienced, the symptoms should be immediately communicated to management or the immediate supervisor, and appropriate first aid measures will be taken.

## Heat Cramps

**Root Cause(s):** Dehydration due to excessive sweating; imbalance of internal pH due to the loss of salt and other electrolytes through excessive sweating.

**Signs and Symptoms:** Cramping and painful spasms; excessive sweating.

**Treatment:** Drink water to replenish lost fluids; rest, and where possible, removal from area where the heat is excessive to a cooler area, or under shade; massage cramps.

## Heat Exhaustion

**Cause:** Dehydration due to excessive sweating; shock due to a failure to properly acclimatize to conditions.

**Signs and Symptoms:** Excessive sweating; increased level of thirst; increased heart rate / rapid pulse; dizziness / fatigue / weakness; loss of consciousness (fainting / collapse);

**Treatment:** Drink water to replenish lost fluids; rest lying down with legs elevated, and where possible, removal from area where the heat is excessive to a cooler area, or under shade.

## Heat Stroke

**Cause:** Extended / over-exposure to excessive heat.

**Signs and Symptoms:** Failure of ability to internally regulate temperature; temperature of worker continues to rise, even with addition of water, and removal from area with heat; excessive body temperature (above 98.6 degrees); sweating has stopped; skin appears red, and is very hot and dry; heart rate is increased and pulse is rapid; breathing is laboured; worker is dizzy and/or disoriented; worker experiences fatigue and/or weakness; loss of consciousness.

**Treatment:** HEAT STROKE IS A MEDICAL EMERGENCY! Immediately call for help and contact emergency services (ambulance). Where possible, immerse the worker in water and ice in an effort to cool them down.

## Controls of Heat Stress

The following guidelines should be followed to prevent heat-related disorders:

1. Engineering Controls: Where possible, venting and/or air-conditioning shall be applied. Alternate methods may include the use of fans, opening of windows, and access to the swimming pool. For outdoor work, Town of Shaunavon shall work to ensure that a shaded area is available.
2. Acclimatization: In an effort to avoid shock associated with exposure to heat, Town of Shaunavon workers will be required to use appropriate acclimatization procedures to adapt them to new temperatures. This shall be accomplished by scheduling the

worker to incrementally longer periods of exposure to heat over a period of 5-10 days.

- 3.Work Conditions: Town of Shaunavon management and supervisory staff will regularly check the weather conditions that will affect work, and will adapt the schedule(s) and tasks as appropriate.
- 4.Work/Rest Cycles: Where possible, work requiring strenuous physical activity shall be scheduled for cool periods in the day (early morning or evening), and non-essential tasks will be re-scheduled until such time as the risk of injury or illness due to heat stress falls into an acceptable range. Scheduling of tasks will ensure that workers are rotated in a manner that allows for sufficient break periods in a cool and/or shaded area.
- 5.Personal Protective Equipment: Town of Shaunavon staff members required to perform work duties in hot environments will be directed to utilize appropriate light-weight / breathable garments that provide maximum protection against the sun, and potential health and safety hazards involved in both the work, and heat stress. Where work is performed outdoors, sun block will be recommended.
- 6.Fluid Intake: To minimize the danger of dehydration and other health risks associated with heat stress, Town of Shaunavon will ensure that workers are provided with access to water. Staff members who perform work in areas with excessive heat are advised that the recommended intake of fluid is 250ml (one cup) per 20 minutes.

#### Criteria for Managing Heat Stress Induced by Hot Weather

- Humidex reaching or exceeding 35 degrees Celsius
- Environment Canada Humidex advisory ( air temperature exceeding 30 degrees Celsius and Humidex exceeding 40 degrees Celsius)
- Environment Canada weather reports
- Heat wave (three or more days of temperatures of 32 degrees or more)

Hot weather plans should be in place between May 1 and September 30 of each year.

Policy #	2019-179	Date Created	Jan 30, 2019
Authority	Resolution	Date of Last Review	April 16, 2019

## Cold Weather Work Policy

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### Intent

Town of Shaunavon is committed to the ongoing health and safety of our employees, and will take all reasonable steps to ensure a safe working environment. Town of Shaunavon has adopted this policy to ensure that necessary work that is conducted in cold weather may be performed safely. In the event that work must be performed in cold weather, affected employees will be required to wear the appropriate protective gear, and take the prescribed warm-up breaks to ensure their ability to perform the work safely. This policy is intended to provide guidance in the development of job-specific safe work procedures for the prevention of cold-stress related injuries, and assistance to supervisors and health and safety staff in addressing health and safety concerns related to cold stress.

### Guidelines

#### **Health and Safety Hazards Associated with Cold Weather Work**

Cold weather work may present several forms of health and safety hazards, including:

<ul style="list-style-type: none"> <li>• Slips and Falls</li> <li>• Decreased Dexterity</li> <li>• Increased Fatigue</li> </ul>	<ul style="list-style-type: none"> <li>• Hypothermia</li> <li>• Frostbite</li> </ul>
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Cold-stress related injuries may be caused by a combination of these factors:

<ul style="list-style-type: none"> <li>• Low temperature</li> <li>• Cool high winds</li> <li>• Dampness</li> </ul>	<ul style="list-style-type: none"> <li>• Cold water</li> <li>• Contact with cold objects, such as metal</li> </ul>
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Hypothermia and frostbite represent the two greatest health hazards of cold exposure:

Hypothermia- The lowering of body temperature due to excessive loss of body heat. Hypothermia can be fatal unless the victim is moved to a warm shelter and receives timely medical attention. Hypothermia victims are unable to recognize their own signs and symptoms of hypothermia. Their survival depends on co-workers ability to do so. As a precaution, you should not work alone in cold extremes. Use the "buddy system" to detect signs of cold injury in co-workers.

Frostbite - The freezing of extremities such as fingers, nose tip, toes, ears and cheeks, which become numb and hard. Because of poor blood supply, these extremities may become frostbitten even if the rest of the body remains warm or even overheated. Frostbitten parts should be placed against warm body surfaces and re-warmed.

## **General Procedures**

The following suggestions will promote personal safety in extreme cold:

### Footwear

In addition to any required personal protective equipment, winter footwear must protect against the cold and wet and must also provide traction to help prevent slips and falls.

### Wear Appropriate Clothing

The purpose of cold weather clothing is to maintain layers of warm air around the body.

Clothing should be worn in a number of layers so that one or more items of clothing can be discarded when doing heavy work. The outer layer should be wind-proof. Gloves should also be worn in layers. Mitts are the warmest. Protection of the head is essential as this is where most heat loss occurs.

### Keep Dry

Wet clothing will conduct heat away from the body. Wear clothing in layers that will allow you to remove outer coverings to avoid overheating and excessive sweating.

### Stay Safe

Limit the length of time you spend in extreme conditions and use buddy systems.

### Avoid Fatigue

Rest periodically in a sheltered area, and take scheduled warm-up breaks as appropriate. Avoiding fatigue by taking warm-up breaks will ensure that manual dexterity is maintained, and decreases the risk of unnecessary injuries, and potential overexposure to cold. Warm-up break periods will be determined in the scheduling and break period section below.

### Avoid Tobacco

Avoid tobacco in any form, as nicotine decreases blood flow and increases the possibility of cold injury.

### Injuries/Over - Exposure to Cold

Seek medical attention as soon as possible in the event of a workplace injury/over-exposure to cold weather.

Report injuries/medical emergencies to the appropriate authority following the procedures outlined in the Town of Shaunavon Accident Reporting Policy.

## **Cold Stress Management Practices and Procedures**

Various types of control measures in different combinations can be used to prevent or

minimize cold-stress related injuries, and may include:

### Engineering Controls

Engineering controls change the conditions so that the level of cold stress is reduced. They are the most effective, but sometimes the most difficult to achieve in the outdoor environment, and may include:

- Redesign and/or mechanization of the task to reduce the work time in cold environments and employee exposure to cold;
- Shield work areas from drafty or windy conditions;
- Where practical, provide a heated shelter for employees that may experience prolonged exposure to low wind-chill temperatures.

### Administrative Controls

Administrative controls attempt to minimize the risks through work practices. They are relatively easy to implement. Administrative controls include the following:

- Limit exposure time that a worker is required to work in a cold environment in the following manners:
- Perform partial components of a task indoors/sheltered, where feasible;
- Increase task variation and rotation;
- Assign additional relief workers;
- Routine maintenance and repair work in cold exposed environments may be scheduled for warmer days/seasons of the year, where practicable; and
- Activities that minimize blood circulation such as static, cramped positions should be reduced and/or eliminated, where feasible.

### Provide Recovery Time

It is important to provide adequate recovery time from cold stress exposures. Appropriate rest breaks should be determined based on environmental conditions. Breaks should be taken in a warm environment/location.

### Buddy System

Since individuals are less likely to notice their own symptoms, a buddy system approach allows for earlier recognition of the risk of signs and symptoms, such as frostbite to the ears, cheeks and nose.

### Acclimatization

Some degree of acclimatization may be possible in cold environments. With enough exposure to cold, the body does undergo some changes that increase comfort and reduce the risk of cold-stress related injuries. People who are physically unfit, older, obese, or taking medications may not acclimatize as readily.

### Personal Protection

- Workers should keep a change of clothing available in case work garments become wet;
- If a worker becomes immersed in water, the worker should immediately change to dry clothing;
- Workers should avoid wearing down-filled garments in wet environments;
- Workers should be aware that dirty and/or greasy clothing have poor insulating properties;
- Workers should pay special attention to protecting feet, hands, face and especially head;
- For employees required to wear a hard hat, provide a liner for protection from the cold;
- Face protection that does not restrict vision should be worn;
- Workers should not wear scarves when the work performed may result in the scarves getting caught in moving parts of machinery; and
- Footgear should be insulated and water-resistant to protect against cold and dampness.

### Self-Monitoring

Individual workers should interrupt cold stress exposure once extreme discomfort or the initial symptoms of a cold-stress related injury are detected. Individuals are required to report to their supervisor any cold stress-related symptoms exhibited by themselves or their co-workers.

### Education and Training

Education and training is a fundamental health and safety practice for those who may be exposed to a hazard such as cold stress. Town of Shaunavon employees will be trained and educated in the following:

- Knowledge of the hazards and potential health effects of cold stress;
- Recognition of predisposing factors, danger signs and symptoms;
- Awareness of first-aid procedures for cold-stress related injuries;
- Employee responsibilities in minimizing cold stress;
- Safe work practices; and
- Use of protective clothing and equipment.

### **Acceptable Working Conditions and Warm-Up Breaks**

Town of Shaunavon employees may be required to conduct work in cold weather conditions. These employees will be trained and educated on safe working practices, and prepared (through education, equipment use, and with appropriate personal protective gear/temperature appropriate clothing) for the required work.

Schedule applies to any 4-hour work period with moderate to heavy work activity, with warm-up periods of up to 10 minutes in a warm location and with an extended break (e.g., lunch) at the end of the 4-hour work period in a warm location.

The following guidelines for scheduled work and warm-up breaks shall take wind-chill into consideration:

- Work conducted in cold weather between -1 degree Celsius and -20 degrees Celsius will be performed with adherence to regularly scheduled breaks as specified in the employees regularly scheduled work. Warm-up breaks may be taken where necessary;
- Work conducted in cold weather between -21 degrees Celsius and -35 degrees Celsius will be subject to the requirement of warm-up breaks occurring once per hour, or as necessary;
- Work conducted between -35 degrees Celsius and -45 degrees Celsius, warm-up breaks shall occur every 30 minutes, or as necessary;
- Where the temperature drops below -45 degrees Celsius, non-emergency work shall be halted; and
- For employees that work in cold weather conditions and perform light-to-moderate work (limited physical movement), a worker should have a maximum work period of 40 minutes with 4 breaks in a 4-hour period.

## **Working in Icy Conditions**

When working in cold weather conditions where ice presents a health and safety hazard due to potential slips, trips and falls, Town of Shaunavon will ensure that the manager on duty maintains responsibility for ensuring that corrective actions are taken to minimize the dangers present. This will be accomplished by:

- Maintaining supplies including salt and sand for use;
- Maintaining the availability of emergency footwear (e.g. clip-on ice cleats) that can be used if the need arises;
- Ensuring that staff wear appropriate footwear;
- Ensuring that pedestrian walkways are regularly cleared of snow and ice, and maintained using salt and/or sand;
- Ensuring that plowing and/or shovelling activities are carried out in a safe and timely manner; and
- De-icing, shovelling, salting or sanding all required work areas prior to the start of outdoor work activities.

## **Employee Responsibilities**

### Divisions

- Shall identify jobs with a potential risk of cold stress develop and maintain written job-specific safe work procedures which address this hazard;
- Inform workers and their supervisors where their work involves potential risk of cold stress;
- Develop a process to ensure supervisors and workers are advised of:
  - Factors which can predispose them to cold stress;
  - Warning signs and symptoms of cold stress conditions (frostbite and hypothermia);
  - Measures to be taken to protect against this hazard (e.g. wearing appropriate clothing; and
  - Job-specific safe work procedures.
- Post information on cold stress in the workplaces of employees potentially exposed to

this hazard; and

- If uniforms or clothing are being provided by the divisions, ensure that clothing specifications reduce the risk of cold stress (while providing appropriate protection from other hazards, where necessary).

### Supervisors

- Be familiar with all jobs under their supervision which have been identified to have potential risk of cold stress and their associated safe work procedures ensure training/information sessions are provided to employees whose work places them at risk of cold stress;
- Monitor environmental conditions (i.e. temperature and wind velocity and/or wind chill), as appropriate, on cold days and on days where brisk wind and cold air temperature combine to reach levels deemed as hazardous as outlined in the provided guidelines;
- Implement safe work procedures established to prevent cold-stress related injuries; and
- Supervisors shall advise workers to:
  - Wear multiple layers of light, loose fitting clothing;
  - Pay special attention to protecting feet, hands, face & head;
  - Report to their supervisor cold stress-related symptoms in themselves or their co-workers;
  - Adhere to the recommended work-warm-up schedule, established to prevent frostbite or hypothermia; and
  - Reinforce personal protection strategies to workers verbally, and on a continual basis.

### Employees

- Be familiar with cold stress hazards, predisposing factors and preventative measures;
- Wear appropriate cold weather clothing;
- Follow safe work procedures established to prevent cold-stress related injuries;
- Report to their supervisor cold stress-related symptoms in themselves or their co-workers;
- Follow recommended schedule of rest breaks, as advised by supervisors, to prevent frostbite or hypothermia; and
- Use the "buddy system" when working in cold weather conditions.

### Occupational Health and Safety Committee

- Provide assistance in the development of safe work procedures;
- Provide assistance in the provision of information sessions;
- Prepare information related to cold stress; and
- Address cold stress concerns of employees; and
- Make recommendations during the development of or on the improvement of existing safe work procedures, as needed.

## Operations

## Technology

## Acknowledgement & Agreement

I, \_\_\_\_\_, acknowledge that I have read and understand the Policy Manual of Town of Shaunavon. Further, I agree to adhere to this Policy Manual and will ensure that employees working under my direction adhere to these guiding principles. I understand that if I violate the rules or procedures outlined in this Policy Manual, I may face corrective action, up to and including termination of employment.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Witness: \_\_\_\_\_