



OCCUPATIONAL HEALTH AND SAFETY MANUAL

2023 EDITION

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ORGANIZATIONAL COMMITMENT

OHS MANUAL



Health and Safety Commitment Statement

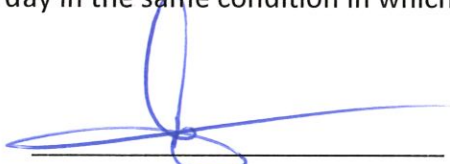
As an organization, we value our people. We believe in providing a safe work environment as a way to honour our workers and their loved ones. The Town is committed to providing an effective Health and Safety Management System (HSMS) to support and protect the physical, psychological and social well-being of our workers. Worker safety is a core value that we share.

By integrating health and safety into all workplace activities, we are committed to a HSMS that protects our workers, contractors, volunteers, property and members of the public from incidents within the parameters of the program.

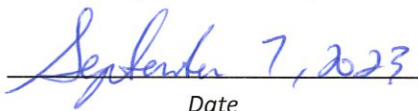
The Town is committed to providing a healthy and safe work environment and comply with the standards set out in the Alberta Occupational Health and Safety legislation. Management will make all efforts to support worker participation in the HSMS and provide the necessary resources to ensure that proper equipment, training and controls are in place to continuously improve safety measures and protect its workers. It is a shared responsibility to promote and support the Town's overall health and safety initiatives.

Compliance with the Town's Health and Safety Policy and directives set in the Health and Safety Manual are requirements of employment. All workers are accountable to honor their responsibilities and comply with health and safety directives, procedures, rules, and legislation through regular performance reviews and contract agreements.

The Town's goal is to provide a healthy and safe workplace that enables everyone to go home each day in the same condition in which they arrived.



Mayor William Choy



Date



Mr. Tom Goulden, Town Manager



Date

HEALTH AND SAFETY RULES

1. Every worker shall adhere to the current *Alberta Occupational Health and Safety Act, Regulation and Code*.
2. Cleanliness and order shall be practiced in all work areas at all times.
3. Do not run except in extreme emergency.
4. Violence, bullying or harassment (of any form) shall not be tolerated (refer to the Town's Workplace Violence, Bullying and Harassment Policy).
5. Possession or use of liquor or non-prescription drugs on municipal property, or being under the influence of liquors or non-prescription drugs, when reporting to work or while on duty, is strictly prohibited (refer to the Personnel Policy Manual).
6. All cautionary, safety and warning signs must be abided by.
7. All workers must use personal protective equipment (PPE) as outlined in the guidelines.
8. Workers must only operate equipment they are qualified and competent to operate.
9. Workers must report damaged tools and/or equipment to their supervisor.
10. Workers must report and/or record all real or potential hazards, unsafe conditions, incidents, injuries and near-misses to their supervisor.
11. Injuries, where first aid was administered, must be recorded on a first aid record, and turned in to the OHS Advisor.

Enforcement - Personnel Policy; Section 10, Disciplinary Action and Employee Conduct.

RESPONSIBILITY AND ACCOUNTABILITY FOR SAFETY

GENERAL MANAGERS/MANAGERS

1. To provide information, instruction and assistance to all supervisory staff in promoting health and safety in the organization and protecting our workers.
2. To demonstrate safety leadership at all times.
3. To understand and enforce our health and safety policy and the occupational health and safety legislation.
4. To provide all supervisory staff with understanding of our health and safety management system and relevant occupational health and safety legislation.
5. To provide all supervisory staff with proper resources, including well maintained tools and equipment, plus any other special personal protective devices that may be required.
6. To provide ongoing safety education programs and certified first aid training courses as required.
7. To monitor departments and projects and hold General Managers, Managers and Supervisors accountable for their staff and their departmental safety performance.

Accountability – The safety performance of the General Manager's/Manager's section will form a part of the General Manager's/Manager's performance review/evaluation.

SUPERVISORS

(includes anyone who supervises workers)

1. To understand and enforce our health and safety policy and the occupational health and safety legislation.
2. To demonstrate safety leadership at all times.
3. To ensure that all workers are adequately qualified, suitably trained and have sufficient experience to perform assigned tasks.
4. To ensure that all workers dispense with their duties in a safe manner.
5. Enforce the use of all protective devices and procedures required by this municipality and by legislation.
6. To advise all workers of any potential or actual hazards and assist in the isolation, prevention or elimination of them.
7. To arrange for medical treatment as required, in case of injury or illness, including transportation to a medical facility.
8. To fully investigate all incidents immediately, to submit appropriate incident reports to the OHS Advisor.
9. To carry out regular inspections of the work place to ensure a safe and healthy work environment.

Accountability – The safety performance of the Supervisor's section will form a part of the Supervisor's performance review/evaluation.

WORKERS

(Includes all workers within the Municipality, including General Managers, Managers and Supervisors)

1. To read, understand and comply with the municipality's health and safety policy, safety procedures and rules.
2. To be familiar with and comply with all worker requirements within the Occupational Health and Safety Act, Regulation and Code.
3. To wear the safety equipment and personal protective devices and clothing required by legislation and the municipality.
4. To notify their supervisor of any actual or potentially unsafe acts or conditions.
5. To report all incidents (including near misses) and injuries to their supervisor as soon as possible.
6. To take every reasonable precaution to ensure the safety of other employees and themselves.
7. Request clarification on any safety related matter that they do not understand.

Accountability – The safety performance of a worker will form a part of their performance review/evaluation, if applicable.

CONTRACTORS

(Includes all Prime Contractors, Contractors and Sub-contractors)

1. Promote health and safety awareness.
2. To demonstrate safety leadership at all times.
3. To know and apply the Municipality's Health and Safety Policy and relevant Occupational Health and Safety Act, Regulation and Code.
4. Complete the Contractor Orientation and submit applicable documents.
5. Cooperate with the municipality in all matters of health and safety.
6. Follow the municipality's safety procedures.
7. Communicate and control all real or potential hazards.
8. Advise the appropriate municipal personnel of any safety concerns or issues that may impact on the operations of the municipality.
9. May be required to provide the municipality with a copy of the contractor's/contract services COR and/or health and safety program, including safe work practices and procedures as applicable to the job.
10. Conduct and document regular inspections of the work site.

Accountability – The safety performance of a contractor will form part of its contract.

HAZARD ASSESSMENT

OHS MANUAL

HAZARD ASSESSMENT DIRECTIVE

DIRECTIVE

To ensure that existing and potential hazards are identified for all tasks/jobs carried out by workers within the Municipality of Stony Plain. *[AB OHS Code Part 2 Section 7(1)]*

RESPONSIBILITY

It is the responsibility of the General Manager of the Department to ensure all tasks/jobs are assessed and/or reviewed with applicable workers from their respective Departments, including any controls necessary for correcting identified hazards. *[AB OHS Code Part 2 Section 7(1) and Section 9 (1)]*

PURPOSE

The purpose of hazard identification and field level hazard assessments is to ensure that all existing and potential hazards that pose a threat to the wellbeing of this municipality's workers are identified and evaluated so that they can be eliminated or controlled. Hazard identification includes the proactive process of identifying all existing or potential hazards at all work sites within the municipality and then evaluating them in terms of risk, so that those with the greatest risk are dealt with on a priority basis. Written procedures for carrying out a hazard assessment or field level hazard assessment are included within Section 2 of this manual.

PROCESS & REVIEW

The Manager, Supervisor/Foreman along with workers *[AB OHS Code Part 2 Section 8(1)]* are responsible for carrying out a hazard assessment before work begins on *all permanent work sites, prior to the construction of new work sites, for significant additions or alterations, for new processes, or for work processes or operations where changes have occurred* since the previous assessment. *[AB OHS Code Part 2 Section 7(1) and 7(4) (b-d)]*

For work sites where there have been no changes from the previous assessment, the Manager or Supervisor/Foreman of the department shall ensure that existing hazard assessments are reviewed annually *[AB OHS Code Part 2 Section 7(4)(a)]*, and verify that the information and all existing or potential hazards remain accurate; and all current controls remain effective. Managers or Supervisor/Forman of the department shall also ensure that hazard assessments are reviewed and updated when new hazards are identified ; on a site specific hazard assessment; on a formal facility inspection; or on a incident investigation.

At all temporary or seasonal work sites, or worksites where the conditions can easily change, the Manager or Supervisor/Foreman responsible for the work being carried out, along with affected workers and contractors, shall ensure all existing and potential hazards are identified before the work begins. Results of the identified hazards must be recorded on a field level hazard assessment.

Hazard Control – No work is to be carried out until all existing and potential hazards have been identified and controlled, and all affected workers are aware of the hazards and controls. *[AB OHS Code Part 2 Section 8(2)]*

ELEMENT II – HAZARD ASSESSMENT

Training – Those who lead the hazard identification process, including Managers, Supervisors and Foremen will receive training in hazard identification, assessment and control.

FIELD LEVEL HAZARD ASSESSMENTS

The use of Field Level Hazard Assessments (FLHA) will be determined by each business unit, and must be used in work areas and operations where activities and conditions change frequently and/or the tasks generate a high level of risk to employees. This form of hazard assessment is done at the beginning of a work day or when a new job is started. Additionally it will be done when:

- A new activity has been introduced at the worksite;
- When conditions change at the worksite; and
- When the work is conducted at a mobile/temporary worksite.

Field Level Hazard Assessments are not intended to preclude the formal hazard identification and assessment process; however they can be used in conjunction with the formal hazard assessments.

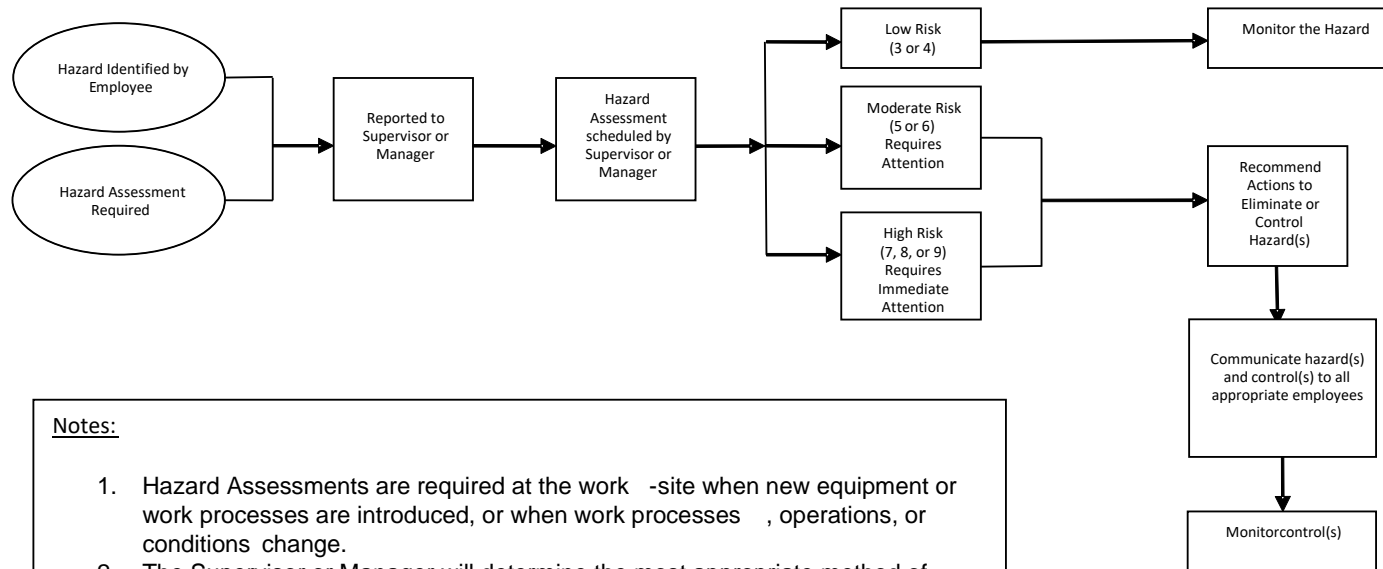
A safe work permit can also function as a site-specific, task-specific hazard assessment form. All hazards relevant to the task being performed, and hazards relevant to the work area in which the work is being performed, must be identified on the work permit.

1. All areas needing to complete an FLHA will conduct a toolbox meeting in conjunction with completion of the FLHA to ensure that all workers and contractors thoroughly understand the work to be performed, the existing or potential hazards and the controls implemented to reduce risk.
2. Field level hazard assessments will be conducted as necessary and shall involve all workers and contractors that will be performing the task. This process will be led by a competent worker.
3. All workers and contractors at the site are to participate and/or review the FLHA prior to beginning work. They are to sign the FLHA form at this point. Signing the FLHA will indicate their involvement and understanding of the hazards and how they will be controlled.
4. Controls utilized for each hazard that is identified are taken from the formal hazard identification, assessment, and control form. The Supervisor or Manager shall inform the workers and contractors of the controls necessary to address the hazards as outlined in the formal hazard assessment.
5. If the worksite is vacated by the entire work crew for a period of more than one hour or the work site conditions significantly change, then the area must be reassessed and the existing FLHA be reviewed, modified or a new FLHA may need to be completed.
6. At the completion of the task, field level hazard assessments must be submitted to the Supervisor or Manager of the department. The Supervisor or Manager will review and sign-off all FLHA's. During the review, if the Supervisor notices hazards which are not identified on the formal hazard identification, assessment and control worksheet then action must be taken to update and include the new information on the formal hazard identification, assessment and control worksheet.
7. Upon thorough completion of the FLHA, the Supervisor or Manager of the department will ensure that they are filed in the Town's electronic records management system.
8. All completed FLHA's will be kept for a period of three years.

ELEMENT II – HAZARD ASSESSMENT

9. If an incident occurs during a job or task for which an FLHA has been completed, a copy of the FLHA shall be attached to the Incident Investigation Report.

HAZARD ASSESSMENT FLOW CHART AND HAZARD RANKING



Notes:

1. Hazard Assessments are required at the work -site when new equipment or work processes are introduced, or when work processes , operations, or conditions change.
2. The Supervisor or Manager will determine the most appropriate method of conducting the hazard assessment. Normally, the assessment will be led by the Supervisor or Manager of the area, and include employees knowledgeable in the operations.
3. Recommendations for controls will be submitted for approval to the appropriate levels of supervision.
4. Hazard Assessments shall be reviewed on an annual basis to determine if the information and controls are still valid, current and complete.

NOTE: CONTACT THE OCCUPATIONAL HEALTH AND SAFETY ADVISOR IF YOU REQUIRE ASSISTANCE.

HAZARD ASSESSMENT FLOW CHART AND HAZARD RANKING

Potential Severity (S):	Incident Probability (P):	Frequency of Exposure (F):
1 First aid, medical aid, minor illness or minor property damage.	1 Improbable - Unlikely to occur.	1 Rarely exposed to the specific hazard (once every few months, once per year or less often)
2 Lost time injury/illness, temporary disability or significant property damage.	2 Occasional – Possibly every 1 – 5 years an incident could occur.	2 Occasionally exposed to the specific hazard (Once in a period of 8 – 30 days)
3 Fatality, permanent disability/serious injury, or extensive property damage.	3 Probable - will likely occur if not attended to (possibly once or more per year).	3 Regularly exposed to the specific hazard (daily exposure during the applicable season)

S + P + F = Total

Rating:

High: Requires immediate attention – Total of 7, 8, or 9

Medium: Requires attention – Total of 5 or 6

Low: Requires monitoring – Total of 3 or 4

HAZARD ASSESSMENT PROCEDURE

INITIAL ASSESSMENT

The following steps shall be followed when conducting a Hazard Identification/Assessment:

- Managers will have their area assemble a team of workers that will be involved. This shall also include the supervisor(s), and Foremen (if applicable).
- Determine the jobs, processes and areas to be analyzed. In field operations, tour the job site if possible, looking at the entire work area.
- Create a position/task inventory (i.e. list of tasks carried out by the function group).
- Thoroughly identify all hazards relevant to the work area or tasks being performed. Visualize what could happen. Keep asking “what could go wrong.” Locate all appropriate manufacturers’ recommendations and SDS sheets for chemicals utilized, where applicable. Enter this information onto the hazard identification, assessment and control worksheet.
- Determine the degree of risk for each hazard and assign a rating. Refer to the Hazard Identification Flow Chart and Ranking Hazards document. This document will assist you in prioritizing the “risk” of the identified health and safety hazard based on severity, probability and frequency. (The more likely workers are to be exposed to the hazard and/or the more severe the consequences of exposure, the more important it is to act quickly to control the hazard).
- Outline the existing controls that have been put into place for controlling each hazard. Separate these controls on the worksheet by specifying the type of control and utilizing the hierarchy of controls.
- If the existing controls are deemed unacceptable, further controls shall be identified and implemented to effectively control the hazard. These shall be identified within the “Further Controls” column. When recommending further controls, the team must consider first whether or not the hazard can be eliminated or substituted, there is an appropriate engineered control available, all administrative controls are included and personal protective equipment has been considered as a last resort.
- Once all further controls have been documented, the action items must be assigned to a Supervisor/Manager for implementation and a time frame (month and year) for the completion of each of the “Further Controls” must be identified.
- Managers are responsible for ensuring the hazard assessments are reviewed with any workers who did not participate in the identification of the hazards and associated controls (i.e. new or transferred workers).
- Compliance with the use of existing controls will be monitored through regular formal facility safety inspections or jobsite observation checklists.
- General Managers are responsible for ensuring that their department reviews their hazard assessments on an annual basis.

ANNUAL REVIEW

- Review the job inventory. Are there any tasks you no longer do, or any new tasks/equipment to be considered?
- Review each corresponding hazard assessment. Document the date of review and the names of the individuals who participated in the annual review (in the applicable space on the document).
- Assess all identified hazards. Are there any hazards that were not identified previously or any that have been eliminated as a result of implemented controls within the past year? If so, add or remove the applicable hazards as necessary. (NOTE: be very specific with identification of hazards, explaining clearly what could go wrong or the type of controlled substance used in performing the applicable task).
- Ensure all existing controls have been identified, including any that were identified as a further control, but were implemented since the last review date. (NOTE: refer to section 3 of the health and safety manual to ensure all types of controls are considered).
- If the existing controls are deemed unacceptable, further controls shall be identified and implemented to effectively control the hazard. These shall be identified within the “Further Controls” column. When recommending further controls, the team must consider first whether or not the hazard can be eliminated or substituted, there is an appropriate engineered control available, all administrative controls are included and personal protective equipment has been considered as a last resort.
- Once all further controls have been documented, the action items must be assigned to a Supervisor/Manager for implementation and a time frame (month and year) for the completion of each of the “Further Controls” must be identified.
- Notify the OHS Advisor that the annual review has been completed by e-mail, indicating that the documents were revised within the electronic document management system.

HAZARD ASSESSMENT PROCESS

CONDUCTING HAZARD ASSESSMENT & IDENTIFICATION

In conducting a hazard assessment/analysis, consider the workers, the environment they work in, the materials they work with and the equipment and tools they use. Examine these components to determine what risks are present.

A hazard identification/assessment must satisfy the requirements of the current Occupational Health and Safety Act, Regulation and Code and the health and safety management system evaluation/audit.

These requirements include:

- An identification and inventory of all jobs/tasks performed.
- Written identification of all hazards related to each job/task.
- Evaluation/assessment of the hazards by their degree of risk/prioritization.
- Elimination or control of identified hazards.

Worker Involvement – Workers must be involved in the identification, assessment and control processes.

The key to effective Hazard Identification and Control is early recognition. Some of the ways hazards can be identified are as follows:

- Use of formal and informal inspections of work areas.
- Conducting formal hazard identification and assessments.
- Involving workers.
- Seek professional assistance on matters that require specialized expertise.
- Pre-project and mid-project meetings to discuss tasks, hazards and controls.

SUPPORTING DOCUMENTATION

- Position Inventory.
- Hazard Identification, Assessment & Control Worksheet.
- Hazard Identification Flow Chart and Ranking Hazards.
- Field Level Hazard Assessment (FLHA).
- Occupational Health and Safety Act, Regulation and Code.
- Town policy/directives, applicable procedure and other relevant documentation.

HAZARD ASSESSMENT RESPONSIBILITY

MANAGERS/SUPERVISORS

- Ensure a copy of this program, either paper or downloaded electronic is readily available for reference by workers at the worksite affected by the program. *[AB OHS Regulation Section 8(1)]*
- Ensure that all workers who are affected by this program are familiar with it before the work is commenced *[AB OHS Regulation Section 13(2)]*
- Must assess a work site and identify existing and potential hazards before work begins at the work site or prior to the construction of a new work site. *[AB OHS Code Part 2 Section 7(1)]*
- Must prepare a written report of the results of the hazard assessment and the methods used to control or eliminate the hazards identified *[AB OHS Code Part 2 Section 7(2)]*
- Must ensure that the date on which the hazard assessment is prepared or revised is recorded on it. *[AB OHS Code Part 2 Section 7(3)]*
- Must involve affected workers in the hazard assessment and in the control or elimination of the hazards identified. *[AB OHS Code Part 2 Section 8(1)]*
- Must ensure that workers affected by the hazards identified in the hazard assessment report are informed of the hazards and the methods used to control or eliminate the hazards. *[AB OHS Code Part 2 Section 8(2)]*
- Must ensure the hazard assessment is repeated:
 - At reasonably practicable intervals to prevent the development of unsafe and unhealthy working conditions, *[AB OHS Code Part 2 Section 7(4)(a)]*
 - When a work process is introduced, *[AB OHS Code Part 2 Section 7(4)(b)]*
 - When a work process or operation changes, or *[AB OHS Code Part 2 Section 7(4)(c)]*
 - Before the construction of significant additions or alterations to a work site. *[AB OHS Code Part 2 Section 7(4)(d)]*
- If acting in the capacity of a prime contractor, must ensure that any employer on a work site is made aware of any existing or potential work site hazards that may affect that employer's workers. *[AB OHS Code Part 2 Section 7(5)]*
- Must ensure the hazard is either eliminated or controlled as reasonably practicable. *[AB OHS Code Part 2 Section 9(1-5)]*
- If a concern is brought forth about equipment, unsafe or harmful work site conditions: must review the situation and take any necessary corrective action in a timely manner. *[AB OHS Regulation Section 13 (3.1)]*
- File any completed hazard assessment forms in the Town's electronic document management system for retention.

WORKERS

- Actively participate in hazard identification, risk assessment and control. *[AB OHS Code Part 2 Section 8(1)]*
- Must participate in training provided. *[AB OHS Regulation Section 15(4)]*
- Must apply the training. *[AB OHS Regulation Section 15(5)]*
- Must assess a work site and identify existing and potential hazards before work begins at the work site or prior to the construction of a new work site. *[AB OHS Code Part 2 Section 7(1)]*
- Has a duty (must) to immediately report to the supervisor equipment that:
 - Is in a condition that will compromise the health and safety of workers using or transporting it, *[AB OHS Regulation Section 14(2)(a)]*

ELEMENT II – HAZARD ASSESSMENT

- Will not perform the function for which it is intended or was designed, *[AB OHS Regulation Section 14(2)(b)]*
- Is not strong enough for its purpose, or *[AB OHS Regulation Section 14(2)(c)]*
- Has an obvious defect. *[AB OHS Regulation Section 14(2)(d)]*
- Has a duty (must) if worker believes that an unsafe or harmful work site condition or act exists or has occurred shall immediately report it to his/her supervisor. *[AB OHS Regulation Section 14(2.1)]*
- Forward completed hazard assessment forms to their Supervisor for review.

OHS ADVISOR

- Develop the hazard assessment program.
- Monitor the hazard assessment process, risk evaluation and hazard control(s).
- Ensure training needs are identified for applicable employees.
- Assist, where necessary, in the identification, assessment and control of hazards.
- Conduct quality control of records.
- Report non-compliance to General Managers.
- Conduct an annual evaluation of the program.

HAZARD CONTROL

OHS MANUAL

HAZARD CONTROL DIRECTIVE

DIRECTIVE

The key to effective hazard control is to ensure implementation of controls takes place and that they are evaluated for effectiveness and monitored for compliance.

Hazard controls are methods used to eliminate or control loss.

There are three types of hazard controls that shall be considered when presented with potential hazards. The most effective controls can be determined based on legal requirements, manufacturers' specifications, industry best practices, applicable codes/standards, and worker input.

TYPES OF HAZARD CONTROLS

Engineering Controls

Engineering controls are the preferred method of control because they eliminate or control the hazard at its source. These controls deal with design of equipment, facilities or systems to protect employees or protect against failure. Engineered controls involve engineering out or substitution of the hazard. Examples include, but are not limited to:

- Installation of guards, barriers, enclosures
- Redesign of an operation or process
- Local exhaust ventilation to remove contaminants at the source
- Substitution to less hazardous products or operation

Administrative Controls

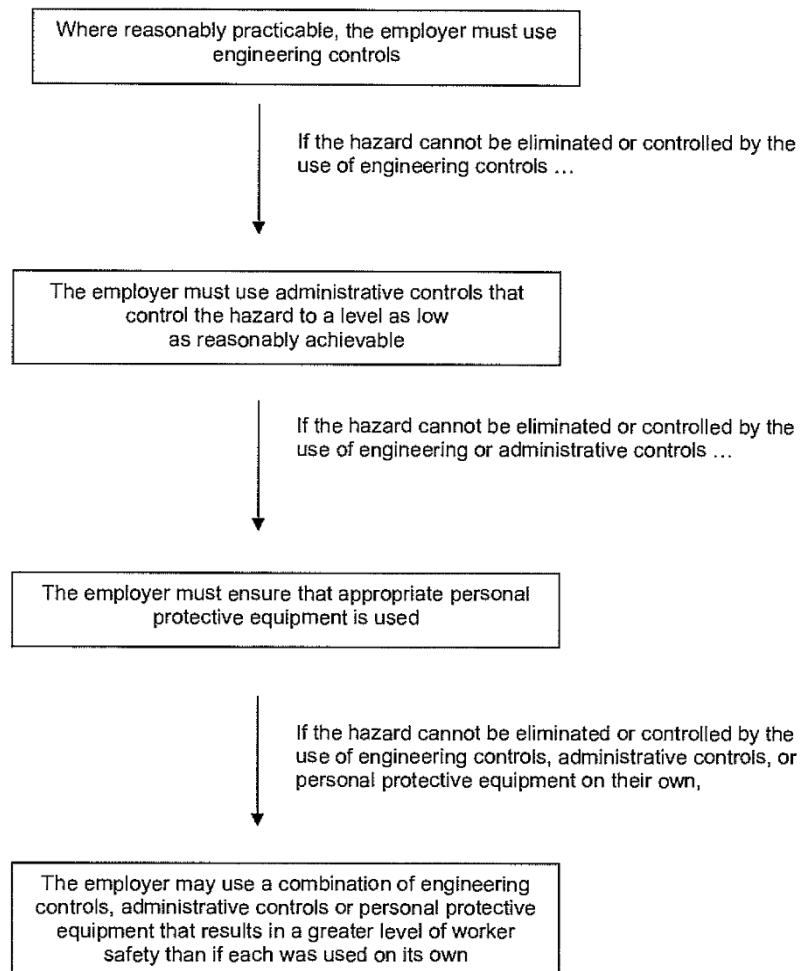
These controls alter the way the work is done (generally deal with directing workers). Examples include, but are not limited to:

- Policy, directives, procedures
- Training and safety meetings
- Signage
- Altering/limiting hours of work or work/rest schedules
- Rotation of workers
- Inspections
- Installation of monitoring and warning equipment

Personal Protective Equipment

This type of control generally protects the worker from coming into direct contact with the hazard, but does not eliminate or reduce the hazard. Personal protective equipment (PPE) must be chosen specifically for the hazard with consideration for the degree of the hazard and limitations of the personal protective equipment. PPE shall be the last choice for hazard control and shall be used to supplement engineering and administrative controls.

ELEMENT III – HAZARD CONTROL



RESPONSIBILITIES

MANAGERS/SUPERVISORS

- If an existing or potential hazard to workers is identified during a hazard assessment, must take measures in accordance with this section to:
 - Eliminate the hazards, or
 - If elimination is not reasonably practicable, control the hazard. *[AB OHS Code Part 2 Section 9(1)(a-b)]*
- If reasonably practicable, must eliminate or control a hazard through the use of engineering controls. *[AB OHS Code Part 2 Section 9(2)]*
- If a hazard cannot be eliminated or controlled under subsection (2), must use administrative controls that control the hazard to a level as low as reasonably achievable. *[AB OHS Code Part 2 Section 9(3)]*
- If a hazard cannot be eliminated or controlled under subsections (2) or (3), must ensure that the appropriate personal protective equipment is used by workers affected by the hazard. *[AB OHS Code Part 2 Section 9(4)]*
- If a hazard cannot be eliminated or controlled under subsections (2), (3) or (4), must use a combination of engineering controls, administrative controls or personal protective equipment if there is a greater level of worker safety because a combination is used. *[AB OHS Code Part 2 Section 9(5)]*
- Must ensure that workers are trained in the use of controls.

ELEMENT III – HAZARD CONTROL

- Must ensure that the use of required controls is enforced.
- Regularly monitor controls for effectiveness.

WORKERS

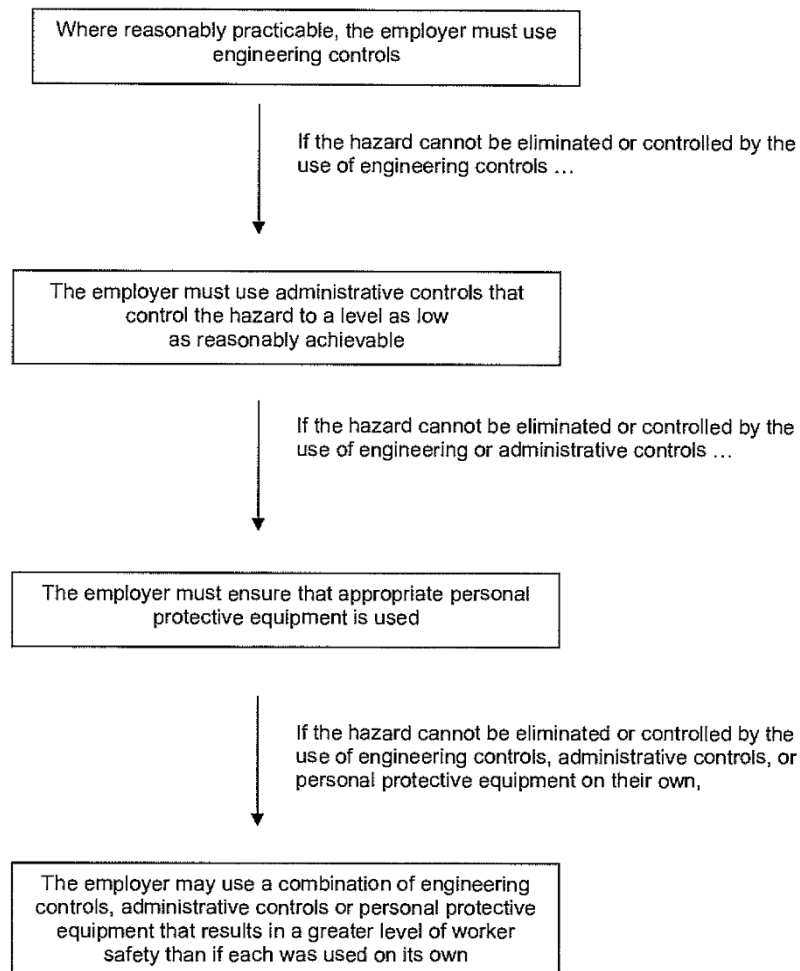
- Participate in the control or elimination of hazards identified. *[AB OHS Code Part 2 Section 8(1)]*
- Must comply with the use of controls that are implemented for their health and safety. *[AB OHS Act Section 2(2)(b)]*

EMERGENCY CONTROL OF HAZARDS

The key to effective hazard control is to ensure implementation of controls takes place and that they are evaluated for effectiveness and monitored for compliance.

- If emergency action is required to control or eliminate a hazard that is dangerous to the safety or health of workers,
 - Only those workers competent in correcting the condition, and the minimum number necessary to correct the condition, may be exposed to the hazard, and *[AB OHS Code Part 2 Section 10(1)(a)]*
 - Every reasonable effort must be made to control the hazard while the condition is being corrected. *[AB OHS Code Part 2 Section 10(1)(b)]*
- The need for a dated and written report of the hazard assessment does not apply to an emergency response during the period that the emergency action is required. *[AB OHS Code Part 2 Section 10(2)]*

ELEMENT III – HAZARD CONTROL



RESPONSIBILITIES

MANAGERS/SUPERVISORS

- If an existing or potential hazard to workers is identified during a hazard assessment, must take measures in accordance with this section to:
 - Eliminate the hazards, or
 - If elimination is not reasonably practicable, control the hazard. *[AB OHS Code Part 2 Section 9(1)(a-b)]*
- If reasonably practicable, must eliminate or control a hazard through the use of engineering controls. *[AB OHS Code Part 2 Section 9(2)]*
- If a hazard cannot be eliminated or controlled under subsection (2), must use administrative controls that control the hazard to a level as low as reasonably achievable. *[AB OHS Code Part 2 Section 9(3)]*
- If a hazard cannot be eliminated or controlled under subsections (2) or (3), must ensure that the appropriate personal protective equipment is used by workers affected by the hazard. *[AB OHS Code Part 2 Section 9(4)]*
- If a hazard cannot be eliminated or controlled under subsections (2), (3) or (4), must use a combination of engineering controls, administrative controls or personal protective equipment if there is a greater level of worker safety because a combination is used. *[AB OHS Code Part 2 Section 9(5)]*
- Must ensure that workers are trained in the use of controls.

ELEMENT III – HAZARD CONTROL

- Must ensure that the use of required controls is enforced.
- Regularly monitor controls for effectiveness.

WORKERS

- Participate in the control or elimination of hazards identified. *[AB OHS Code Part 2 Section 8(1)]*
- Must comply with the use of controls that are implemented for their health and safety. *[AB OHS Act Section 2(2)(b)]*

EMERGENCY CONTROL OF HAZARDS

The key to effective hazard control is to ensure implementation of controls takes place and that they are evaluated for effectiveness and monitored for compliance.

- If emergency action is required to control or eliminate a hazard that is dangerous to the safety or health of workers,
 - Only those workers competent in correcting the condition, and the minimum number necessary to correct the condition, may be exposed to the hazard, and *[AB OHS Code Part 2 Section 10(1)(a)]*
 - Every reasonable effort must be made to control the hazard while the condition is being corrected. *[AB OHS Code Part 2 Section 10(1)(b)]*
- The need for a dated and written report of the hazard assessment does not apply to an emergency response during the period that the emergency action is required. *[AB OHS Code Part 2 Section 10(2)]*

NOISE MANAGEMENT DIRECTIVE

DIRECTIVE

Part 16, Section 216 of the current Alberta Occupational Health and Safety Code states ‘an employer must ensure that all reasonably practicable measures are used to reduce the noise to which workers are exposed in areas of the work site where workers may be present.’

Hearing protection is designed to reduce the level of sound energy reaching the inner ear. ***Any worker exposed to noise levels above 85dBA must wear approved hearing protection as outlined in Part 16 of the Occupational Health and Safety Code. [AB OHS Code Part 16 Section 222(3)]***

RESPONSIBILITIES

General Managers

- Provide the necessary resources for the implementation of the noise management program.
- Ensure records of noise exposure assessments are retained for three years *[AB OHS Code Part 16 Section 220(2)(b)]*.

Managers

- Ensure that the following are designed and constructed in such a way that the continuous noise levels generated are not more than 85 dBA or are as low as reasonably practicable:
 - A new worksite;
 - Significant physical alterations, renovations or repairs to an existing work site or work area;
 - A work process introduced to the work site or work area;
 - Significant equipment introduced to the work site or work area *[AB OHS Code Part 16 Section 217(1)(a-d)]*.
- Inform the OHS Advisor of any equipment or process changes that affects the noise level or the length of time a worker is exposed to noise. *[AB OHS Code Part 16 Section 219(4)(b)]*.
- Continually monitor the use of hearing protection equipment.

Supervisors

- Ensure that a worker’s exposure to noise does not exceed:
 - The noise exposure limits in Schedule 3, Table 1, and;
 - 85 dBA Lex *[AB OHS Code Part 16 Section 218(a)(b)]*.
- Ensure noise and the applicable methods to control the noise are identified on applicable hazard assessments *[AB OHS Code Part 16 Section 219(1)& Section 221(2)(d)]*.
- Ensure suitable warning signs are posted (where practical) when noise levels are identified as exceeding 85 dBA.
- Purchase and provide to workers hearing protection that meets the requirements of CSA Standard Z94.2-14, *Hearing Protection Devices – Performance, Selection, Care, and Use* and is of the appropriate class and grade as described in Schedule 3, Table 2 *[AB OHS Code Part 16 Section 222(1)(a)&(b)]*.

ELEMENT III – HAZARD CONTROL

- Train workers in the hazards of exposure to excessive noise, and in the selection, correct use and maintenance (i.e. where, when, why & how) of hearing protection devices *[AB OHS Code Part 16 Section 222(2)(a)]*.
- Conduct refresher training with applicable workers in the noise management program every two years.
- Ensure affected workers wear the required hearing protection equipment. *[AB OHS Code Part 16 Section 222(2)(b)]*.
- Continually monitor the use of hearing protection equipment.

OHS Advisor

- Conduct (within qualifications) noise exposure assessments (when a worker may be exposed to noise at a work site in excess of 82dBA), or obtain a qualified contractor to do so.
- Ensure the results of noise measurements are recorded and include:
 - The dates of measurements;
 - The workers or occupations evaluated;
 - The type of measuring equipment used;
 - The sound level readings measured, and;
 - The work location evaluated *[AB OHS Code Part 16 Section 220(1)(a-e)]*.
- Ensure the results are filed in the Towns electronic document management system and are available upon request by a worker or an officer *[AB OHS Code Part 16 Section 220(2)(a)]*.
- Arrange for audiometric testing by an approved audiometric technician for workers exposed to excessive noise based on the following intervals:
 - An initial baseline test as soon as practicable, but not later than 6 months after the worker is employed or within 6 months after a worker is exposed to excess noise because of a change in the worker's duties or process conditions,
 - Not more than 12 months after the initial baseline test, and
 - At least every second year after the 12 month test above *[AB OHS Code Part 16 Section 223(1)(a-c)]*.
- Maintain audiometric test records and ensure workers are provided with the copy of their results
- Conduct an annual review of the directive and procedures to address:
 - The effectiveness of the education and training plan,
 - The need for further noise measurement, and
 - The adequacy of noise control measures *[AB OHS Code Part 16 Section 221(2)(g)]*.
- Ensure Supervisors are trained in hearing loss to understand the program, goals, use, fitting, and need for workers to always wear hearing protection devices in designated areas with excessive noise.
- Have the Towns Sound Level Meter calibrated on an annual basis as per Manufacturers' specifications.

Workers

- Cooperate with the employer in implementing the noise management directive and program *[AB OHS Code Part 16 Section 221(3)]*.
- Wear and use the hearing protective equipment in accordance with training provided *[AB OHS Code Part 16 Section 222(3)]*.

PERSONAL PROTECTIVE EQUIPMENT DIRECTIVE

DIRECTIVE

PPE is considered the last line of defence in controlling hazards. It is essential that workers are provided with and use properly all required PPE for the task at hand.

GENERAL

The following will be considered mandatory at all divisions to protect employees in the event of an unforeseeable breakdown in our other controls:

- Managers and Supervisors, with the assistance of the OHS Advisor, are to determine PPE requirements based on the hazard assessments for the respective department.
- All PPE will be within the requirements of OH&S Regulations and applicable accredited testing organization (example: CSA, ANSI, NIOSH).
- All PPE must be appropriate to the hazards associated with the work being performed at the worksite, while also taking into account worker comfort.
- All PPE used will be in good condition, inspected by the worker daily or as required by the manufacturer, and maintained according to manufacturers' instruction. This includes PPE provided by the worker.
- Workers who are required to wear protective clothing, equipment or device shall be instructed and trained in its care, use, maintenance and limitations before wearing the protective clothing, equipment or device.
- All PPE that is of questionable reliability, damaged, or in need of service or repair will be removed from service immediately and tagged for maintenance.
- All PPE tagged for maintenance will not be returned to service until repaired or inspected by a qualified person.
- Proper service logs will be kept for specialty PPE.
- No PPE shall be modified or changed contrary to the manufacturers' instructions.
- Signs are to be posted in conspicuous places at points of entry to areas where PPE is required.
- Supervisors must enforce the use of PPE in designated areas for **ANYONE** entering that area.
- Disciplinary action will be enforced for anyone continuing to disobey the PPE requirements.

In addition to the personal protective equipment requirements, all workers must comply with the following to prevent potential entanglement:

- Rings, watches, neck jewelry, bracelets, gloves and loose clothing shall not be worn in areas where high speed rotating machinery is used.
- If there is a potential for entanglement and/or if hair can become a potential hazard, it must be tied back away as much as possible to reduce the likelihood of obstruction/entanglement.

EYE AND FACE PROTECTION

This PPE is designed to protect the worker from hazards such as:

- Flying objects and particles
- Splashing liquids, and
- Ultraviolet, infrared and visible radiation (welding).

Safety glasses with side shields are the minimum eye protection required and are to be worn when:

- Using power tools for drilling, boring or shaping
- Operating weed eaters
- Operating portable grinders
- Using pavement breakers
- Reel grinding

Safety glasses with gaskets are to be worn when:

- Working overhead
- Working in dusty conditions

Safety goggles are to be worn when:

- Handling chemicals where splash potential is a concern or as identified in the SDS

The Town will supply safety glasses and goggles for all workers required to wear them.

Clear Plastic face shields are mandatory to be worn when using:

- Router
- Bench grinder
- Abrasive cut off saws
- Air driven chipping hammers
- Concrete cut-off saws
- Needle guns
- Drill press
- Table saws
- When required by a material safety data sheet for a controlled product

Welders - face shields are mandatory when performing:

- Arc welding – welding helmet
- Acetylene welding and cutting – goggles

Wire Face Mesh shields are to be worn when:

ELEMENT III – HAZARD CONTROL

- Overhead tree pruning with power tools
- Grass trimming where flying objects are a concern

The Town will supply the proper face protection for workers required to wear them.

Face shields alone often are not enough to fully protect the eyes from work hazards. When eye and face protection are required, advice from the OHS Advisor, Safety Data Sheet (SDS) or the supplier will help in the selection. Comfort and fit are very important in the selection of safety eyewear. Lens coatings, venting or fittings may be needed to prevent fogging or to fit with regular prescription eyeglasses.

Hardened glass prescription lenses and sport glasses are not an acceptable substitute for proper, required industrial eye safety protection. All safety eyewear must meet the CSA Standard(s) Z94.3-07, Z94.3-02, or Z94.3-99, whether prescription or not.

Contact lenses shall not be worn when entering restricted or confined spaces with hazardous atmospheres.

HEARING PROTECTION

Ear protection must be worn when:

- Using concrete or pavement breakers and saws
- Compressor and/or pumps
- With all turf equipment
- Wherever indicated by a posted sign

Or when noise is over 85dBA. The Town will provide ear muffs and/or plugs for any employees required to use them. Hearing protection must meet the requirements and standards of the appropriate accredited testing organization (example: CSA Z94.2 M1984, ANSI).

HEAD PROTECTION

Safety headwear is designed to protect the head from impact from falling or flying objects, bumps, and splashes from chemicals and harmful substances and contact with energized objects and equipment.

Do not transport headgear in rear windows of vehicles.

Inspect headgear before each use. Inspect and replace a shell that shows signs of wear, scratches, or gouges. Replace headgear that has been struck, even if there is no visible damage. Ensure the suspension is in good condition. Look closely for cracked or torn adjustment slots. Replace suspensions that have torn threads.

Do not drill holes, alter or modify the shell. Do not paint a plastic shell.

Where danger to an employee's head exists or may exist, the Town shall ensure that the worker wears industrial protective headgear. Examples of work performed requiring a hard hat includes, but is not limited to:

1. Any worker working at a site with heavy equipment using overhead movement (eg. rear of backhoe and by vac truck);
2. Trenching;

ELEMENT III – HAZARD CONTROL

3. Erecting and dismantling scaffolding;
4. Entering manholes;
5. Spotter on the ground during bucket truck work;
6. Where there is a likelihood of an overhead hazard;
7. In any posted - designated areas

The Town will supply approved hard hats for all workers required to wear them. Color coding is in place to identify the type of headgear and for easy identification of supervisory staff.

WHITE: Foreman/Supervisors/Management/Safety

BLUE: Visitors/councillors

ORANGE: All other workers

Safety headwear must be appropriate to the hazards and meet the requirements and standards of the appropriate accredited testing organization (example: CSA Z94.1-15, ANSI Z89.1-2014).

SAFETY FOOTWEAR

Safety footwear is designed to protect feet against a wide variety of injuries. Impact, compression and puncture are the most common types of foot injury.

In order to provide the best protection, all safety footwear must be worn fully laced up.

Outside/inside workers engaged in construction or maintenance including maintenance buildings personnel, i.e. mechanic, are required to wear approved safety footwear. First line supervisors must wear safety footwear with a CSA Standard in accordance to specific jobs/hazards.

Approved safety footwear consists of any CSA approved steel or composite toed footwear.

All pool staff are required to wear rubber boots when mixing chemicals or working in the mechanical room.

All safety footwear must meet the requirements and standards of appropriate accredited testing organization (example: CSA Z195-2014 or CSA Z195.1-16).

CLOTHING

All outside workers are required to wear a minimum of:

1. Full length trousers
2. T-shirts or shirts with a 4 inch sleeve
3. Safety footwear

Outer layers for unionized workers shall be safety clothing that complies with CSA-Z96-15 "High-Visibility Safety Apparel" (Class 1). To comply with this standard, the clothing shall meet the following criteria:

- A waist-level horizontal stripe/band that goes completely around the clothing;
- Two vertical stripes on the front passing over the shoulders and down to the waist; and
- A symmetric "X" on the back extending from the shoulders to the waist.

ELEMENT III – HAZARD CONTROL

Workers on foot and/or exposed to traffic hazards on traveled rural roads or on urban streets shall wear safety vests if their outer clothing does not conform to CSA-Z96-15 “High-Visibility Safety Apparel”. Workers designated as signalers used to control traffic shall wear a full coverall type garment which meets CSA-Z96-15 Class 3. During hours of darkness or conditions of poor visibility, workers shall use flashlights or other signal lights.

The Town of Stony Plain will supply safety vests, flashlights or signal lights, for all workers required to wear or use them.

HAND PROTECTION

Hand protection is designed to protect hands against a wide variety of hazards. Choose hand protection that adequately protects the hand from the hazard (abrasion, sharp edges, cold, general handling, chemicals, etc.).

Ensure gloves fit properly. Ensure gloves cover all exposed skin. Do not use worn or torn gloves.

Do not wear gloves when working with equipment/machinery where gloves could get tangled in the equipment/machinery.

Rubber gloves are to be worn when:

- Mixing and/or using chemicals
- Using industrial cleaners
- Draining oil from chiller (arena)
- Mixing and using pesticides

The Town will supply rubber gloves for all employees required to wear them.

OHS COMMITTEE

OHS MANUAL



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An effective Occupational Health and Safety (OHS) committee promotes awareness of health and safety issues and encourages management and workers to cooperate and work together in identifying and resolving health and safety problems within the municipality. The committee provides a forum for constructive and regular dialogue between employer and worker representatives about relative health and safety concerns at their workplace.

The Town of Stony Plain OHS Committee operates for the benefit of all worksites and workers and will facilitate the development and promotion of the health and safety management system throughout the organization. The goal will be to create a positive safety culture built through teamwork.

WORKER CONFIDENTIALITY

The confidentiality of information shared and/or received at OHS Committee meetings is to be respected. Each committee member has a responsibility to ensure that the OHS Committee fulfills its function and abides by the applicable legislation.

MEMBERSHIP

The committee shall be comprised of at least four worker members, and three employer representatives. Employers are defined as all out-of-scope (non-union) management, as management refers to staff that have direct reports. Senior Leadership can participate in the OHS Committee as non-voting members. All members will be volunteers who have discussed membership on the Committee with their immediate Supervisor and received their support.

Union workers will be appointed by the Union in accordance with their Collective Agreement. Workers will be recommended by their respective Departments or appointed by the Workers they represent. Workers expressing interest in joining the committee shall make a written request to the OHS Committee and their direct supervisor, indicating their interest in safety at which point they will need to be appointed by the workers within their department. Employer members will be appointed by the Employer or the OHS Advisor.

The OHS Advisor and the Recorder will contribute to the OHS Committee; however will not be considered as a voting member. The OHS Advisor will act as an advisor to the committee and the Recorder will ensure all administrative tasks required by the committee are fulfilled.

The OHS Committee will have two (2) Co-Chairs, one chosen by the Employer members on the Committee, and the other chosen by the Worker members on the Committee. The Co-Chairs shall alternate in serving as Chair at meetings of the OHS Committee, and shall participate in all decisions of the Committee

TERM OF OFFICE



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Members will remain on the committee for a term of not less than one year. No more than one worker member and one employer member will rotate off the committee in one year.

FUNCTIONS

The OHS Committee performs a central role in maintaining the Town's health and safety management system. Committee functions include:

- Promotion of the Town of Stony Plain's health and safety management system;
- Helping resolve health and safety concerns in a timely manner;
- Meeting monthly to review the system and any health and safety concerns;
- Assist the OHS Advisor in the planning and implementation of Town safety events.
- Act as a resource in their area for the hazard assessment process;
- Review worksite/facility inspection documentation;
- Coordinating with other worksite health and safety committees or health and safety representatives;
- Make recommendations to the employer regarding the correction of health and safety concerns;
- Review the terms of reference and membership on an annual basis and propose required changes to the SLT for approval.

RESPONSIBILITIES

The Senior Leadership Team will ensure that:

- Worker and employer representatives are given the time to take part in the committee;
- A member of SLT will be invited to all meetings of the OHS Committee as a guest.

The OHS Advisor will act as an advisor to the committee and will:

- Conduct an appropriate onboarding process when new members join the committee, including facilitating training and providing related materials, as well as notify Town staff of the change of members;
- Track ongoing health and safety concerns affecting worker safety at the Town and brief the Committee as to progress on corrective actions;
- Provide relevant information so that the committee is able to make informed decisions; and
- Provide any written directions or reports from Occupational Health and Safety to the committee.

The Recorder of the committee will:

- Book a meeting room and any equipment to be used during the meeting;
- Provide an annual meeting schedule to all committee members;



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- Prepare an agenda as set by the Chair and distribute to members one week prior to the meeting; in addition to providing a copy of the previous meeting minutes;
- Clarify with members, as necessary, with whatever decisions have been reached;
- Prepare meeting minutes within seven days of the meeting; and
- File approved minutes in the electronic document management system and distribute to all departments for posting.

The Committee Co-Chairs will:

- Assist the Recorder to develop an agenda;
- Ensure that agenda items are discussed and conclusions are reached;
- Ensure that meetings start on time, stay on track, and that all members have an opportunity to contribute to discussions, decisions and recommendations;
- Ensure outstanding items from previous meetings are reviewed;
- Submit OHS Committee Recommendation Forms to the applicable General Manager or Town Manager;
- Conduct and guide the meetings to ensure the committee fulfills its function and abides by the applicable legislation;
- Assign or delegate special projects/assignments to Committee members.

Committee Members will:

- Attend a minimum of 75% of all meetings during their term. Exceptions can be made in writing by a committee Chair. Members who fail to meet this objective will be referred by the Chair to the Committee for a vote (as outlined in “Succession of Members”).
- Inform the Recorder prior to the meeting if a member cannot attend a meeting and coordinate with their direct supervisor to appoint an alternate from their department to attend the meeting;
- Ensure that worker health and safety concerns and complaints are addressed in meetings by informing the Recorder of matters to be included in the Agenda, and speaking to the matter in the meeting;
- Participate in hazard and control identification;
- Assist the OHS Advisor with the development of any required aspect of the HSMS, the delivery of Safety Day stand downs, tool box talks and other safety related items as requested;
- Review Worksite/Facility inspection documentation;
- Participate in investigations;
- Make recommendations to improve the HSMS; and
- Maintain records pertaining to the above duties.

SUCCESSION OF MEMBERS

- A member of the committee may need to be replaced during their tenure, for reasons including but not limited to:

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- Extended leaves from work;
- Not fulfilling their obligations as stated in this TOR; or
- Ceased employment with the Town of Stony Plain

In cases such as these, the process to replace them is as follows:

1. The Town's worker population will be canvassed for volunteers to sit on the committee.
 2. The OHS Advisor will communicate changes in membership to the committee and Town staff.
 3. All new committee members will go through the mandatory onboarding process to receive appropriate training prior to participating in safety inspections or committee meetings.
- If a member of the committee is deemed by the Chair to not be fulfilling their obligations to the committee as outlined in this document, they may be removed from the committee with a majority vote of members. In the case of a tie, the OHS Advisor will cast the deciding vote.

DECISION MAKING AND DISPUTE RESOLUTION,

- Every effort will be made to research and discuss items prior to meetings in order to reach a consensus. On occasion where consensus is not possible and quorum exists, the Chair will take a vote of all members present, and the majority will carry.

MANAGING WORKERS HEALTH AND SAFETY CONCERNS

Workers that have health and safety concerns are directed to report the concern to their supervisor or manager. Every effort shall be made by the supervisor or manager to resolve the health and safety concern. Any concerns that the worker feels is not adequately addressed may be forwarded to the OHS Committee for review by completing the applicable form. All concerns or incidents that fall under the Respectful Workplace Policy will be directed to the HR Manager.

- Health and safety concerns to be reviewed by the OHS Committee shall be submitted by completing a Worker Health and Safety Concern Form and forwarded to an OHS Committee member to be reviewed by the OHS Advisor.
- Concerns directed to the OHS Committee for discussion shall meet the following criteria:
 - The concern has been unresolved at the Supervisor/Manager level;
 - The concern is related to health and safety;
 - The concern involves a number of different departments.
- Having met the required criteria, the procedure for attempting resolution is as follows:
 - OHS Committee Co-Chairs will be informed of the concern by the completed form,
 - The Co-Chairs will ensure the concern meets the required criteria as a health and safety concern and add it to the next meeting agenda,
 - If the concern is of an undue hazard or imminent danger at the work site, a special OHS Committee meeting may be called,



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- If the concern does not meet the required criteria, the Co-Chairs will inform the worker who initiated the concern with a written explanation and may offer any applicable recommendations,
- Committee members shall review the worker's concern report and if the nature of the concern warrants further review, a suitable recommendation will be determined,
- Committee recommendation must be forwarded to Management to approve the corrective action
- The proposed recommendations will then be presented directly to the Worker who initiated the concern and his/her Supervisor.
- If the proposed recommendations do not alleviate the Workers health and safety concerns they may appeal the recommendation of the OHS committee and request further discussion or consideration. All health and safety concerns that require corrective actions will obtain final approval from the General Manager
- The OHS committee will endeavor to resolve the concern in a timely manner or forward the concern on the general manager as a formal recommendation.

REPORTING TO MANAGEMENT

- Issuing formal recommendations to the appropriate General Manager will be considered when;
 - There are no established health and safety procedures,
 - Requests for corrective actions have not been addressed, and
 - Safety concerns cannot be resolved by the OHS Committee.
- A Chair will write a recommendation to the appropriate General Manager for response and corrective action within 30 business days. The recommendation must be comprehensive and complete so that the General Manager will not require additional information for decision-making purposes.
- Must be a SMART recommendation.
 - Specific,
 - Measurable,
 - Action-oriented,
 - Relevant, and
 - Time specific.
- If the General Manager responds that the corrective action(s) cannot be carried out in that timeframe, they may provide an alternate schedule. If the Committee deems this proposal to be suitable, they will accept the response for action and the OHS Advisor will be instructed to report on progress until the matter is resolved.
- If there is no response within 30 days from the General Manager, or they propose an alternate schedule that is not deemed to be reasonable, the Chair will write a second recommendation to the Town Manager, outlining measures taken so far to correct the issue and asking that the matter be resolved in a timely fashion. If the Committee deems their response to be agreeable, then it will be accepted for action and the OHS Advisor will be instructed to report on progress until the matter is resolved.



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MEETINGS

- Meetings will be held monthly on the second Tuesday of every month;
- An annual meeting schedule will be provided to all members, and it is an expectation that members will prioritize their attendance to the meetings;
- Meetings may be rescheduled should it appear that several members are not available to attend;
- Meetings will run no longer than one hour;
- A quorum of at least 50% of the membership is necessary for the meeting to proceed, with at least half of those present being worker members;
- Special meetings may be called by a Chair as required;
- All items introduced for discussion must be Health and Safety related;
- A discussion of incident trends and their prevention will be ongoing at each meeting; and
- Inspections, audits, incident investigations, etc. from the worksite will be discussed.

TRAINING

OHS Committee members will receive training in:

- Chairing meetings;
- AMHSA Joint Worksite Health and Safety Committees Course;
- Incident Investigations; and
- Hazard Assessment.

It is the expectation of the Town Manager that the OHS Committee will receive the full support of all Town of Stony Plain employees. General Managers of each department shall ensure that members of the OHS Committees are given adequate time to fulfill their committee obligations. This is in keeping with our municipality's commitment to providing a healthy and safe work environment for all.

SIGNOFF

I have read the above Terms of Reference for OHS Committees and agree to abide by them as set out.

OHS Committee Member Name

Signature

Date: _____

QUALIFICATIONS, ORIENTATION AND TRAINING

OHS MANUAL

SAFETY TRAINING AND ORIENTATION DIRECTIVE

DIRECTIVE

Employee training is essential to the success of our Health and Safety Management System. Training ensures employees have the necessary skills, explains the need for safe operations, improves communication and gives employees the confidence to work safely. Training exists to: ensure employees have the necessary skills, explain the need for safe operations, improve communication, and give employees the confidence to work safely.

If the work being carried out is considered dangerous, Occupational Health and Safety Legislation requires the employer to make sure that workers involved are competent or are under the direct supervision of a competent worker. Competent is identified as; adequately qualified, suitably trained and with sufficient experience to carry out the work safely.

To ensure that workers are adequately qualified for the position they are hired for, the Town's hiring process may include consideration of worker pre-qualifications through the following:

- Job description;
- Worker's education;
- Worker's previous employment experience and references;
- Interviews with the worker;
- Worker's driver's abstract, where applicable; and
- Worker's previous training certifications, where applicable.

Upon initial hire, Human Resources will collect required certificates/documents and place in their employee file, all certificates required for the job will be verified and uploaded in the HRIS

Worker pre-qualifications are to be determined and evaluated through the Human Resources Department hiring process.

Upon hire, to ensure that all Town of Stony Plain ("the Town") workers are properly and adequately trained to carry out the tasks inherent in their jobs, the Town will provide, and workers will participate in, all safety and related training necessary to prevent or reduce the loss of human and property resources of the Town.

PURPOSE

The purpose of providing proper safety training and orientations is to ensure the safety of all Town workers as they carry out their duties. By doing so, the Town can mitigate incidents that reduce loss such as property and equipment damage, as well as bodily injury to workers.

WORKER ORIENTATIONS

Providing general and site specific orientations to all newly hired, returning or transferred workers ensure they have a consistent understanding of the Town's goals and expectations in regards to safety. During a general safety orientation, workers will be introduced to the Town's Health and Safety Management System (HSMS). It is through this orientation that the worker learns of the Town's commitment to health and safety, and their own responsibilities for health and safety. The worker will also learn about: health and safety policies, procedures, and rules; reporting hazards and incidents; emergency response plans and procedures; working alone procedures; respectful workplace initiatives; injured worker process; and how and where to get health and safety information including OHS Legislation. Workers will also learn about their OHS Rights – Right to Refuse, Right to Know, and Right to Participate – and how the Town protects those rights. Additional information that concerns their job and worksite will be covered in a site specific orientations. General safety orientations and site-specific orientations are to be completed on the first week of work.

TASK-SPECIFIC TRAINING

While general and site-specific orientations are required for all town staff to be completed within the first week of work, task-specific training is completed to be prior to performing the task. Task-specific training ensures that each worker can perform a task efficiently and safely. Task-specific training should be conducted: at the time of hire; when a worker is assigned a new or different task; when a worker is assigned to a new piece of equipment, vehicle or tool; when a worker is moved to a new site or location; when a new Safety Procedure has been introduced; or in the event that an incident or near-miss dictates the requirement for additional training.

Task-specific training should be conducted by the worker's foreman, supervisor, or designate. The trainer should: review applicable Safety Procedures with the worker; advise the worker of all known safety hazards that may affect the worker by reviewing formal hazard assessments; and provide the worker with all information that is necessary to perform the job safely and correctly.

SPECIALIZED TRAINING

Specialized training will be assigned and completed based on legislative requirements or high hazard activities. First aid training, confined space monitoring, and ground disturbance are some examples of specialized training. Specialized training must be completed upon hire or before performing tasks and will require recertification prior to expiry.

TRAINING RECORDS

A written record will be completed for each training session a worker undertakes, to be provided either by the Town in the case of internal training, or to be provided by a hired 3rd party training agency in the case of external training. Copies of training records are to be added to the worker's personnel file in ESS. Training may be required to comply with government regulations or in addition to task-specific training, when dealing with activities of possible extreme hazard (i.e. confined space entry, working at heights) or use of equipment (i.e. skid steer, snow plow).

Records of any health assessments such as audiometric tests will be electronically stored in a secure manner.

The town has identified a list of training that is mandatory for staff depending on department and position. The list of training can be found in the Appendices along with a training matrix, including requirements for refresher training. Refresher training shall be determined by but not limited to the following:

- CSA Standards;

ELEMENT V – QUALIFICATIONS, ORIENTATION AND TRAINING

- Manufacturer specifications;
- Training organization's standards; or
- As outlined in the Appendices.

A shorter period for refresher training may be required should a worker have a serious incident or commit a serious safety infraction which relates to the training.

Managers/Supervisors shall have the ability to identify what specialized safety related training is to be given to each worker in their respective departments.

NEW WORKER MENTORSHIP PROGRAM

New workers will be paired up with an experienced worker for a period of time to be determined by the Supervisor, until that worker is competent and able to work safely alone or with minimal supervision.

CONTRACTOR MANAGEMENT

OHS MANUAL

CONTRACTOR MANAGEMENT DIRECTIVE

DIRECTIVE

The Town of Stony Plain is committed to a strong safety program that protects its staff, its property and the public from accidents. Contractors are included within the definition of public.

This directive applies to all Town of Stony Plain operations and is intent to govern all aspects of the contractor management process. It is intended to supplement the Occupational Health and Safety Act, Regulation and Code, and Town of Stony Plain rules, procedures and policies.

The Town's vision of an injury and accident free workplace extends to our contractors, their subcontractors and suppliers. The Town requires all contractors to commit to and abide by legislation, rules, policies and procedures in order to achieve this goal.

RESPONSIBILITY

Town Manager/General Managers:

- Ensure systems are in place to manage prime contractor health and safety in the Town.
- Ensure processes are implemented to hold General Managers, Managers, Supervisors and Workers accountable for health and safety responsibilities and performance.
- Provide the financial and human resources to support the department's contractor management program.

General Manager/Manager:

- Provide leadership and program development that will ensure employees and contractors are working under an effective management system that is designed to ensure compliance with OHS laws and the safety of workers.
- Be responsible and accountable for integration of programs to manage contractor safety in accordance with the standards and expectations outlined in the Contractor Management Overview and Procedures.
- Ensure systems are implemented to monitor contractor safety program compliance and effectiveness.
- Provide support to each department in the implementation of contractor safety management programs through the inclusion of contractor safety requirements in tender documents as identified in the Procurement and Expenditures Policy and accompanying procedures.
- Ensure contractors that are selected for work with the Town meet minimum bid requirements with respect to safety as defined in the Procurement and Expenditures Policy and accompanying procedures.
- Ensure tendered contracts contain defined safety responsibilities and accountabilities for contractors that work for the Town.
- Hold contractors accountable for poor performance.
- Provide leadership that will ensure contractors meet OHS legal and contract obligations.
- Be responsible for selecting the appropriate contractor safety management approach for the project. (Refer to the Contractor Management Flow Chart).

ELEMENT VI – CONTRACTOR MANAGEMENT

Supervisors:

- Ensure that Tender/Request for Proposal documentation and specifications contain the appropriate hazard identification and safety requirements.
- Be responsible and accountable to ensure the Town's contractor management program is followed for contractors they manage/supervise.
- Ensure contract work is done by workers that have the skills, knowledge/experience and training to perform the work safely.
- Ensure Town employees and contractors are working under an effective management system that is designed to ensure compliance with OHS legislation.
- Be responsible and accountable to ensure all prime contractor work activities adhere to the OHS Act, Regulation and Code, applicable standards, and the Prime Contractor's health and safety management system.
- Monitor and review contractor safety performance by conducting OHS inspections or system checks on contractors.
- Participate in training and activities that demonstrate OHS commitment and promote a healthy, safe, and productive work environment.
- Complete contractor performance evaluations to document shortcomings.

OHS Advisor:

- Provide support to each department in the development of programs to manage contractor safety in accordance with the standards and expectations outlined in the Contractor Management Overview and Town Procedures.
- Assist General Managers, Managers and Supervisors in the resolution of contractor safety issues.
- Conduct serious incident investigations in cases when the Town is designated prime contractor.
- Coordinate the tracking and measurement of contractor safety performance. Help General Managers, Managers, and Supervisors identify and resolve contractor safety performance issues.
- Assist General Managers, Managers, and Supervisors in the evaluation of Tenders/Request for Proposal in relation to health and safety matters.

Contractors Working Under Town of Stony Plain Supervision:

- Provide evidence of contract worker competency and ability to work safely in the form of training certificates, licenses, or other qualifications required to complete the project.
- Become knowledgeable in the specific Town safety procedures required for the project.
- Participate in safety orientations, pre-job/toolbox meetings, incident investigations and hazard assessments as directed by Town Managers and Supervisors.
- Comply with Town safety rules, policies and procedures.

ELEMENT VI – CONTRACTOR MANAGEMENT

Contractors Expected to Work Independently:

- Provide evidence of a valid Certificate of Recognition issued in accordance with the Alberta Partners in Injury Reduction Program.
- Provide evidence of hazard assessment and control procedures, safety procedures and other systems to ensure workers have the skills, training, and experience to complete work safely when asked by Town staff.
- Provide evidence of a history of good safety performance in accordance with the standards and expectations outlined in the Contractor Management Overview and Procedures.
- Participate in safety orientations, pre-job/toolbox meetings, and serious incident investigations as directed by Town Managers and Supervisors.
- Supervise own staff to ensure compliance with OHS legislation.
- Conduct investigations of incidents involving their own staff; make changes to safety procedures or equipment to correct issues identified.
- Report incidents to Town Managers, Supervisors or Designated Representative and provide copies of incident investigations.

Prime Contractor Designated Work:

- Provide evidence of a valid Certificate of Recognition issued in accordance with the Alberta Partners in Injury Reduction Program.
- Provide evidence of hazard assessment and control procedures, safety procedures and other systems to ensure workers have the skills, training, and experience to complete work safely when asked by Town staff.
- Provide evidence of a history of good safety performance in accordance with the standards and expectations outlined in the Contractor Management Overview and Procedures.
- Participate in safety orientations, pre-job/toolbox meetings, and serious incident investigations as directed by Town Managers and Supervisors.
- Organize safety orientations and pre-job meetings for other contractors and Town employees working at their designated work site.
- Supervise own staff to ensure compliance with OHS legislation.
- Conduct safety inspections and serious incident investigations for all contractors working at their designated worksite; make corrections in safety procedures or equipment to correct issues identified.
- Report incidents to Town Managers, Supervisors or Designated Representative and provide copies of incident investigations.

TRAINING

Town staff required to implement the contractor management program will receive required training to do so.

SUBCONTRACTING

Contracted companies will not subcontract services or work to other companies without express written permission from the Town of Stony Plain.

ELEMENT VI – CONTRACTOR MANAGEMENT

A company acting on behalf of the Town as a Prime Contractor shall provide proof of insurance, WCB coverage and documents to prove competency of workers for all subcontractors to be employed for a project.

DURATION OF AGREEMENTS

Safety agreements, whether they be Supervision Required, Independent or Prime Contractor agreements are PROJECT BASED, and therefore will have an expiry date recorded on them which aligns with the expected end of the project.

The exception to this is when a company has been awarded a retainer contract with the Town which consists of multiple smaller projects over a period of time. In this case, a single safety agreement can cover the entirety of the contract. This agreement may be for up to a year in duration, except capital projects or new facility builds which can run until completion of the work.

WCB COVERAGE

Utilizing contractors for Town projects who do not carry WCB coverage can have a severe financial impact on the Town, in that charges from WCB Alberta for any injuries sustained by their workers will be charged to the Town's WCB account.

Only contractors who can produce a valid clearance letter from WCB Alberta shall be utilized for Town business unless written permission from the CAO is obtained. This written permission will be attached to the contractor's safety forms package as if it were a clearance letter and filed with all other paperwork.

For persons or companies operating within exempt industries, they must be able to produce proof of private accident insurance.

LOAN OF VEHICLES OR EQUIPMENT

No Town owned equipment or vehicles will be loaned to contractors for work to be performed for the Town or otherwise. "Loan" is defined as *"to give to another party so that the equipment/tool/vehicle is under their control and possession"*.

For example:

An electrician is contracted by the Town to replace some lights in the mechanic bay at Public Works. The Town provides a bucket truck and operator to allow them to perform the work safely and without the need to rent a truck. **Permissible.**

An underground contractor who regularly deals with the Town has another job in another municipality, and asks to borrow a trench box to do the work. **Not permissible.**

CONTRACTOR MANAGEMENT DEFINITIONS

1. **Certificate of Insurance** – A document supplied by an insurance broker verifying the client’s insurance coverage is sufficient.
2. **Contract Worker** – A worker employed by a contractor.
3. **Contractor** – Means a person, partnership, or corporation who, through a contract or an agreement with the Town of Stony Plain, undertakes to complete a defined scope of work for the Town.
4. **Certificate of Recognition (COR)** – A certificate given to employers who develop health and safety programs that meet established standards.
5. **Incident** - Is an unplanned and undesired event that, under slightly different circumstances, could have resulted in personal harm, property damage or loss.
6. **Investigation** - A formal analysis, evaluation and report of an incident, based on information gathered by the investigation team. A complete investigation includes the facts; observations, statements, photos, and related information, as well as a plan to prevent or control a similar situation.
7. **Letter of Clearance** – A document provided by the WCB (Workers’ Compensation Board) to verify an employer’s WCB account is in good standing.
8. **Occupational Health and Safety (OHS) Legislation** – Alberta Occupational Health and Safety Act, Regulation and Code.
9. **Prime Contractor** – Means the person, partnership or corporation who is responsible for meeting the obligations contained in section 3 of the Occupational Health and Safety Act when two or more employers are involved in work at an oil and gas or construction worksite. In the absence of an agreement with a contractor to take on prime contractor responsibilities, the Town of Stony Plain is the prime contractor on Town oil and gas or construction worksites. The Town’s Contractor Management program is structured so that the Town will VOLUNTARILY assign a Prime Contractor when appropriate for all worksites with two or more employers present, even though it is not required under the Alberta OH&S Act, Reg and Code.

The prime contractor is responsible for ensuring compliance with health and safety legislation at a worksite.

10. **Sub-Contractor** – A contractor who works for and under another contractor.
11. **Supplier** – A person or business who rents, leases, erects, installs or provides tools, appliances, or equipment or resells or otherwise provides any materials to be used at a work site.
12. **Town** – Town of Stony Plain.
13. **Visitor** – Any person who is not a scheduled worker and/or who has not been orientated to the work site.

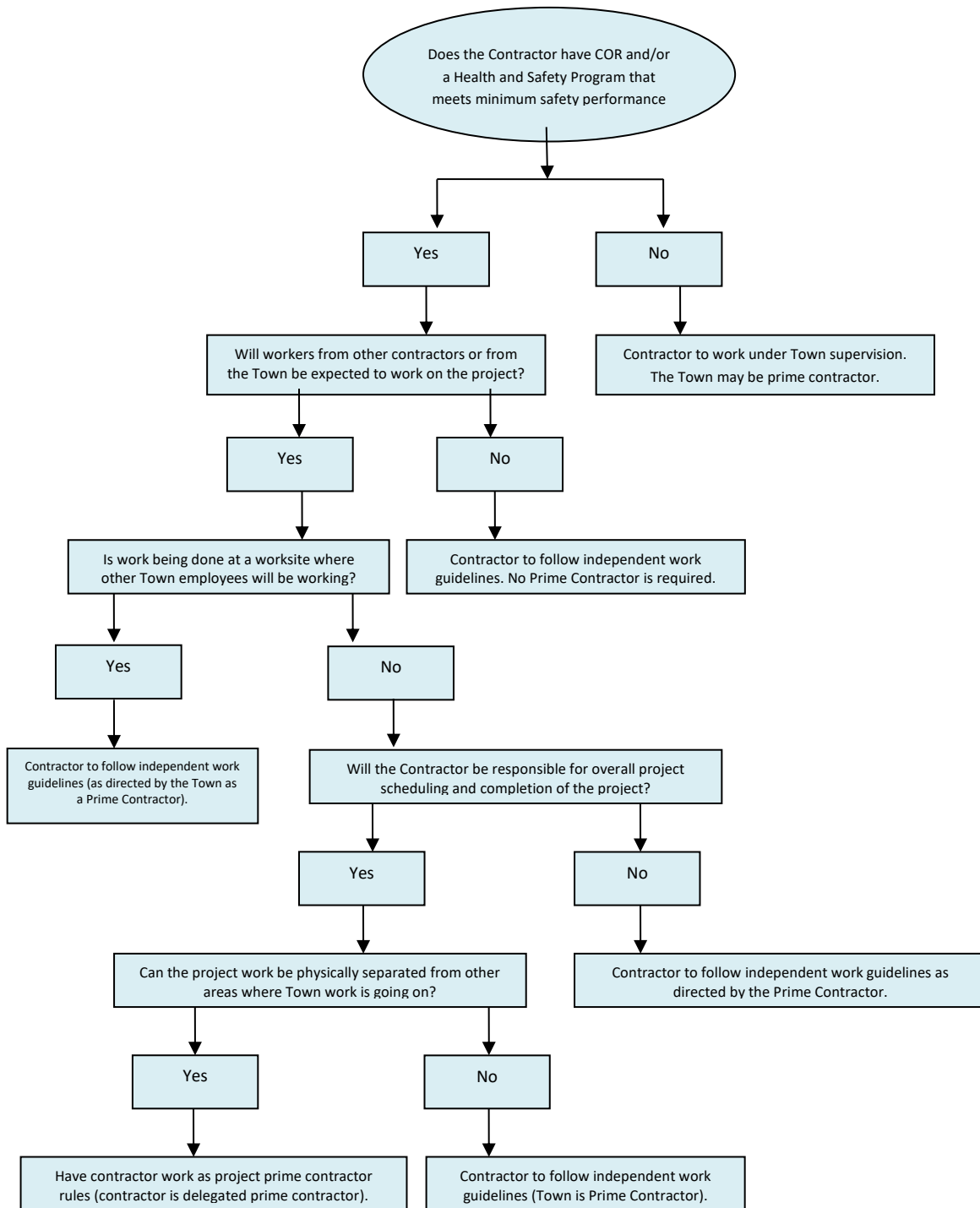
14. **Work Site** – A location where a worker is, or is likely to be, engaged in any occupation and includes any vehicle or

ELEMENT VI – CONTRACTOR MANAGEMENT

mobile equipment used by a worker in an occupation.

15. **Worker** – A person at a work site who is scheduled to be there and to perform assigned tasks.

CONTRACTOR MANAGEMENT FLOWCHART



CONTRACTOR MANAGEMENT OVERVIEW

PURPOSE

The Town will ensure that employees and contractors are working under an effective management system that is designed to ensure compliance with OHS laws. This may mean working directly under the Town's supervision and its OHS management system, or under a contractor's certified OHS management system. There are three contractor management scenarios that identify the level of responsibility required by the Town when hiring a contractor. In the first two scenarios the Town retains prime contractor status. In the third scenario, Prime Contractor status is delegated to the Contractor.

TOWN RETAINS PRIME CONTRACTOR

Contractors Working Under Town of Stony Plain Supervision. In these situations, the Town will provide supervision, work with the contractor to review hazards and to establish controls for the task at hand. Since they will be following Town safety policies, rules and procedures they will not be required to have a Certificate of Recognition (COR) for their OHS management system. However, contractors will be expected to provide workers who have the basic skills and training required to perform the work safely.

Contractors Expected to Work Independently. In this case, contractors would be expected to supervise themselves and will be required to provide evidence of having a COR and a record of good safety performance. The Town will provide support through a system of orientations, conduct regular compliance checks, and investigate serious incidents for these contractors; however, day to day management of contractor staff safety will be the responsibility of the contractor.

TOWN DELEGATES PRIME CONTRACTOR

Delegated Prime Contractor. In this case, contractors will be expected to supervise themselves and to act as prime contractor for the work site. They will be required to provide evidence of having a COR and a record of good safety performance. These contractors, as designated prime contractor, would be required to provide a system of orientations, regular compliance checks and investigate serious incidents at these worksites involving other contractors or Town staff working on their designated worksite. The Town will check whether the contractor's management system remains effective and transfer knowledge about known hazards; however, overall responsibility for worksite safety will be the responsibility of the prime contractor.

The intent of allowing three different contractor safety management approaches is to facilitate the hiring of different types of contractors to ensure that common safety performance standards are met. Refer to the Contractor Determination Flow Chart for determining the status of the contractor and the level of responsibility by the Town.

CONTRACTOR MANAGEMENT PROCEDURE

PURPOSE

To maintain a minimum standard of safety and ensure legal safety obligations are met when a contractor/prime contractor is working for the Town of Stony Plain.

PROCEDURE

1. All Contractors must complete the Town of Stony Plain Contractor Orientation prior to commencing work, and submit a copy of the orientation record to the department/representative responsible for the contract.
2. The Town representative must verify that general requirements for the organization being contracted are met (i.e. Proof of insurance and Letter of Clearance).
3. To obtain a 'Letter of Clearance':
 - a. Go to www.wcb.ab.ca
 - b. Select "WCB for Employers"
 - c. Select "Obtain a clearance" (left hand side of the screen)
 - d. Select the SECOND "Start" (on the right – I am hiring one or more...)
 - e. Enter the Company Legal Name and select "Search"
 - f. The name of the Company will appear below. Pick the applicable account by selecting "Add to List" (Note: if the Company does not appear, they do not have WCB coverage. Speak with HR)
 - g. Select "Next"
 - h. Enter 31931 as the account number and select "Next"
 - i. Enter your name in the "Attention To" line
 - j. Enter your Town e-mail address below and select "Send Letter"
 - k. Print the letter from your e-mail account and attach it to the safety agreement.
4. Request Proof of Insurance (\$2million general liability) from the Contractor and attach it to the safety agreement.
5. Identify the Contractor approach utilizing the Contractor Determination Flow Chart and complete the additional forms/agreements as required.
 - a. Contractors working under Town of Stony Plain Supervision
 - b. Contractors expected to Work Independently
 - c. Delegated Prime Contractor
6. Confirm competency of workers by requesting documentation from the contractor, if the contractor will be working under a "Supervision Required" safety agreement. Contact OHS Advisor if unsure of what to request. Attach proof of worker competency (if required) to safety agreement.
7. Obtain signatures on safety agreement and file in the Town's document retention system.

8. Monitoring

All contractors, regardless of status (supervision required, independent, prime) will have their work sites visited by a Town representative on a regular basis. The frequency of these visits will be in accordance with the hazards inherent in the work being done and present on the worksite.

The aim of these site visits is to monitor contractors for safety performance in order to ensure compliance with applicable legislation such as the Alberta OH&S Act, Regulation and Code.

8. Non-compliance

In the case where a contractor is observed not complying with required legislative practices as outlined in the Alberta OH&S Act, Regulation and Code, the observation will be documented in a Contractor Deficiency Report. Additionally, the Town representative observing the deficiency will immediately request of the person in charge of the worksite that the deficiency is corrected.

If the contractor did not correct the deficiency in a timely manner, the Town OHS Advisor will be contacted and will visit the site in order to determine if work will be stopped until the worksite is made safe.

INSPECTIONS

OHS MANUAL

INSPECTIONS DIRECTIVE

DIRECTIVE

An inspection is one of the best tools available to identify hazards and assess their risks before incidents and other losses occur. Inspections can help in recognizing potential problems that were not anticipated during the design and setup phase of a worksite. Equipment deficiencies, sub-standard conditions and work methods, previous corrective or remedial actions, and other inadequacies may have been overlooked. Inspections are opportunities to find and treat these problems early, before they become bigger problems.

Frequent inspections are a valuable tool in creating an incident free worksite. People, equipment, materials and the environment are constantly changing, and we have to be prepared to change with it. Some changes will remove previous hazards, while other changes may create new ones. Inspections allow us to focus on these changes and help identify new hazards in order to develop a control or elimination plan before these hazards become problems.

It is the policy of the Town of Stony Plain that *formal* inspections are carried out in regular intervals based upon department operations. Municipal worksites should be *informally* inspected on an ongoing basis to identify real or potential hazards.

PURPOSE

Formal inspections are conducted to ensure that methods used to protect workers from real or potential health and safety hazards are effective and any real or potential hazards are identified, assessed, and controlled.

PRIORITIZATION OF DEFICIENCIES

Any deficiencies identified during an inspection will be rated according to the potential for potential for loss inherent in the deficiency. The following scale will be used:

<i>High</i>	Potential for permanent disability, loss of life or body part, and/or extensive loss of structure, equipment, material or environmental damage PROMPT corrective action should be taken
<i>Medium</i>	Potential for serious injury or property damage that is disruptive to operations, processes or environmental damage, but is less severe than a “High” hazard Corrective action should be taken as soon as possible
<i>Low</i>	Potential for minor injury, occupational illness, non-disruptive property or environmental damage, but less severe than a “Medium” hazard

MANAGEMENT COMMITMENT

General Managers and Managers will participate in one inspection per year, as scheduled in cooperation with the OHS Advisor. The Town Manager will participate in four inspections per year.

Hazard Control – All workers participating in a worksite inspection must be attired in the PPE that is appropriate for that worksite.

Training – Those who lead the inspections process will receive training in conducting workplace inspections.

INSPECTIONS FREQUENCY

FREQUENCY OF INSPECTIONS BY WORKSITE

- Public Works (includes Annex Building) – six times a year
- Rotary Recycling Centre - six times a year
- Glenn Hall Arena - monthly
- Outdoor pool – monthly (May - Aug)
- Golf Course Maintenance – six times a year
- Golf Course Pro Shop – four times per year
- Fire Hall – four times per year
- Town Office – four times per year
- FCSS – four times per year
- Youth Centre – four times per year
- Outdoor rinks – once per year
- Reservoirs & Lift Stations – once per year
- Heritage Park – monthly

INSPECTIONS PROCEDURE

INSPECTION PROCESS

OHS Committee members:

- Print off and review the previous inspection report to assess outstanding items.
- Observe the items listed on the inspection report for the specific worksite.
- Print off a blank inspection form to track findings.
- Check items off as being satisfactory or unsatisfactory.
- If identified as unsatisfactory, either correct immediately (if necessary and/or simple) OR assign an Action Item Number in the sequential order observed (i.e. 1st finding, 2nd, 3rd, etc.).
- Identify if the potential hazard is Low, Medium or High Priority (Refer to Formal Inspection Prioritization).
- Record the details of the finding in the column provided, including the location of the deficiency and the recommended corrective action needed.
- Transfer the Action Item Number to the Corrective Actions section of the report.
- Assign completion of each identified item to an employee, contractor, etc. and an expected completion date.
- If there is insufficient space to record all action items and corrective actions required, attach another page and identify that additional pages have been attached in the space provided.
- Provide the inspection report to the OHS Advisor to file electronically and coordinate corrective actions as recommended by OHS Committee members.
- Post a hard copy of the inspection report in an accessible area of the worksite for all staff to review.

OHS Advisor:

- Identify the corrective action taken (i.e. what was done to correct the potential hazard) for each Action Item Number.
- Note the actual completion date on the inspection report once corrective actions have been addressed.

FOLLOW-UP

- Upon completion of required corrective actions, have Departmental General Manager sign and scan and place file in the Electronic Document Management System.
- Completed and signed inspection reports will be reviewed by the OHS Advisor.
- Action items that cannot be completed by the identified completion dates will be added to the Safety Action Reporting Service (SARS) that is distributed to General Managers and the CAO on a quarterly basis.

INSPECTIONS RESPONSIBILITIES

GENERAL MANAGER/MANAGER

Are accountable for ensuring that facilities, equipment, and worksites are inspected consistently with the established schedules, in-house preventative maintenance requirements are met, and manufacturer's recommendations and/or provisions of the Occupational Health and Safety Statutes are being followed.

SUPERVISORS

Supervisors have the prime accountability for conducting and ensuring that worksite inspections are conducted, corrective actions are initiated, and records are maintained. Inspections may be carried out by the Supervisor, with the assistance of his/her employees or by two employees. All results are to be recorded on the site specific inspection report.

OHS ADVISOR

That schedules have been established based on the type of work performed and the potential for on-going hazards. Also, that inspections status is tracked and deficiencies reported to the respective GM.

WORKERS

Workers are to consider health and safety as a prime responsibility. All workers are expected to cooperate with their supervisor and actively participate in worksite inspections when asked.

OHS COMMITTEE MEMBERS

Completion of formal inspections is the responsibility of the Supervisor of each department, unless that worksite has an OHS Committee, in which case the Committee Co-Chairs are responsible.

EMERGENCY RESPONSE

OHS MANUAL

EMERGENCY DRILLS

PURPOSE

To conduct emergency response drills/exercises for emergencies that have the potential of occurring at worksites or during work processes, and to analyze the drills to identify key shortcomings and areas for improvement.

RESPONSIBILITIES

FIRE CHIEF

- Provide firefighters on request of the OHS Advisor to attend drills for the purposes of evaluating response times and drills practices.

OHS ADVISOR

- To organize emergency drills in coordination with the SPFD.

PRACTICE DRILLS

- Emergency drills are to be conducted at least annually.
- A tabletop exercise may be used in place of a drill.
- A record shall be completed to note the results of the emergency response drill/exercise (Refer to Forms – Emergency Response Record), including any identified shortcomings and required corrections for future drills
- The completed record shall be signed by the fire department representative or designate and submitted to the Occupational Health and Safety Advisor for follow up action.
- A review and modification of procedures will be completed, if necessary, following the results of the testing.
- Completed emergency response records will be retained in the Town’s Electronic Document Management System.

EMERGENCY EQUIPMENT MAINTENANCE

PURPOSE

Immediate and appropriate response to emergencies plays an important role in emergency preparedness by reducing or minimizing loss. Adequate emergency response procedures and equipment must be visible, easily accessible, and maintained in order to ensure prompt response.

Such equipment may include, but is not limited to fire extinguishers (of the correct class, to control potential fire exposure for the type of hazardous work being done), fire suppression equipment (as deemed necessary by applicable regulations), eyewash stations, spill kits, emergency showers, confined space and entry equipment, and audible communication systems for alerting employees and the general public in the event of an emergency.

Employees will receive adequate training in the use of any emergency response equipment that they may potentially be required to operate.

MAINTENANCE

- Eyewash stations and fire extinguishers will be inspected at least once every month by a worker appointed for that purpose or as part of the regular monthly worksite inspections.
- When an extinguisher is discharged, the extinguisher will immediately be replaced or recharged and returned to its marked station.
- All fire extinguishers will be inspected and serviced by an external service provider on an annual basis.
- Eyewash stations shall be cleaned, and new solution exchanged at these stations every six months if the bottle seal is broken. If the solution is in a new bottle with a seal in place, the entire bottle must be replaced every four years.
- Sprinkler suppression systems will be inspected and certified on an annual basis by a qualified and registered external service provider. Any maintenance requirements identified by the contractor will be completed to ensure sufficient operation of the system in the event of a fire.
- Kitchen suppression systems will be inspected and certified semi-annually by an external service provider. Any maintenance requirements identified by the contractor will be completed to ensure sufficient operation of the system in the event of a fire.
- Confined space equipment, including winch certification will be completed on an annual basis.
- Alarm systems will be tested and certified by a qualified external service provider annually.

RECORDS

Records demonstrating completion of all required maintenance/inspections will be retained the Town's Electronic Document Management System.

Where applicable, certifications will be retained in employee files.

REQUIREMENT TO REPORT INCIDENTS

PURPOSE

To define when Alberta OHS is required to be notified in the event of an incident.

REQUIREMENT TO REPORT

Serious injuries and incidents:

- a) Injury or accident that results in death,
- b) or results in a worker being admitted to hospital,
- c) an unplanned or uncontrolled explosion, fire or flood that causes a serious injury or that has the potential of causing a serious injury,
- d) the collapse or upset of a crane, derrick or hoist,
- e) or the collapse or failure of any component of a building or structure necessary for the structural integrity of the building or structure.

The OHS Advisor will report any serious injuries or incidents to Alberta OHS and act as the liaison between that agency and the Town.

INCIDENT REPORTING AND INVESTIGATIONS

OHS MANUAL

INCIDENT REPORTING AND INVESTIGATIONS DIRECTIVE

DIRECTIVE

Accurate incident reporting is crucial to the success of any health and safety management system. Whether a near miss (potential for loss) incident or an incident involving medical aid, reporting incidents provides multiple benefits to the town including; identifying negative trends in the system, implementing programs to counter those trends, sharing incident details with workers to educate them on preventative measures, and implementing corrective measures to prevent reoccurrence.

All incidents involving town employees and town equipment are to be reported promptly to management and the OHS Advisor. The Town identifies incidents as;

- Near misses (unplanned or unscheduled events where there was a potential for loss),
- Injuries (injuries that result in first aid or medical aid be administered) (first aid – administered by a first aider) (medical aid – administered by a medical practitioner or paramedic)
- Occupational illnesses (progressive injury, illness, or disease that occurred as a result of occupational exposures to a health hazard at the worksite, i.e hearing loss),
- Property damage (damage or loss to town vehicles, equipment, and structures),
- Work refusals (dangerous work refusal where an undue hazard is present) (undue hazard is a hazard that poses a serious and immediate threat to the health and safety of a worker),
- Workplace violence and harassment.

REPORTING

Workers directly involved in, or those who witness a near miss, injury, occupational illness, and property damage are to be reported via the Employee Incident Statement or Witness Report.

Work refusals are to be reported via the Work Refusal Statement.

Acts of workplace violence or harassment are to be reported via the Human Resources Workplace Violence/Harassment Incident Report.

Legislative Requirements

Serious incidents are to be reported immediately to Alberta Occupational Health and Safety (OHS) either by phone (1-866-415-8690) for incidents where:

- A worker has died at work or from an illness connected to a work site,
- A worker has been or will be admitted to a hospital as a result of a workplace injury, illness or incident,
 - Note that hospital admission does not include treatment at an emergency room or urgent care centre.
- A person has been injured or becomes ill from:
 - An unplanned or uncontrolled explosion, fire or flood,
 - The collapse or upset of a crane, derrick or hoist,
 - The collapse or failure of any component of a building or structure.

ELEMENT IX – INCIDENT REPORTING AND INVESTIGATIONS

And, online (oirportal.labour.alberta.ca) as soon as possible for serious incidents where:

- No injury or illness involved but the following has occurred:
 - Unplanned or uncontrolled explosions, fires or floods,
 - Crane, derrick or hoist collapses or upsets,
 - Full or partial building or structural collapses or failures.

All Serious Incidents are to be report to the corresponding General Manager and the Town Manager and thoroughly investigated.

All **Potentially Serious Incident(s) (PSI)** where:

- The incident had a likelihood of causing a serious injury or illness, and
- There is reasonable cause to believe that corrective action may need to be taken to prevent recurrence,

are to be investigated and reported to Alberta OHS online (oirportal.labour.alberta.ca) once the investigation is completed. All PSI's will be reported to the corresponding General Manager and the Town Manager.

When determining if an incident is a PSI, the following factors should be taken into consideration:

- Actual circumstances of the incident (person, place, time, work practices being followed)
- Hazards present at the time of the incident
- Appropriate controls in place at the time of the incident
- Slightly different circumstances (timing, distance, body position, etc.) that may have resulted in a serious injury.

INVESTIGATIONS

To review or investigate injuries, occupational illnesses, property damage, work refusal, near-misses and incidents of workplace violence, so that causes can be determined, and corrective actions implemented to prevent recurrence.

All incidents that result in medical aid, occupational illness, workplace violence, work refusal, property damage, or could have resulted in serious injury or property damage must be thoroughly investigated. Other incidents will be reviewed, and an investigation will be conducted, if warranted or requested.

RESPONSIBILITIES

GENERAL MANAGERS/MANAGERS

- to promote the reporting of incidents, including near misses,
- to review incidents and support incident reduction initiatives,
- to discuss any serious incidents or potentially serious incidents,
- to provide training for those leading investigations,
- to review and approve investigations,
- to make resources available for corrective actions,
- to follow up on outstanding corrective actions,
- to sign all completed investigation reports.

SUPERVISORS

- to communicate with staff the importance of reporting incidents, including near misses,
- to ensure that incident reports (Employee Incident Statement or Witness Reports) and Injured Worker Packages are readily available to staff,
- to provide support to staff completing incident reports,
- to investigate incidents and complete an Investigation Report, including identification of underlying causes, if known and recommendations for corrective action,
- to submit the completed investigation report and a copy of the employee-submitted incident report to the OHS Advisor,
- to ensure corrective actions assigned to direct reports are completed,
- to ensure corrective actions implemented resolve the underlying/root causes of the incident and to follow up to ensure the actions are effective,
- to ensure the results of the investigation are shared with all parties involved,
- to ensure that a worker from the relevant OHS Committee, or if one does not exist then the department is involved in the investigation.

WORKERS

- to report all incidents promptly,
- to secure the scene when incidents occur,
- to complete a detailed Employee Incident Statement or Witness Report,
- to participate and assist in incident investigations when required.

OHS ADVISOR

- provide orientations that include what incidents are to be reported and the importance of reporting,
- review incident reports (Employee Incident Statements or Witness Reports) and ensure that all applicable information is provided,
- notify General Managers promptly of any serious or potentially serious incidents that occur,
- report any serious incidents or potentially serious incidents to Alberta OHS as required, including investigation findings,
- responsible for oversight and completion of investigations.
- review completed investigations to ensure all incidents are being properly reported and investigated; underlying causes are identified; recommendations are made and implemented; and the report has been signed by the investigating Supervisor, the Manager and General Manager of the department.
- to ensure those required to conduct incident investigations have received appropriate training/instruction.
- to track corrective actions and share data with supervisors and managers:
 - to ensure that corrective actions are completed,
 - to ensure that corrective actions resolve the underlying issues and that they are effective,
 - scheduling monthly meetings with management to review investigations and evaluate corrective actions,
- tracking of incidents as required by the procedure.

OCCUPATIONAL HEALTH AND SAFETY COMMITTEE REPS

- Review all investigated incidents during committee meetings.

INCIDENT REPORTING PROCEDURE

The Incident Reporting Procedure is the process for reporting all types of incidents, except incidents of workplace violence. Incidents, when they occur must be reported promptly and accurately.

RESPONSIBILITY

Everyone is responsible for reporting incidents. Whether a worker involved in the incident or a bystander that witnessed it, we all have the responsibility to report that incident to our direct supervisor and the OHS Advisor. All parties involved in the incident shall complete a written incident report and submit it to their direct supervisor. Witnesses, if present may be asked to provide witness statement as well.

ACTIONS TO BE TAKEN AFTER AN INCIDENT OCCURS

- **Worker(s) take control of the scene:**
 - i. Obtain necessary first aid.
 - ii. Mitigate any immediate hazard that may have caused the incident.
 - iii. If other workers injured, provide first aid, only if trained and safe to do so. Call 911.
 - iv. Report the incident to foreman or direct supervisor.
 - v. Wait for emergency services to arrive and provide support as needed.
 - vi. Complete Employee Incident Statement.
- **Motor Vehicle Collisions (MVC):**
 - i. Follow the Emergency Procedure for Motor Vehicle Collisions.
 - ii. Contact your immediate supervisor. Call 911.
 - iii. Obtain the following information from other drivers involved:
 - Name and address of driver
 - Drivers license number
 - Name and address of registered owner of vehicle
 - Registration number of vehicle
 - Proof of insurance
 - Name and address of witnesses
 - iv. Take photos of the scene, including damages to all vehicles or equipment involved.
 - v. Complete a scene diagram or sketch of the scene.
 - vi. Do not leave the scene of an MVC, no matter how minor unless instructed by the authorities. Record the name and badge number of responding officers.
- **Completing Employee Incident Statements (Incident Reports):**
 - i. Incident reports must be submitted to the direct supervisor within 24 hours of an incident occurring.
 - ii. Incident reports should be clear, concise, and included detailed information about the incident.
 - iii. The incident report shall include the following:
 - Date and time of incident
 - Date and time incident reported and to whom
 - Location of incident
 - Description or Unit # of equipment or vehicles involved
 - Description of injury, if applicable
 - a. Type and location

ELEMENT IX – INCIDENT INVESTIGATION

- b. First aid provided
 - c. Name of first aider
 - d. Qualifications of first aider
 - Conditions at the time of the incident (weather, temperature, ground condition, visibility, etc.)
 - Description of the work environment (housekeeping, traffic, equipment, task or activity, etc.)
 - Possible causes; and
 - Possible actions to prevent occurrence.
 - iv. Reports should include any scene drawings or sketches, and photos taken of the scene.
- **Manager/Supervisor Responsibilities:**
 - i. If an injury occurs and the worker(s) require medical attention, provide transportation to medical facility:
 - Transportation is available,
 - Where 3 or more workers are present at the worksite, ensure that the injured is accompanied by a first aiders.
 - ii. For WCB Reportable injuries, ensure that WCB Worker and Employer Reports of Injury or Occupational Illness are completed within required timelines.
 - iii. If required, ensure that an investigation occurs and corrective actions are completed.
 - **Occupational Injury Management:**
 - i. If injured, obtain an Injured Worker Package for the direct supervisor.
 - ii. Follow procedure as outlined in the Occupational Injury Management Directive.

INCIDENT INVESTIGATION PROCEDURE

There are a lot of things that must be done when an incident occurs, according to the situation and/or the loss potential. No investigation method can be applied without thought and variation.

RESPONSIBILITY

The Supervisor in charge must promptly investigate the incident (they may need to be accompanied by the Manager, the worker(s) involved, the Occupational Health and Safety Advisor, and any staff with the expertise to aid in the investigation).

INVESTIGATION OF INCIDENT

- **Supervisor to respond to the emergency promptly and positively:**
 - i. Direct Supervisor must go to the scene immediately.
 - ii. Take charge and give specific instructions to individuals at the scene.
 - iii. Barricade off the area and keep those who aren't needed out of the area (Preserve the scene).
 - iv. Estimate the loss potential and decide who else should be notified/involved in the investigation and notify applicable individuals immediately.
- **Supervisor to collect pertinent information about the incident:**
 - i. Request that the worker(s) involved complete an employee incident statement.
 - ii. Obtain the statement of and/or interview any worker(s) who witnessed the incident. All information can be recorded on an Incident Investigation Report.
 - Answer the 5 W's:
 - a. **who was involved?**
 - b. **what happened (details)?**
 - c. **where did the incident take place?**
 - d. **when did it occur?**
 - e. **why and how did it happen?**
 - **Keep asking the WHY for every response given to get to the root cause. Remember: dig as deep as you can for facts.**
 - iii. Take pictures of the incident scene including all tools and equipment involved in the incident.
 - iv. Collect all physical evidence (i.e. tools/equipment involved in the incident).
 - v. If applicable – draw diagrams of the incident scene.
 - vi. Ask yourself some fundamental questions:
 - What appears to have happened?
 - Who should be interviewed?
 - What equipment, tools, materials or people are missing that should be there?
 - What is present that shouldn't be?
 - What things might have failed or malfunctioned?
 - **Is there a hazard assessment for the task or job? Is there a written safety procedure? (Obtain and attach copies of all applicable records).**
 - **What do you need to know about training, repair, maintenance and other things that are in records? (Obtain and attach copies of all applicable records).**

ELEMENT IX – INCIDENT INVESTIGATION

- **Supervisor (along with others if necessary) must analyze all significant causes:**
 - i. Identify the damage and injuries.
 - ii. Define the energy contacts, and the substandard actions and conditions that allowed the contact.
 - iii. Trace the job and personal factors for each action and condition. Sort out what you know, what you need to find out and what you can assume in view of the loss potential.
- **Supervisor must develop and take remedial/temporary actions:**
 - i. Equipment may need to be shut off or locked out to keep another incident from occurring.
 - ii. Barriers may need to be put up.
 - iii. Spills or leaks may need to be cleaned up.
 - iv. Work orders may need to be written.
 - v. Recommendations may need to be developed for engineering changes, purchase requisitions or some management system development.
 - vi. Ensure copies of any corrective measure documentation (i.e. work orders, purchase orders, reviewed documents, etc. are attached to the incident investigation report).
- **Manager must review findings and recommendations:**
 - i. Every investigation should be reviewed at the next higher level of management.
Note: This is for several reasons:
 - To verify that the problem has been defined and solved.
 - To decide who else should know about the incident.
 - To analyze why the safety management system did not adequately control the hazard.
- **General Manager to follow through on the effectiveness of the actions. Follow-up must be conducted to ensure:**
 - i. The intended actions are completed.
 - ii. The corrective actions taken don't have unexpected, undesired effects.
 - iii. Immediate follow-up is completed to capture details that may otherwise be forgotten after the initial shock of the incident. **Follow-up is needed for the investigation to be effective.**
 - iv. Following the incident review or investigation, all similar equipment or situations must be considered for the same potential hazard and corrected.

WORK REFUSALS

RIGHT TO REFUSE UNSAFE WORK

A worker may refuse to work or to do a particular task at a work site if the worker believes on reasonable grounds that:

- there is a dangerous condition at the work site or;
- that the work constitutes a danger to the worker's health and safety or to that of another worker or person.

REPORTING DANGEROUS WORK

A worker who refuses work shall promptly report the refusal and the reasons for it to the OHS Advisor using an Employee Incident Report form, ticking the "Work Refusal" box on the form. The OHS Advisor will immediately notify the relevant Supervisor to attend the site along with them to ascertain the validity of the complaint.

REMEDYING UNSAFE CONDITIONS

Ideally, there will be agreement between the worker and their Supervisor that unsafe condition(s) are present that merit a work refusal. In that case, the unsafe condition(s) will be rectified immediately, or the work will be stopped and workers reassigned until the deficiency can be corrected (for instance if a contractor needs to be brought in to correct a problem).

Until the unsafe condition(s) are remedied, the worker who reported it may continue to refuse to work or do particular work related to the unsafe condition(s).

WORKER ENTITLED TO WAGES AND BENEFITS

If a worker refuses to do particular work related to unsafe conditions, they are entitled to the same wages and benefits that the worker would have received had they continued to work. The worker may be assigned to other duties until the unsafe condition(s) are rectified. Reassignment of a worker is not considered a discriminatory action.

PROHIBITION ON WORKING IN DANGEROUS CONDITIONS

When an unsafe condition(s) is known to the Town, or the Town ought to have known of an unsafe condition(s) likely dangerous to the health and safety of a worker, the Supervisor present will not require or permit any worker to do work pertaining to that condition until the unsafe condition(s) have been remedied.

DISCRIMINATION

No person shall take any discriminatory action against a worker acting in accordance with s.35 OHS Act.

INVESTIGATION OF WORK REFUSALS

If the unsafe condition(s) are not agreed upon between the worker making the complaint, their Supervisor, and the OHS Advisor to be a valid unsafe condition meriting a work refusal, an investigation will be conducted by the Supervisor with assistance as required from the OHS Advisor. Additionally, the following persons will be present and involved in the investigation:

ELEMENT IX – INCIDENT INVESTIGATION

- The relevant OHS Committee worker co-chair or another worker rep, or the Health and Safety Rep if no Committee is in place at that worksite; and
- The worker filing the work refusal.

Upon completion of the investigation, a report of the findings is required, including a written report of the refusal to work, the inspection and action taken, if any, to resolve the unsafe condition(s). This can be done by using the Town's "Incident Investigation Report". A copy of this report shall be given to:

- The worker who refused work; and
- Either the OHS Committee or Health & Safety Rep if one exists for that worksite.

The report shall not contain any personal information related to the worker who refused to work.

ASSIGNING ANOTHER WORKER

When a worker has refused work on the grounds of an unsafe condition(s), the Supervisor will not assign or request another worker to complete that work until it has been determined via an investigation that the work does not constitute a danger to the health and safety of any person, or that an unsafe condition(s) does not exist.

Where another worker is assigned to do the work, the Supervisor shall advise that worker in writing of:

- The first worker's refusal;
- The reasons for the refusal;
- The reason why, in the opinion of the Town/Supervisor the work does not constitute a danger of the health and safety of any person, or an unsafe condition(s) does not exist; and
- The worker's right to refuse to do dangerous work under s.31 OH&S Act.

REPORTING TO AN OFFICER

If the unsafe condition(s) or the danger to the worker's health and safety or to the health and safety of another worker or another person is not remedied after an inspection, the worker who refused to perform the work or any person present during the inspection may file a complaint with an OH&S Officer. They can be reached online via <https://work.alberta.ca/occupational-health-safety/ohs-file-a-complaint.html>

Upon receiving the complaint, the officer will investigate to determine if there is an unsafe condition(s) and if the work refused did constitute a danger to the health and safety of that worker, any other worker or person on the work site. If the officer decides that this is the case, the officer shall:

- Make a written report stating their decision;
- Make any order under the OH&S Act they consider necessary; and
- Give a copy of the report and any order to the worker who refused the work, to the Town, and the OHS Committee or H&S Rep if they exist.

If the officer decides that an unsafe condition(s) is not present, they shall in writing:

- Inform the Town and the worker of that decision and the rationale for the decision;
- Inform the OHS Committee or H&S Rep if they exist of that decision; and
- Inform the worker that the worker is no longer entitled to refuse to do the work.

SYSTEM ADMINISTRATION

OHS MANUAL

SYSTEM ADMINISTRATION DIRECTIVE

AUDITS

An audit is essentially a review of a system or process. It is a measurement of a health and safety management system against a given standard. Audits are a tool promoting continuous improvement and are used to monitor all aspects of the operations for consistency.

Health and Safety audits will be conducted on an annual basis to review how well the Town of Stony Plain's health and safety management system is functioning; and to make improvements to the existing system.

A health and safety audit includes:

- Documentation review;
- Interviews with staff at all levels within the municipality; and
- Observation tours.

The Alberta Municipal Health and Safety Association (AMHSA) Partnerships Standard is the audit tool utilized to annually assess the Town's health and safety management system. Alberta Human Services – Occupational Health and Safety establishes the program standard for the audit tool.

To maintain the Certificate of Recognition (COR) the Town has been successful in achieving, the health and safety program must be audited annually. Each COR issued is valid for three years, assuming the program requirements are met. The audit cycle is as follows:

- In the year that the current COR expires, the Town is required to arrange an external health and safety audit conducted through AMHSA as a part of the peer audit system.
- Following successful completion of the external audit, the next two consecutive audits are internal and will be conducted by certified auditors and employees of the Town of Stony Plain.

SAFETY AWARDS

There are three types of Safety Awards as follows:

A. Safety Awareness Lunches

Employees of the Town of Stony Plain may be provided with a safety lunch comprising of a short safety presentation. The topics to be discussed during these sessions are at the discretion of the General Manager of the Department and/or the Town OHS Advisor.

ELEMENT X – SYSTEM ADMINISTRATION

B. Safety Stand Down

Employees of the Town may participate in “safety stand down” to carry out health and safety initiatives. Examples of initiatives include but are not limited to review of health and safety related documents and training opportunities.

Events to be held during the safety stand down may be planned and arranged for by the OHS Advisor, a Manager or General Manager of a Department or a sub-committee to the OHS Committee.

C. Safety Event

Safety events are intended to be an informative and fun event for all employees. This event is organized and sponsored occasionally through a volunteer committee. The event may include but is not limited to safety related demonstrations, displays, speakers and presentations and a safety inspired gift may be provided.

SAFETY RECORDS

Safety records will be retained to assist in demonstrating the Health and Safety Management system development and accomplishments. All health and safety records are held electronically in either the Town’s HRIS system or the Town’s electronic document management system.

The respective Department Manager/Supervisor with the assistance of the Occupational Health and Safety Advisor will ensure that safety records and reports are collected, maintained, and filed.

The following records and reports shall be maintained by the respective departments:

- Permits and Plans (i.e. Confined space and Fall Protection)
- Hazard assessments
- Field level hazard assessments/toolbox meetings (where applicable)
- Equipment/Facility maintenance records

The following records and reports shall be maintained by the Occupational Health and Safety Advisor for all departments:

- Safety training records
- First aid records
- Safety violation records
- OHS Committee meeting minutes
- Inspection reports
- Incident Investigation reports
- Injury Statistics
- Government inspections

OCCUPATIONAL INJURY MANAGEMENT

OHS MANUAL

OCCUPATIONAL INJURY MANAGEMENT DIRECTIVE

DIRECTIVE

The Town of Stony Plain recognizes that its workers are its most valuable resource and is committed to creating an inclusive environment and accommodating workers in times of undue hardship in our workplace. It is the right thing to do and what is expected at the Town to provide support to an injured worker through their journey to help them recover more quickly, shorten their absence from work and increase their chance of success when returning to work. We also must fulfil our legal obligations regarding duty to accommodate as required by both the Alberta Human Rights Act and Workers Compensation Board policy. The Town of Stony Plain will achieve effective occupational injury management by:

- Assisting workers to maintain dignity and self-respect during recovery from a work-related disabling injury or illness;
- Ensuring positive communication between all parties while respecting the need to protect confidential information;
- Enhancing the well-being of affected workers by efforts to reduce stresses associated with adjusting to disability and reintegration in the workplace;
- Facilitating early intervention and timely return to work to minimize the economic and emotional impact on the worker; and
- Facilitating, where possible, modified work options and alternatives for workers to maximize the capacity of work.

WCB REPORTABLE CLAIMS

Worker's Compensation Board (WCB) claims forms are to be completed when:

- Injuries that cause the worker to be off work beyond the day of injury;
- Injuries require modified work beyond the day of injury;
- Injuries may result in a permanent disability (amputations, hearing loss etc.) or death;
- A disabling or potentially disabling disease or condition is caused by occupational exposure or activity (such as poisoning, infection, respiratory disease, dermatitis etc.);
- Injuries require medical treatment beyond first aid, such as a trip to emergency, physical therapy, chiropractic treatment, x-rays, prescription medication, etc.; or
- Incidents result in the need for dental treatment, eyeglass repair or replacement, damage or breakage of an artificial limb, etc.;
- Or at the discretion of the OHS Advisor and management.

Timelines for Reporting (from the time medical attention was received or missed time from work beyond the day of the incident):

- 48 Hours for Workers to submit the Worker Report of Injury or Occupational Illness; and
- 72 Hours for Employers to submit the Employer Report of Injury or Occupational Illness.

Workers have 24 months to report an injury from the day of the injury or the day that the worker became aware of the injury.

PRE-INCIDENT RESPONSIBILITIES

GENERAL MANAGERS

- Must actively promote the occupational injury management program to ensure awareness and support;
- Provide financial resources for training; and
- Allot time for training.

MANAGERS/SUPERVISORS

- Ensure that departmental workers know the location of first aid supplies and equipment;
- Ensure workers participate in first aid training;
- Ensure that **all injuries** requiring first aid treatment are documented on a First Aid Record Form;
- Report injuries or potentially disabling injuries or conditions immediately to the OHS Advisor;
- Provide an Injured Worker Envelope post incident to an injured worker, which includes:
 - Details of what is expected of the worker during their return to work process;
 - WCB Worker's Report of Injury or Occupational Illness form;
 - Letter to health care provider, which outlines the company's return to work program; and
 - Medical assessment form with medical release.

WORKERS

- Notify supervisor and/or departmental manager immediately, or when reasonably practical, of an injury or a potentially disabling injury or condition;
- Complete WCB Worker's Report of Injury or Occupational Disease, when injured or ill from a work-related incident;
- Are encouraged to express any suggestions for improvement to the occupational injury management program to either a Health and Safety Committee Representative or to their supervisor; and
- Participate in the occupational injury management program.

OHS ADVISOR

- Arrange First Aid training;
- Gather statistical information on injuries (if applicable) so trends and hazards can be identified and with the OHS Committee's assistance, corrective action can be taken;
- Administer the occupational injury management program;
- Inform new or returning workers of the occupational injury management program during orientation; and
- Support supervisors/managers in the administration of the Occupational injury management Program.

OCCUPATIONAL HEALTH AND SAFETY COMMITTEE REPS

- Annually review the occupational injury management program, which includes reviewing the program outline, procedures, and directive to ensure accuracy, currency, and legislative compliance; forward recommendations to management; and
- Post WCB "If you Are Injured at Work (1,2,3)" poster at all Town worksites.

INJURY RESPONSE, RECORDING AND REPORTING

Supervisors will ensure that there is an immediate response to any reported incident and the incident will be recorded; they will also ensure an immediate start of the occupational injury management process in concert with the OHS Advisor.

TRANSPORTATION OF INJURED WORKERS

Town of Stony Plain workers will not drive themselves to a medical facility. Transportation of injured workers includes:

- Calling 9-1-1 for ambulance service to a hospital for serious/life-threatening injuries; and Transport via an authorized private vehicle (in accordance with the *A-HR-018 Use of Personal Vehicles* people policies) to an Occupational Injury Services (OIS) clinic or family doctor.

An employer representative will accompany the injured worker whether via ambulance, town vehicle or authorized private vehicle. If driven by town vehicle, a driver will drive the vehicle and a certified first aider will assist the injured worker as required during transport.

CASE COORDINATION

The Town of Stony Plain is committed to ensuring that all injury claims are effectively managed to promote an early and safe return to work. Communication will be maintained regularly with the injured worker, health care providers, and the Worker's Compensation Board of Alberta. Physical Demands Analysis and job descriptions are required for all jobs of a physical nature within the Town. The progress of any worker on modified duties or returning to full duties will be monitored.

MODIFIED WORK PROGRAM

Modified work assists in the rehabilitation and early return to work of ill or injured workers. In most cases, workers will return to work after a leave without any restrictions to their own job. In other cases, a return might require modified or alternate work. The Town of Stony Plain will make every reasonable effort to provide suitable temporary modified employment to any worker unable to perform their regular duties up to the point of undue hardship.

- **Modifying Existing Job:** an employee's existing job is changed to either reduce or remove those parts of the job that the employee is unable to do because of the injury (i.e. job is changed, re-designed or physically modified).
- **Transitional Work:** an employee performs regular job duties; however less time is spent doing these duties (i.e. 4 hrs/day for the first week). Return to regular work is graduated.
- **Alternate Job:** an employee is given duties that are different from the usual employment and accommodates required work restrictions (i.e. a job normally performed by others).
- **Training Opportunity:** an employee may be sent for external training that would benefit him/her as well as the Town.

POST-INCIDENT RESPONSIBILITIES

THE TOWN will ensure;

- all modified work will be meaningful, productive and will contribute to our worker's physical and vocational rehabilitation by keeping him/her active and involved in the workplace;
- modified work will comply with the Workers' Compensation Act and related WCB policies.
- All workers on modified work will receive their regular wages for hours worked;
- Workers attending WCB related medical appointments during regular scheduled work hours will be paid their regular wage for attendance at the appointment and mileage if a personal vehicle is used.

MANAGERS/SUPERVISORS will:

- Provide transport for an injured worker to medical services;
- Notify the OHS Advisor if a worker is injured;
- Notify the Town Manager if a worker is taken to the hospital for care when injured;
- Maintain contact with the injured worker when they are away from work or who are at work and require an accommodation;
- Search for and provide suitable work that matches the worker's abilities and needs for accommodation;
- Work collaboratively with the OHS Advisor and worker to develop, implement and monitor a return to work plan
- Attend weekly update meetings with injured worker and OHS Advisor;
- Monitor workers following return to work to assess their ability to perform assigned work and modify when required; and
- Allow injured workers on modified work to attend medical appointments during working hours when possible; and
- Work with the team to create an environment to support the return of the worker back to work as safety and quickly as possible; and
- Review incidents involving injuries with workers to spread awareness and discuss corrective measures.

WORKERS Will:

- As per WCB policies, workers are requested to schedule appointments at the very beginning or end of the day (as often as possible);
- All workers are expected to maintain contact with their supervisor and OHS Advisor during the accommodation period;
- Follow the recommendations of their physicians and health care professionals to get better as safely and quickly as possible;
- Provide necessary information on your abilities and needs, participate in the development of return to work plans to support an early, productive and safe return to work;
- Provide constructive feedback in order to improve and revise the program; and
- Attend regular meetings with the OHS Advisor while the worker is on modified work, to track progress and make necessary adjustments if required to the modified work plan.

ELEMENT XI – OCCUPATIONAL INJURY MANAGEMENT

OHS ADVISOR will:

- Liaison between the Town of Stony Plain and WCB;
- Submit Employer's and Worker's Report of Injury to WCB for all reportable incidents within the required timeframes;
- Administer all claims on the behalf of the Town;
- Notify WCB within twenty-four hours of an injured worker's return to work;
- Notify WCB of any change in an injured worker's circumstances that may affect his/her entitlement to benefits;
- Notify Supervisor of injured workers claims and when returning to work (transitional or full duty);
- Facilitate the return to work process and support the supervisor/manager in finding suitable accommodations.;
- Clarify the restrictions and abilities to ensure a proper plan is developed, implemented, and monitored;
- Conduct regular meetings with supervisors and injured workers on modified work as required;
- Maintain contact with worker if worker is unable to return to work. Document all meeting information and forward documentation to WCB upon request;
- Facilitate the resolution of any issues delaying a return to work; and
- Consult with HR and a union representative if a case is particularly complex.

OIS CLINICS

The Town of Stony Plain has partnered with the Worker's Compensation Board of Alberta by enrolling in the Occupational Injury Services (OIS) program. The Town recommends an injured worker visit an OIS clinic, as OIS will get injured workers of the Town quicker access to a doctor and access to other services such as x-rays, MRI's, and surgical consultations may also be expedited at an OIS clinic.

Our OIS provider is **MEDICENTERS**, and although any clinic can be utilized our preferred clinic is the **WESTGATE** location located at **9540-163 St. Edmonton, AB**. The clinic can be reached via phone at **(780)489-4976**. OIS appointments can be booked online via <https://portal.healthmyself.net/medicentres/guest/booking/form/163b6abc-e06e-49ac-a4e0-c38bee55c141#/1P8n/book/type>

AFTER MEDICAL ATTENTION HAS BEEN RECEIVED

After an injured worker has been discharged from a doctor's office or OIS clinic, they will be transported back to the Town offices for a meeting with the OHS Advisor and their supervisor. The objectives of this meeting are to:

- Review the incident;
- Fill out any required forms;
- Determine a Return-to-Work plan; and
- Draft modified work if required.

If a worker has been discharged from an emergency facility/hospital due to life threatening or serious injuries, it is acknowledged that it is extremely unlikely the worker will be back to work the next day. In this event, the OHS Advisor will contact the worker the day after the event and continue with regular weekly check-ins until it is deemed appropriate by the worker's doctor that they are able to participate in a return to work program. At that time, the meeting outlined above will take place to facilitate a return to work.

ERGONOMICS

OHS MANUAL

ERGONOMICS DIRECTIVE

DIRECTIVE

An ergonomically correct work environment is essential to the success of our workers and the duties they carry out, and is crucial in the prevention of musculoskeletal injured (MSI). To ensure that all Town of Stony Plain (“the Town”) workers are properly and adequately equipped ergonomically to carry out the tasks inherent in their jobs, the Town will provide, and workers will participate in, all ergonomics assessments and training as deemed necessary.

PURPOSE

The purpose of providing proper ergonomic supports is to assist in avoiding unnecessary injuries, time-lost due to injuries, long-term disability, the creation of chronic disabilities, WCB claims, and to ensure the overall health and safety of workers as they carry out their duties. Without taking measures to ensure that ergonomics is considered in all aspects of work, workers may experience an increase in medical challenges (repetitive strain injuries, other musculoskeletal injuries) leading to possible WCB claims.

DEFINITIONS

Ergonomics: the study of workers and their work environments. Ergonomics seeks to adapt work and work areas to the worker in order to eliminate or reduce injuries. Adapting work processes and manual materials handling to the individual will reduce physical injuries from overexertion or overuse of certain muscles.

Musculoskeletal Injury (MSI): an injury or disorder of the muscles, tendons, ligaments, joints, nerves, blood vessels, or related soft tissue including a sprain, strain and inflammation, that may be caused or aggravated by work.

REPORTING OF ERGONOMIC INJURIES

Ergonomic injuries are considered to be like any other injury, and must be reported as soon as possible to the worker’s Manager so that corrective action can be taken in a timely manner. Upon receiving a report from a worker of an ergonomic injury, the Manager will consult with the Town’s OHS Advisor on how to proceed in accordance with this directive. Failure of any worker to report an ergonomic injury in a reasonable timeframe can result in discipline in accordance with the Town’s People Policies, as this delays appropriate action being taken on the part of the Town, and can result in an increased likelihood of greater injury and increased claims costs.

ERGONOMIC ASSESSMENTS

All new workers to the Town who have duties that are primarily done on a computer and at a workstation will have an ergonomic assessment performed by the OHS Advisor within the first week of employment with Town.

If a worker is experiencing symptoms of an office ergonomic injury (pain, numbness, stiffness, throbbing, tingling, weakness in extremities), they are to request an additional ergonomic assessment through their Manager. The results of this assessment will be shared with the worker and Manager. If actions taken in the course of this assessment do not correct the problem and result in a reduction or elimination of symptoms, a specialist consultant (ergonomist) will be contracted to come in and address any issues with the worker’s workspace. The consultant will generate a report that will be shared with the worker and the Manager.

ELEMENT XII – ERGONOMICS

If a worker is experiencing symptoms of a field ergonomics injury, they are to request an additional ergonomic assessment through their Manager. The OHS Advisor will arrange for an ergonomist to come in and address any issues required. The ergonomist will generate a report which will be shared with the worker and the Manager.

PURCHASING OF WORKSTATIONS AND WORKSTATION EQUIPMENT

To allow for the prevention of injuries in the workplace, all new desks purchased shall be adjustable for height. This ensures that workstations can be sized correctly for a variety of worker heights, and encourages changing postures throughout the day. Additionally, work station equipment, such as ergonomic chairs and keyboards may be purchased depending on the result of ergonomic assessments.

TRAINING

To help prevent repetitive strain injuries and musculoskeletal injuries, it is key that appropriate training take place. Training is broken down by level of responsibility.

MANAGERS/SUPERVISORS

Nil Industrial Ergonomics or Office Ergonomics courses through AMHSA, depending on type of work being done.

OHS ADVISOR

Required: Fundamentals of Ergonomics through U of A

Preferred: Certified Ergonomic Specialist Designation through EKG

WORKERS

Industrial Ergonomics or Office Ergonomics courses through AMHSA, depending on type of work being done.

RECORDS RETENTION

All records pertaining to ergonomic assessments and reports from specialist consultants shall be filed in the worker's electronic personnel file.

ERGONOMICS RESPONSIBILITY

MANAGERS

- Provide appropriate equipment for lifting, lowering, pushing, pulling, carrying, handling, or transporting heavy or awkward loads *[AB OHS Code Part 14 Section 208(1)]*;
- Ensure workers are trained in specific measures to eliminate or reduce the possibility of musculoskeletal injuries (MSI) *[AB OHS Code Part 14 Section 211.1(1)]* including:
 - Identification of factors that could lead to MSI,
 - The early signs and symptoms of MSI and their potential health effects, and
 - Preventative measures including, where applicable, the use of altered work procedures, mechanical aids and personal protective equipment *[AB OHS Code Part 14 Section 211.1(2)(a-c)]*.
- Upon notification of a potential work-related MSI:
 - Review the activities of the worker, and any other workers doing similar tasks, to identify work-related causes of the symptoms, if any, and
 - Take corrective measures to avoid further injuries if the causes of the symptoms are work related *[AB OHS Code Part 14 Section 211(a- b)]*.
- Request an ergonomic assessment through the OHS Advisor.

SUPERVISORS

- Ensure workers use the equipment provided for lifting, lowering, pushing, pulling, carrying, handling, or transporting heavy or awkward loads *[AB OHS Code Part 14 Section 208(2)]*;
- If sufficient equipment is not reasonably practicable in a particular circumstance or for a particular heavy or awkward load: ensure the load is adapted to facilitate lifting, lowering, pushing, pulling, carrying, handling, or transporting the load without injuring workers or otherwise minimize the manual handling required to move the load *[AB OHS Code Part 14 Section 209(a - b)]*;
- Ensure workers are trained in specific measures to eliminate or reduce the possibility of musculoskeletal injuries *[AB OHS Code Part 14 Section 211.1(1)]*;
- Ensure training includes:
 - Identification of factors that could lead to musculoskeletal injury,
 - The early signs and symptoms of musculoskeletal injury and their potential health effects, and
 - Preventative measures including, where applicable, the use of altered work procedures, mechanical aids and personal protective equipment *[AB OHS Code Part 14 Section 211.1(2)(a-c)]*.
- Include ergonomic issues as part of safety meetings;
- Identify and assess risk factors that may exist in the workplace that may result in workers developing a musculoskeletal injury;
- Eliminate or minimize any ergonomic hazards through instituting safety procedures and controlling risk factors where possible;
- Investigate, record and report workplace incidents;
- Provide direction to all employees regarding safety procedures.

OHS ADVISOR

- Ensure workers are trained in specific measures to eliminate or reduce the possibility of musculoskeletal injuries *[AB OHS Code Part 14 Section 211.1(1)]*;

ELEMENT XII – ERGONOMICS

- Ensure training includes:
 - Identification of factors that could lead to musculoskeletal injury,
 - The early signs and symptoms of musculoskeletal injury and their potential health effects, and
 - Preventative measures including, where applicable, the use of altered work procedures, mechanical aids and personal protective equipment *[AB OHS Code Part 14 Section 211.1(2)(a-c)]*.
- Provide input in to how the Town can reduce the likelihood of MSI related injuries;
- Manage the Town ergonomics budget and arrange for or advise on the purchase of ergonomic devices and furniture;
- Upon notification of a potential work-related musculoskeletal injury:
 - Review the activities of the worker, and any other workers doing similar tasks, to identify work-related causes of the symptoms, if any *[AB OHS Code Part 14 Section 211(a)]*.
 - Arrange for an ergonomist to conduct an ergonomic assessment when deemed necessary.

WORKERS

- Must use the equipment provided for lifting, lowering, pushing, pulling, carrying, handling, or transporting heavy or awkward loads *[AB OHS Code Part 14 Section 208(3)]*;
- Complete a Hazard Assessment when equipment cannot be used and/or when required to manually lift, lower, push, pull, carry, handle or transport a load that has the potential to injure them;
- Notify supervisor immediately of work-related symptoms of MSI *[AB OHS Code Part 14 Section 211]*;
- Follow safety procedures to protect yourself and others from injury in the workplace;
- Take regular micro breaks, as often as necessary, to reduce the risk of MSI;
- Participate in ergonomics training; and
- Provide input into how the Town can reduce the likelihood of MSI related injuries.