

#	Policy Title
OH-000	Occupational Health and Safety Policy List
OH-001	Accident Prevention
OH-002	Accident Reporting
OH-003	Operation of Community Government Vehicles
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OH-007	Building Security
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Section/Number: Occupational Health and Safety - 001	Approval Date: (DD/MM/YY)
Subject: Accident Prevention	Amendment Dates:
<p>Policy</p> <p>The personal health and safety of each employee and visitor is of primary importance. To the greatest degree possible, the Community Government will provide for the personal safety and health of employees and visitors on or using Community Government facilities.</p>	
<p>Definitions</p> <p>The Community Government will maintain an accident prevention program conforming to best practices. To be successful, such a program must start with proper attitudes toward injury and illness prevention on the part of both supervisors and employees.</p> <p>It also requires cooperation in all safety and health matters, not only between supervisor and employee, but also between each employee and his/her co-workers. Only through such a cooperative effort can an accident prevention program be established, preserved and successful.</p> <p>The accident prevention program aims to reduce the number of injuries and illnesses to an absolute minimum. Our goal is zero accidents and injuries.</p>	
<p>Guidelines</p> <p><b>The Accident Prevention Program</b></p> <ol style="list-style-type: none"> <li>1. The accident prevention program will involve: <ol style="list-style-type: none"> <li>1.1. conducting a program of safety and health inspections to find and eliminate unsafe working conditions and practises, to control health hazards, and to comply fully with the safety and health standards for every job.</li> <li>1.2. training all employees in good safety and health practises.</li> <li>1.3. providing necessary personal protective equipment with instruction for its use and care.</li> <li>1.4. developing and enforcing safety and health rules and requiring that employees cooperate with these rules as a condition of employment.</li> <li>1.5. investigating every accident promptly and thoroughly to find out the cause and to correct the problem so that it won't happen again.</li> </ol> </li> </ol>	

**Responsibilities for Safety and Health**

2. Responsibilities for safety and health are shared.
  - 2.1. The Community Government accepts responsibility for leadership of the accident prevention program, for its effectiveness and improvement, and for providing the safeguards required to ensure safe conditions.
  - 2.2. The Senior Administrative Officer and Supervisors are responsible for developing the proper attitudes toward safety and health in themselves and in those they supervise, and for ensuring that all operations are performed with the utmost regard for the safety and health of all personnel involved.
  - 2.3. Employees are responsible for wholehearted, genuine cooperation with all aspects of the accident prevention program, including compliance with all rules and regulations and for continually practising safety while performing their duties.
  - 2.4. The employer will establish an "Occupational Health and Safety Committee" to provide an opportunity for management and staff to identify and resolve health and safety problems in a cooperative spirit.

## Attachments

N/A

## References

N/A

Section/Number: Occupational Health and Safety - 002	Approval Date: (DD/MM/YY)
Subject: Accident Reporting	Amendment Dates:
<p>Policy</p> <p>All work site accidents or industrial disease will be reported <u>immediately</u> by the employee to their supervisor.</p>	
<p>Definitions</p> <p>N/A</p>	
<p>Guidelines</p> <ol style="list-style-type: none"> <li>1. In the event of an accident the Supervisor will: <ol style="list-style-type: none"> <li>1.1. ensure that First Aid is initiated if necessary</li> <li>1.2. ensure that medical attention is obtained if necessary</li> <li>1.3. complete and send a fax to the Workers' Safety &amp; Compensation Commission (WSCC) (within 72 hours of the accident) an "Employer's Report of Accident."</li> <li>1.4. report (within 24 hours) any workplace deaths or serious accidents to the Chief Safety Officer, Department of Justice (873-7468).</li> </ol> </li> <li>2. The injured employee will complete the Employee's Report of Accident form and the Supervisor must complete the Employer's Report of Accident form within the required timelines.</li> <li>3. When completing the Employer's Report of Accident, the Supervisor will be sure to complete the sections stating the "first aid" provided and the "physician" seen. <ol style="list-style-type: none"> <li>3.1. It is required by law to document the first aid provided on site.</li> </ol> </li> <li>4. The Supervisor will ensure that the Senior Administrative Officer (SAO) receives notification of the accident, incident or injury so that he/she can initiate an Accident Investigation if necessary, and so that the accident, incident or injury can be reviewed at the next Occupational Health and Safety Committee meeting.</li> <li>5. Either immediately, or within the next 24 hours, the employee shall see a physician, as WSCC requires medical documentation to substantiate any claim.</li> <li>6. The employee shall complete a WSCC form entitled "Worker's Report of Accident or Industrial Disease". <ol style="list-style-type: none"> <li>6.1. This form must be given to his/her Supervisor as soon as possible so that it may be faxed to WSCC together with the Employer's Report of Accident, if possible.</li> </ol> </li> </ol>	

Attachments
N/A
References
WSCC Claim: Employer's Report of Injury <a href="http://www.wsccl.ca/Employers/Forms/Documents/Employer%27s%20Report%20of%20Injury/Employer%27s%20Report%20of%20Incident%20CS002%201004.pdf">http://www.wsccl.ca/Employers/Forms/Documents/Employer%27s%20Report%20of%20Injury/Employer%27s%20Report%20of%20Incident%20CS002%201004.pdf</a>
WSCC Claim: Worker's Report of Injury <a href="http://www.wsccl.ca/Workers/Forms/Documents/EN/Worker%27s%20Report%20of%20Incident%20CS001%201004.pdf">http://www.wsccl.ca/Workers/Forms/Documents/EN/Worker%27s%20Report%20of%20Incident%20CS001%201004.pdf</a>

Section/Number: Occupational Health and Safety - 003	Approval Date: (DD/MM/YY)
Subject: Operation of Community Government Vehicles	Amendment Dates:
<p>Policy</p> <p>All vehicle drivers and/or equipment operators must possess a valid, current and appropriate driver's license and/or operator-s certificate, must operate the vehicle/equipment in a safe manner and must abide by the conditions outlined in this policy.</p>	
<p>Definitions</p> <p>N/A</p>	
<p>Guidelines</p> <p><b>Eligibility to Operate Vehicles and Mobile Equipment</b></p> <ol style="list-style-type: none"> <li>1. The Senior Administrative Officer (SAO) or designate will maintain a list of persons who are eligible to drive a Community Government vehicle and/or operate Community Government mobile equipment.</li> <li>2. All drivers/operators must have a valid driver's license and/or operator's certificate appropriate to the class or type of vehicle or mobile equipment.</li> <li>3. All drivers/operators must submit a driver's abstract demonstrating that they have a valid and current driver's license and are legally eligible to operate a vehicle on a semi-annual basis.       <ol style="list-style-type: none"> <li>3.1. The Community Government will reimburse the costs for obtaining a driver's abstract.</li> </ol> </li> <li>4. All equipment operators must have an appropriate, valid and current certificate to operate mobile equipment (i.e. Heavy Equipment Operator's Certificate for heavy equipment).</li> <li>5. Vehicle/equipment operators must report any suspension of their driver's licenses or equipment operating certificates immediately to the SAO.</li> <li>6. Any Community Government employee found driving a vehicle and/or mobile equipment without the required, valid and current driver's license/operator's certificate, or driving while a driver's license/operator's certificate has been suspended, will be subject to disciplinary action up to and including dismissal.</li> <li>7. The SAO or designate will semi-annually ensure that all Community Government employees eligible to operate vehicles and mobile equipment have valid and current driver's licenses/operator's certificates.</li> </ol>	

**Operation of Vehicles and Mobile Equipment**

8. Only "On Call" vehicles are permitted to be used outside of the normal hours of work.  
These are as listed:
  - 8.1. Duty "On Call" Fire Vehicle
  - 8.2. Utilities Operations Vehicle
  - 8.3. Works Foreman Vehicle
  - 8.4. SAOs' Vehicle.
9. All other Community Government owned vehicles are available and insured to be driven by licensed and authorized Community Government staff and other authorized persons during the position's normal working hours. After working hours the vehicles must be parked at either the Public Works Garage or the Community Government Office.
10. In certain circumstance, the SAO may authorize the use of Community Government vehicles outside of the normal hours of work.
11. Drivers/operators must only use Community Government vehicles and mobile equipment for municipal business unless otherwise authorized by the SAO.
12. Drivers/operators must observe safe driving practices at all times, including, but not limited to:
  - 12.1. use of seat belts
  - 12.2. obeying speed limits, traffic signs and signals
  - 12.3. conducting pre-operation checks to ensure the vehicle/equipment is in good working order
  - 12.4. taking extra pre-cautions when reversing the vehicle/equipment and
  - 12.5. respecting distracted driving legislation.
13. Vehicle/equipment operators must report and are responsible for addressing, any tickets or violations received while operating the vehicle/equipment, including, but not limited to, speeding, parking or other traffic violations.
14. Drivers/operators may be required to take a safe driving training program.
15. Prior to operating any vehicle/equipment, all drivers/operators must receive an orientation to the vehicle/equipment to familiarize themselves with safety belts, braking systems, back-up alarms and other features of the vehicle.

**Accident and Operating Equipment Reporting**

16. Any employee or other authorized individual involved in an accident while operating a community government vehicle/equipment must report the accident to the SAO as soon as possible.
  - 16.1. The Driver/Operator must contact the RCMP concerning any serious accidents, accidents where there are injuries, and/or where there may be a dispute as a result of the accident.

17. A Motor Vehicle Accident Report Form must be completed by the driver/operator on the day of the accident and submitted to the SAO.

17.1. If possible, pictures should be taken to accompany the report.

18. The SAO or designate will ensure the insurance company is notified, in writing of the accident along with a copy of the Motor Vehicle Accident Report.

Attachments

Motor Vehicle Report Form

References

N/A

Logo

Community Government Name

**NAME OF COMMUNITY GOVERNMENT**

**MOTOR VEHICLE ACCIDENT REPORT**

**Description of Community Government Vehicle/Equipment**

Type: \_\_\_\_\_ Make and Year: \_\_\_\_\_

Serial No.: \_\_\_\_\_ License No.: \_\_\_\_\_

Estimated Damage \_\_\_\_\_

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**Driver Information**

Driver's Name: \_\_\_\_\_ Department: \_\_\_\_\_

Driver's License No.: \_\_\_\_\_ Class: \_\_\_\_\_ Expires: \_\_\_\_\_

Reason for Use of Vehicle at the time of the Accident: \_\_\_\_\_

\_\_\_\_\_

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**Time and Place of Accident**

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

Location: \_\_\_\_\_

Witnesses: \_\_\_\_\_

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**Second Driver and Vehicle Information**

Driver's Name: \_\_\_\_\_ Owner's Name: \_\_\_\_\_

Address: \_\_\_\_\_ Address: \_\_\_\_\_

Driver's License No.: \_\_\_\_\_ Serial No.: \_\_\_\_\_

Insurance Agent: \_\_\_\_\_ Insurance Co.: \_\_\_\_\_

Estimated Damage: \_\_\_\_\_ Policy No.: \_\_\_\_\_

Logo

Community Government Name

**Description of Accident**

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Driver's Signature: \_\_\_\_\_ Supervisor's Signature: \_\_\_\_\_

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

**To be completed by the driver of the vehicle/equipment and submitted to the SAO**

Section/Number: Occupational Health and Safety - 004	Approval Date: (DD/MM/YY)
Subject: Operation of the Fire Truck	Amendment Dates:
<p>Policy</p> <p>All Volunteer Fire Truck Drivers must possess a valid, current and appropriate driver's license, and must operate the Fire Truck in a safe manner, and must abide by the conditions outlined in this policy.</p>	
<p>Definitions</p> <p>N/A</p>	
<p>Guidelines</p> <p><b>Eligibility to Operate Vehicles and Mobile Equipment</b></p> <ol style="list-style-type: none"> <li>1. The Senior Administrative Officer (SAO) and Fire Chief will maintain a list of persons who are eligible to drive the Fire Truck.</li> <li>2. All drivers must have a valid driver's license appropriate to the class or type of Fire Truck.</li> <li>3. All drivers must submit a driver's abstract semi-annually demonstrating that they have a valid and current driver's license and are legally eligible to operate the Fire Truck.       <ol style="list-style-type: none"> <li>3.1. The Community Government will reimburse the costs for obtaining a driver's abstract.</li> </ol> </li> <li>4. Drivers must report any suspension of their driver's licenses immediately to the Fire Chief and SAO.</li> <li>5. Any driver found driving the Fire Truck without the required, valid and current driver's license, or driving while a driver's license has been suspended, will be subject to removal from the Volunteer Fire Brigade.</li> <li>6. Drivers must only use the Fire Truck for authorized uses such as responding to an emergency, practicing for a fire/emergency situation or participating in an authorized event such as a community parade.</li> <li>7. Drivers/operators must observe safe driving practices including, but not limited to:       <ol style="list-style-type: none"> <li>7.1. use of seat belts</li> <li>7.2. conducting regular vehicle checks to ensure the vehicle/equipment is in good working order</li> <li>7.3. taking extra pre-cautions when reversing the vehicle/equipment and</li> <li>7.4. respecting distracted driving legislation.</li> </ol> </li> </ol>	

8. Prior to operating the Fire Truck, all drivers must receive an orientation to the vehicle/equipment to familiarize themselves with safety belts, braking systems, back-up alarms, fire fighting equipment and other features of the vehicle.

**Accident and Operating Equipment Reporting**

9. Drivers must report any accidents to the Fire Chief and SAO as soon as possible.
10. The Driver or Fire Chief must contact the RCMP in the event of any accident involving the Fire Truck.
11. A Motor Vehicle Accident Report Form must be completed by the driver on the day of the accident and submitted to the Fire Chief and SAO.
12. The SAO or designate will ensure that the insurance company is notified in writing of the accident along with a copy of the Motor Vehicle Accident Report.

## Attachments

Motor Vehicle Report Form

## References

N/A

Logo

Community Government Name

**NAME OF COMMUNITY GOVERNMENT**

**MOTOR VEHICLE ACCIDENT REPORT**

**Description of Community Government Vehicle/Equipment**

Type: \_\_\_\_\_ Make and Year: \_\_\_\_\_

Serial No.: \_\_\_\_\_ License No.: \_\_\_\_\_

Estimated Damage \_\_\_\_\_

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**Driver Information**

Driver's Name: \_\_\_\_\_ Department: \_\_\_\_\_

Driver's License No.: \_\_\_\_\_ Class: \_\_\_\_\_ Expires: \_\_\_\_\_

Reason for Use of Vehicle at the time of the Accident: \_\_\_\_\_

\_\_\_\_\_

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**Time and Place of Accident**

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

Location: \_\_\_\_\_

Witnesses: \_\_\_\_\_

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**Second Driver and Vehicle Information**

Driver's Name: \_\_\_\_\_ Owner's Name: \_\_\_\_\_

Address: \_\_\_\_\_ Address: \_\_\_\_\_

Driver's License No.: \_\_\_\_\_ Serial No.: \_\_\_\_\_

Insurance Agent: \_\_\_\_\_ Insurance Co.: \_\_\_\_\_

Estimated Damage: \_\_\_\_\_ Policy No.: \_\_\_\_\_

Logo

Community Government Name

**Description of Accident**

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Driver's Signature: \_\_\_\_\_ Supervisor's Signature: \_\_\_\_\_

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

**To be completed by the driver of the vehicle/equipment and submitted to the SAO**

Section/Number: Occupational Health and Safety - 005	Approval Date: (DD/MM/YY)
Subject: Fire/Emergency Evacuation Plan	Amendment Dates:
<p>Policy</p> <p>All employees and visitors will follow the Fire/Emergency Evaluation Plan in the event of a fire or other emergency situation.</p>	
<p>Definitions</p> <p>N/A</p>	
<p>Guidelines</p> <ol style="list-style-type: none"> <li>1. The Building/Facility Evacuation Diagram showing all fire exits will be posted in highly visible locations in each room/area of the building or facility.</li> <li>2. A Fire/Emergency Warden will be identified for each Community Government building or facility including the Community Government Office, Recreation Facilities, Community Government Garage and Water Treatment Plant.</li> <li>3. The Fire/Emergency Warden will be in charge in the event of a fire or other emergency.</li> <li>4. When a fire or emergency occurs, the fire alarm will be sounded or activated by the employee discovering the fire/emergency.</li> <li>5. If safe to do so, the staff member closest to the fire/emergency will: <ul style="list-style-type: none"> <li>R – Remove anyone in immediate danger</li> <li>A – Activate the alarm system if it is not already activated</li> <li>C – Contain the fire/emergency by closing fire doors if safe to do so</li> <li>E – Extinguish the fire or contain the emergency without risking personal safety.</li> </ul> </li> <li>6. All employees and visitors will evacuate the facility according to the Building/Facility Emergency Evacuation Plan. <ol style="list-style-type: none"> <li>6.1. Employees and visitors must proceed to the nearest emergency exit unless it is blocked by the fire/emergency situation.</li> <li>6.2. If the emergency exit is blocked by the fire/emergency situation, they must proceed to the nearest available emergency exit.</li> </ol> </li> <li>7. All emergency exits must not be blocked or hindered and must have emergency release bars to allow for easy exit.</li> <li>8. All employees and visitors must report to the designated Muster Station immediately after evacuating the building/facility.</li> <li>9. The Fire Warden will be responsible for taking a head count of all employees and known visitors at the Muster Stations.</li> </ol>	

10. The Fire Warden will report any suspected missing individuals to the emergency responders (i.e. Fire Fighters or Ambulance Personnel).

Attachments

Facility Emergency Evacuation Plans/Diagrams **(Each Community Government must develop and post the Emergency Evacuation Plans/Diagrams for each facility).**

References

N/A

Section/Number: Occupational Health and Safety - 006	Approval Date: (DD/MM/YY)
Subject: Fire Drills	Amendment Dates:
<p>Policy</p> <p>Fire Drills will be completed at each Community Government Facility at least twice each year.</p>	
<p>Definitions</p> <p>N/A</p>	
<p>Guidelines</p> <ol style="list-style-type: none"> <li>1. A Fire Drill will be conducted at each facility at least twice each fiscal year.</li> <li>2. Employees and visitors must follow the Fire/Emergency Evacuation Plan (Policy- OH 005) during the Fire Drill.</li> </ol>	
<p>Attachments</p> <p>Facility Emergency Evacuation Plans (Each Community Government must develop the Plan for each facility).</p>	
<p>References</p> <p>Fire/Emergency Evacuation Plan; Policy - OH 005</p>	

Section/Number: Occupational Health and Safety - 007	Approval Date: (DD/MM/YY)
Subject: Building Security	Amendment Dates:
<p>Policy</p> <p>The Senior Administrative Officer (SAO) and/or his/her delegates are responsible for ensuring the security of buildings, facilities, vehicles and mobile equipment.</p>	
<p>Definitions</p> <p>N/A</p>	
<p>Guidelines</p> <ol style="list-style-type: none"> <li>1. The SAO and/or his/her delegates are responsible for ensuring that all buildings and facilities are secured when not in use.</li> <li>2. The SAO and/or his/her delegates are responsible for ensuring that all vehicles and mobile equipment are locked and parked in a secure area.</li> <li>3. Authorized personnel will be assigned keys as appropriate. <ol style="list-style-type: none"> <li>3.1. A register will be kept identifying who has been assigned keys and what the keys are for.</li> </ol> </li> <li>4. All keys for Community Government buildings, facilities, vehicles and equipment will be kept in an organized, secure cabinet in the Administrative area.</li> <li>5. Keys must not be taken from the cabinet without the approval of the SAO or designate.</li> <li>6. The key cabinet will have a sign out and sign in protocol.</li> <li>7. An auxiliary key cabinet will be kept in the SAO's Office.</li> <li>8. Only the SAO will issue keys from the auxiliary key cabinet.</li> <li>9. The auxiliary key cabinet will have a sign out and sign in protocol.</li> <li>10. Employees must complete an Incident Report for lost keys.</li> </ol>	

Logo

Community Government Name

Attachments

N/A

References

N/A

Section/Number: Occupational Health and Safety - 008	Approval Date: (DD/MM/YY)
Subject: Workplace Safety	Amendment Dates:
<p>Policy</p> <p>The Community Government and its employees will take all reasonable steps to ensure safe and healthy workplaces and working conditions.</p>	
<p>Definitions</p> <p>N/A</p>	
<p>Guidelines</p> <ol style="list-style-type: none"> <li>1. The Senior Administrative Officer (SAO) and his/her designates must take reasonable measures and precautions to make sure that working conditions are safe for employees and visitors.</li> <li>2. The SAO and/or his/her delegate is responsible for ensuring a safe workplace for employees by: <ol style="list-style-type: none"> <li>2.1. Monitoring workplace conditions</li> <li>2.2. Limiting entry to authorized personnel only</li> <li>2.3. Correcting safety hazards.</li> </ol> </li> <li>3. To ensure that employees are performing their duties in a safe manner the SAO and/or his/her designate will take the following actions: <ol style="list-style-type: none"> <li>3.1. Ensure buildings and equipment meet required safety codes</li> <li>3.2. Provide protective clothing and proper safety devices as required</li> <li>3.3. Monitor employee's performance</li> <li>3.4. Provide training on safety procedures</li> <li>3.5. Correct problems as required.</li> </ol> </li> <li>4. Employees are responsible for not engaging in behavior that is hazardous to the health and safety of themselves or others. <ol style="list-style-type: none"> <li>4.1. Any employee who engages in activities that create a health or safety hazard will be subject to discipline up to and including dismissal.</li> </ol> </li> <li>5. Employees have the right to refuse work where it poses a health or safety hazard to themselves or others <ol style="list-style-type: none"> <li>5.1. If employees perceive that their work is hazardous to their health and safety they can refuse to work.</li> <li>5.2. Employees must immediately make health and safety concerns known to their supervisor.</li> <li>5.3. The SAO will not discipline any employee who refuses to work in unsafe conditions.</li> </ol> </li> </ol>	

6. When an employee perceives there to be a health or safety hazard in the workplace, the employee will:
  - 6.1. Immediately inform other employees near the unsafe working conditions of the potential danger.
  - 6.2. Immediately report the circumstances of the unsafe working conditions to their supervisor.
7. If the SAO receives notice that an employee refuses to work, the SAO will investigate the reported unsafe working conditions and take action as required.
8. The SAO will not allow impaired employees or visitors, or persons who pose a safety risk to themselves or others, to remain at the workplace.
  - 8.1. The SAO must take reasonable steps to make sure the impaired employee or visitor has safe passage to an appropriate destination.
9. If an employee reports to work showing signs of impairment, the employee's supervisor will document all information about the perceived impairment including:
  - 9.1. The date, time and location
  - 9.2. The behavior and mannerisms of the employee in question
  - 9.3. The name of any witnesses
  - 9.4. An explanation of how the employee presents a safety risk.
10. The employee's supervisor will prevent the employee from entering or remaining at the work site and explain the following to the employee.
  - 10.1. The employee's condition prevents him/her from performing the duties in a safe and proper manner.
  - 10.2. The employee cannot return to the work site until the employee is fit to carry out duties in a safe and proper manner.
11. The SAO will decide on Corrective Action based on the Corrective Action Policy.

Attachments

N/A

References

N/A

Section/Number: Occupational Health and Safety - 009	Approval Date: (DD/MM/YY)
Subject: Working Alone	Amendment Dates:
<p>Policy</p> <p>The Community Government is committed and responsible to provide as safe a work environment as is reasonably possible for any employees who are required to work alone.</p>	
<p>Definitions</p> <p>Working alone means to work at a worksite as the only worker of the Community Government at that worksite, in circumstances where assistance is not readily available to the worker in the event of injury, ill health or emergency.</p>	
<p>Guidelines</p> <ol style="list-style-type: none"> <li>1. While management is responsible to provide a safe work environment, employees are also expected to make every effort to assess hazards and to take steps to avoid unnecessary risks while working alone.</li> <li>2. Employees working alone in an office must identify a contact person and advise the contact person when the employee plans to leave the place of work.       <ol style="list-style-type: none"> <li>2.1. The employee must contact the contact person when he/she leaves the place of work or if the employee plans to stay longer.</li> <li>2.2. The contact person is to attempt the employee immediately if he/she does not contact him/her at the pre-arranged time.</li> <li>2.3. The contact person is to contact the RCMP immediately if he/she cannot contact the employee at the designated time.</li> </ol> </li> <li>3. Employees working alone in outside an office, such as Bylaw Officers, Municipal Works staff and/or Truck drivers and Equipment Operators, must make regular (hourly) contact with a designated contact person, such as a supervisor during regular work hours and must identify a contact person during non-regular work hours.</li> <li>4. To ensure employee safety, the Community Government has implemented the following measures:       <ol style="list-style-type: none"> <li>4.1. A security alarm system has been installed.</li> <li>4.2. Notices are displayed prominently in each area indicating the emergency phone numbers to call for assistance.</li> <li>4.3. All doors and windows must be secured with appropriate barriers.</li> </ol> </li> </ol>	

5. While working alone, employees will follow these procedures
  - 5.1. Do not open back doors
  - 5.2. Secure all doors, windows and entrance areas
  - 5.3. Ensure a means of contact and a specified contact person
  - 5.4. Ensure they are familiar with the alarm system
  - 5.5. Do not accept bills larger than \$20 after a designated time.
6. All employees will be trained to ensure they are competent and ready to work alone safely.
7. The training will include the following:
  - 7.1. Employees will be made aware of hazards associated with working in isolation away from public view
  - 7.2. Employees will be trained in non-violent responses to threatening situations
  - 7.3. Employees will be trained in the proper use of security systems to prevent/discourage intruders
  - 7.4. Employees will be trained in questioning persons about the appropriateness of their presence.

Attachments

N/A

References

N/A

Section/Number: Occupational Health and Safety - 010	Approval Date: (DD/MM/YY)
Subject: Zero Tolerance Policy	Amendment Dates:
<p>Policy</p> <p>The Community Government and its employees take pride in the community buildings and facilities and encourage the public to visit and use buildings and facilities in a safe and harassment free environment and has therefore adopted a <b>Zero Tolerance Policy</b>.</p>	
<p>Definitions</p> <p>The Zero Tolerance Policy applies to any behaviour that will result in a person being prohibited from using a community facility including, but are not limited to, behaviour that is:</p> <ul style="list-style-type: none"> <li>• destructive or unruly</li> <li>• aggressive</li> <li>• threatening</li> <li>• harassing</li> <li>• involves yelling or shouting</li> <li>• using language that is rude, offensive, profane or abusive.</li> </ul>	
<p>Guidelines</p> <ol style="list-style-type: none"> <li>1. The Community Government has adopted a Zero Tolerance Policy for all community facilities and buildings with respect to inappropriate behaviour.</li> <li>2. The Policy is designed to ensure that all residents of our community are able to enjoy the facilities without fear of harassment, abuse or disruptive behaviour.</li> <li>3. All members of the public who use community facilities are expected to respect the rights of others and not engage in behaviour that prevents others from enjoying the facilities.</li> <li>4. The Community Government reserves the right to prohibit those who engage in certain kinds of disruptive behaviour from using any of the community's facilities.</li> <li>5. Persons who engage in such behaviour will be prohibited from using any of the community facilities for a period of time as determined by the Community Government.</li> <li>6. Persons who are prohibited from using the community's facilities will be removed from the premises, advised in writing of the prohibition, and have their names posted at the facilities for the duration of the prohibition. <ol style="list-style-type: none"> <li>6.1. Persons will be prohibited from using all Community Government facilities for the duration of the period of prohibition.</li> </ol> </li> <li>7. Persons who return to any facility while prohibited from using them will be subject to a further prohibition.</li> </ol>	

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Community Government Name

8. If necessary, the authorities will be contacted to assist in the removal of the person(s).
Attachments N/A
References N/A

Section/Number: Occupational Health and Safety - 011	Approval Date: (DD/MM/YY)
Subject: Work Stations/Appropriate Dress	Amendment Dates:
<p>Policy</p> <p>Employees are expected to maintain a professional and tidy workplace and appearance while at work.</p>	
<p>Definitions</p> <p>N/A</p>	
<p>Guidelines</p> <ol style="list-style-type: none"> <li>1. Employees are expected to keep their individual work areas tidy including:             <ol style="list-style-type: none"> <li>1.1. Keeping working areas neat throughout the day</li> <li>1.2. Not using tape on painted surfaces</li> <li>1.3. Not leaving confidential information in public areas</li> <li>1.4. Tidying up any conference or board rooms after use</li> </ol> </li> <li>2. Employees should not keep excessive files in their offices             <ol style="list-style-type: none"> <li>2.1. Files should be filed in filing cabinets or returned to central filing.</li> </ol> </li> <li>3. Employees are expected to dress appropriately for their position and to maintain good grooming and personal hygiene.             <ol style="list-style-type: none"> <li>3.1. Employees working in designated positions and/or working with industrial equipment are expected to wear appropriate clothing and Personal Protective Equipment.</li> <li>3.2. Employees working in Community Government Offices are expected to wear appropriate clothing.</li> </ol> </li> </ol>	
<p>Attachments</p> <p>N/A</p>	
<p>References</p> <p>N/A</p>	

Section/Number: Occupational Health and Safety - 012	Approval Date: (DD/MM/YY)
Subject: Occupational Health and Safety Committee	Amendment Dates:
<p>Policy</p> <p>The Community Government will establish an Occupational Health and Safety (OH&amp;S) Committee to provide an opportunity for supervisors and staff members to identify and resolve staff health and safety concerns in a cooperative manner.</p>	
<p>Definitions</p> <p>N/A</p>	
<p>Guidelines</p> <p><b>Membership on the Committee</b></p> <p>1. The OH&amp;S Committee will consist of the Senior Administrative Officer (SAO), Community Works Foreman, Senior Finance Officer and three staff representatives.</p> <p><b>The OH&amp;S Committee will be:</b></p> <ol style="list-style-type: none"> <li>2. Investigate and evaluate unsafe acts and conditions in order to ensure a workplace free of hazards.</li> <li>3. Conduct and review regular hazard assessments and safety inspections to make recommendations for change, as needed.</li> <li>4. Review fire and emergency response drill reports to make recommendations for changes, as needed.</li> <li>5. Review WSCC accident /Injury First Aid reports to prevent accidents from reoccurring.</li> <li>6. Ensure that a Workplace Hazardous Materials Information System (WHMIS) program is fully implemented.</li> <li>7. Offer education programs/materials in order to ensure that all staff are aware of their rights, restrictions, responsibilities, and duties under the NWT's <u>Safety Act</u> and General Safety Regulations.</li> <li>8. Ensure that regular orientation and in-service programs for WHMIS, Fire and Emergency Plans and Back Care are offered and that the requirements are met.</li> </ol>	

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| <p>9. Establish ad hoc committees, as needed, to review and develop recommendations related to any specific health and safety issues, and to report back to the Occupational Health and Safety Committee for action.</p> <p>10. Conduct an annual review of all Health and Safety policies for appropriateness and relevance</p> <p>11. Make recommendations for amendments.</p> |
| Attachments  |
| N/A  |
| References   |
| N/A  |

Section/Number: Occupational Health and Safety - 013	Approval Date: (DD/MM/YY)
Subject: Personal Protective Equipment	Amendment Dates:
<p>Policy</p> <p>Employees are required to wear appropriate Personal Protective Equipment (PPE) in any designated PPE areas.</p>	
<p>Definitions</p> <p>Personal Protective Equipment (PPE) areas are any designated work areas where appropriate PPE is required.</p>	
<p>Guidelines</p> <ol style="list-style-type: none"> <li>1. PPE Areas will be designated by the Senior Administrative Officer (SAO) and/or Community Works Foreman.</li> <li>2. The SAO and/or Community Works Foreman will assess the possibility of risk in each work area and determine the required PPE, if any, for that area.</li> <li>3. All employees are required to wear CSA approved head protection (hard hats) when working in or walking through any designated PPE work site.</li> <li>4. All employees are required to wear CSA approved eye protection when working in or traveling through any designated PPE work site.</li> <li>5. The nature of the work will determine the level of protection required which may include safety glasses, full-face shields or goggles.</li> <li>6. All employees are required to wear CSA approved safety footwear when working in or traveling through any designated PPE work site.</li> <li>7. All employees are required to use CSA approved hearing protection when working in or traveling through any work site that is designated as a HIGH NOISE AREA or when the noise level is above 85dBA.</li> <li>8. All employees are required to wear CSA approved protective clothing when handling hazardous materials. <ol style="list-style-type: none"> <li>8.1. The protective clothing shall include, but not be limited to, impervious gloves, boots, and aprons, or any other protective clothing that may be required by the hazard.</li> </ol> </li> <li>9. All employees are required to have reflective material on outerwear while traveling on foot through all outdoor areas of the job site, except in designated areas.</li> </ol>	

10. All employees who are required to use or wear personal protective equipment are responsible for ensuring that the equipment is appropriate for the hazard, that it has been inspected, that it fits properly and that it is used correctly.

11. Employees who are not using required PPE in designated work areas may be subjective to disciplinary action.

Attachments

N/A

References

N/A

Section/Number: Occupational Health and Safety - 014	Approval Date: (DD/MM/YY)
Subject: Working at Heights	Amendment Dates:
<p>Policy</p> <p>Employees will adhere to this policy in any situations where there is a danger of falling. Fall prevention and/or protection must be used for elevated work above 1.8 meters.</p>	
<p>Definitions</p> <p><b>Fall Prevention</b> refers to the safeguards used to prevent falls when a person is working at heights and includes approved handrails, work platforms or scaffolds.</p> <p><b>Fall Protection</b> refers to the equipment required in the event that a person may fall while working at heights and includes:</p> <ul style="list-style-type: none"> <li>• an approved full body harness, shock absorbing lanyard (where the potential to fall is greater than 4 meters) or</li> <li>• short restraining lanyards (where the potential to fall is less than 4 meters), self-locking snap hooks (or carabineer type rings) and secure anchorage points.</li> </ul>	
<p>Guidelines</p> <p><b>Fall Prevention</b></p> <ol style="list-style-type: none"> <li>1. Wherever practical, a safe working area must be provided by means of approved handrails, work platforms or scaffolds while working at heights.       <ol style="list-style-type: none"> <li>1.1. In cases where a safe working area cannot be provided, fall protection (100% tie-off) must be used. This includes situations in which work is being carried out from an elevated work platform, man lift or while working on a building roof.</li> </ol> </li> <li>2. All platforms and scaffolds must be installed by a qualified person.       <ol style="list-style-type: none"> <li>2.1. All personnel engaged in the erection of scaffolds must wear approved fall protection equipment (safety harness and lanyards) when working 1.8 meters or more above a working level.</li> <li>2.2. Fall protection will be used until work platforms with proper handrails are installed. Safe access (i.e., ladders) to upper levels will be installed as part of the assembly process.</li> </ol> </li> <li>3. A person may climb or descend a ladder without fall protection provided that they are able to use both hands and legs, they face the ladder, use one step at a time and use three point contact.</li> <li>4. Straight ladders must be located so as to prevent slipping and must be lashed or secured.</li> </ol>	

5. Employees on ladders working 1.8 meters or more above ground level must wear appropriate fall protection equipment and must be tied-off prior to starting their tasks.
  - 5.1. When ascending or descending a ladder, tools must not be carried by hand.
6. A person must be designated to control the work platform, scissor lift or man-lift (“the basket”). The person must be trained, qualified and competent as required under local regulations.
7. Suspended work platforms and man baskets shall be used only when all other means of access are determined to be less effective.
  - 7.1. The use of man baskets is permitted only in unique work situations where their use results in the least hazard.
8. Every person in the ‘basket’ must be secured at all times with proper Fall Protection equipment and there must be systems in place to prevent tools and equipment from falling.
9. Personnel working from a building roof, suspended platform or man basket must wear approved Fall Protection equipment.
10. Personnel working from platforms or buckets on any vehicle-mounted man lift, boom, JLG, or scissor lifts must wear approved safety harnesses with a shock absorbing lanyards attached to the platform or platform/boom anchorage point.
11. Where overhead work is being conducted there must be toolboxes and tie-offs in place to prevent tools and equipment from falling, and barricades must be erected in the work area to protect others below from falling objects.

### **Fall Protection**

12. Full body safety harnesses are required for use together with lanyards that provide shock-absorbing protection in the event of a fall.
13. Before each use, the harness and lanyard must be inspected by the user for cuts, breaks, loose rivets, torn threads, excessive wear, etc.
  - 13.1. Fall protection equipment that has shown evidence of excessive wear or mechanical malfunction or has been exposed to a fall must be removed from service and destroyed or sent to manufacturer for service and re-certification.
  - 13.2. At no time shall a harness or lanyard that appears unsafe be used.
  - 13.3. All harnesses and lanyards will be individually assigned to employees and identified using a numerical system.
  - 13.4. A register will be developed for each harness and lanyard.
14. A properly sized and approved full body harness must be worn tight enough to prevent the wearer from slipping out.
  - 14.1. The lanyard should be adjusted so as to restrict any fall to no more than 1.22 meters vertical drop and must ensure that in the event of a fall the worker will not contact any lower level.
15. Lanyards must be attached to an approved and certified anchorage point.

16. Anchorage points must, where practical, be above the head of the worker, and must ensure that in the event of a fall the worker will neither swing nor touch the ground.
17. Anchorage points must be tested and approved by a competent person to ensure that they are secure and can take the required load.
  - 17.1. Handrails that are not designed to anchorage point specifications may not be used as attachment point.
18. Fall Prevention anchorage points are designed by qualified engineers. Each point is certified and records must be kept to that effect.
19. Fall Protection equipment must be:
  - 19.1. tested and certified for use
  - 19.2. inspected by the user before use, and
  - 19.3. destroyed following a fall or where inspection has shown evidence of excessive wear or mechanical malfunction.
20. There must be a system for preparing and testing emergency rescue procedures for fall victims.

**Attachments**

N/A

**References**

N/A