

Occupational Health and Safety Orientation Handbook

Town of Whitewood

Drafted: August, 2013

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PREFACE

The Town of Whitewood Occupational Health and Safety Handbook is a brief summary of the corporation's general safety policies, procedures and practices. The specifics of any site safety program will be determined by workplace conditions.

The Town of Whitewood acknowledges its obligation to provide a safe and healthy work environment. However, it remains the responsibility of each employee to ensure their own safety and the safety of their fellow employees.

The Handbook is for use as a reference resource. It is designed to enable employees to:

- Evaluate the needs of the work site.
- Choose the correct safe work practices and procedures required to complete a task.
- Understand that No job is so important that it cannot be done safely.

Although the handbook cannot cover every regulation, rule, situation or need, it provides guidance on requirements and safety practices. This handbook is intended to provide the Town of Whitewood managers, supervisors, employees and contractors with guidelines and direction on how to develop a strong safety work ethic and attitude.

Government regulations are the LAW. If the Town of Whitewood, their managers, supervisors or employees, fail to comply with the provisions of the Saskatchewan Occupational Health and Safety Act and Regulations they will be held accountable.

The Town of Whitewood's Occupational Health & Safety Policy Statement is reviewed and signed by the Chief Administrative Officer once every three years or whenever there is a change of Chief Administrative Officers. It states the corporation's commitment to provide a healthy and safe work environment for all staff. The policy is posted in every town workplace. Supervisors and workers requiring more information regarding any aspect of the Town's Occupational Health & Safety program should refer to the Health & Safety Policy Manual.

Note

This handbook is not an official version of the rules, regulations and policies of the Town of Whitewood or of any legislative body. It is only a guide. The official Town of Whitewood policies and procedures as well as the provisions of the Saskatchewan Occupational Health and Safety Act 1993 should be consulted for purposes of interpretation and application.

TOWN OF WHITEWOOD OCCUPATIONAL HEALTH & SAFETY POLICY

The Town of Whitewood will conduct all site operations in the spirit of improving illness and injury prevention. We will strive to make consistent and measurable progress. To fulfill this commitment, the Town of Whitewood will:

- Meet or exceed all applicable laws and regulations;
- Make workplace safety a primary consideration in all our activities.
- Maintain a safe and healthy work environment;
- Establish and communicate the health and safety responsibilities of all workplace parties, contractors and visitors;
- Ensure employee accountability for safe and healthy behavior and to work in accordance with legislation, corporate policies and procedures;
- Require all levels of supervision to ensure that safe and healthy working conditions are provided and maintained;
- Provide adequate training to employees in order to carry out their duties safely;
- Require contractors and their workers to meet and exceed Corporate health and safety standards;
- Promptly report and eliminate or control any health and safety hazards identified;
- Develop safe and healthy procedures that are easily accessible and understood, and
- Review health and safety measures and procedures at least annually in light of current practice, knowledge and science.

Health & Safety Principles

All Town of Whitewood operations will strive to be a model of high-quality health and safety practices. The following principles have been established to guide management and all employees in their daily activities. We believe that:

- A safe and healthy environment is a benefit to employees, visitors, and the community;
- All injuries and occupational illnesses are preventable;
- Safe work practices are a job requirement for every position in the Town of Whitewood and must be integrated into every activity;
- Off-the-job safety and health is important;
- Employees must be trained adequately;
- To achieve excellence, management must demonstrate leadership and set the example in its commitment to safety and health; and
- Involvement in safe and health practices develops knowledge, increases awareness of hazards, and helps prevent incidents of illness, injury and environmental harm.

EMERGENCY ASSISTANCE TELEPHONE NUMBERS

- 1. Emergency Telephone Number..... 911
- 2. Town of Whitewood Health Complex.....306-735-2688
- 3. Broadview R.C.M.P..... 306-696-5200
- 4. Whitewood Fire Department.....911
- 5. Poison Control Center1-866-454-1212
- 6. Sask. Environment Spill Report.....1-800-667-7525

State your name, location, and the nature of the emergency. Remain on the phone for further instruction.

MEDICAL CLINICS

Whitewood Health Complex306-735-2688

BULLETIN BOARDS

The Town of Whitewood maintains bulletin boards in all central workplace locations. The purpose of the bulletin board is to make information readily available to employees on health and safety matters. The following information shall be posted on each bulletin board:

- 1. A copy of the town’s current Occupational Health & Safety Policy.
- 2. A copy of the Occupational Health & Safety Act and Regulations, and any relevant regulations for that workplace.
- 3. Emergency contact information.

In addition to posting the information listed above, Management may from time to time post other health and safety related information to promote special initiatives or to raise awareness about a specific safety related topic.

OTHER IMPORTANT PHONE NUMBERS

My Supervisor _____

My Department Manager _____

Coordinator Health Safety
And Environment _____

OCCUPATIONAL HEALTH AND SAFETY RESPONSIBILITIES

The responsibility for resolving health and safety issues lies with all workplace parties. This concept is referred to as the internal responsibility system and is built upon the principle that the workplace parties are in the best position to identify and control health and safety issues cooperatively.

MANAGEMENT'S RESPONSIBILITY

The management team defines the corporation's Safety Policy. This policy states the corporations' commitment to safety and the expected level of safety performance. In addition Management is responsible for defining:

- Policy
- Program design
- Method of implementation
- Performance targets (frequency and severity goals)

The Chief Administrative Officer is accountable for ensuring the Town of Whitewood Safety Program is managed effectively at all levels and corrective action is taken when required.

SUPERVISOR'S RESPONSIBILITY

A **Supervisor** is an individual who is directly/indirectly supervising employees or other Supervisors.

All supervisors shall:

- Take every reasonable precaution to protect the health and safety of employees and others at the worksite.
- Ensure the requirements of the Saskatchewan Occupational Health and Safety Regulations are met and maintained.

- Ensure all orders and directives are in accordance with accepted industry practices and Occupational Health and Safety Regulations.
- Set a good example by following all safety rules and regulations.

EMPLOYEE'S RESPONSIBILITY

All employees must carry out their tasks in a manner that will not create a hazard to their own safety and health or the safety and health of others.

Employees are expected to cooperate with and assist Supervisors in reducing unsafe acts and conditions at the work-site. Employees are responsible and accountable for their actions.

All employees shall:

- Report unsafe acts and conditions to their Supervisor.
- Correct unsafe situations if it is within their ability and jurisdiction.
- Report all injuries, incidents and accidents immediately to their Supervisor.
- Comply with corporation and government rules and regulations.
- Cooperate in accident/incident investigations.
- Wear Personal Protective Equipment appropriate for the task.
- Follow proper safe work practices and procedures.
- Obtain assistance if uncertain about the safe method to complete a task or job.

CONTRACTOR'S RESPONSIBILITY

Contractors and their Employees shall:

- Take every reasonable measure and precaution to protect the health and safety of all persons at their worksite.
- Comply with and ensure that other persons comply with the Saskatchewan Occupational Health and Safety Regulations.
- Comply with all rules, regulations, practices and procedures required by the Town of Whitewood.

OCCUPATIONAL HEALTH AND SAFETY COMMITTEE RESPONSIBILITIES

- Act as an advisory group in all matters pertaining to the Occupational Health and Safety in the workplace.
- Develop and recommend methods and actions to improve health and safety.
- Promote health and safety awareness / initiatives in the workplace.
- Investigate accidents and incidents and make recommendations to prevent a reoccurrence.

SAFETY ORIENTATION

All employees, Supervisors and Managers will receive a comprehensive site-specific orientation, which will explain rules, regulations, practices and procedures.

The objective of safety orientation is to provide consistent safety information and training so an employee may develop and acquire the knowledge and awareness necessary to protect against injury.

Managers and Supervisors will ensure that all employees are given adequate time to complete the orientation program.

Safety orientation provides instruction on generic elements of safety but does not cover all aspects of health and safety. Managers, Supervisors and training personnel are responsible for the delivery of job-specific training.

Safety Orientation will include but not be limited to:

- Reporting injuries
- Occupational Health and Safety Representatives
- Personal Protective Equipment
- Ergonomics
- Fall Protection
- Accident / Incident Investigations
- WHMIS
- Confined Space Entry
- Right to refuse unsafe work
- Lockout Procedures
- Mobile Equipment
- Safety Policies and procedures
- Fire Prevention / Fire Safety
- Health and Wellness
- Occupational Health and Safety responsibilities

THE RIGHT TO REFUSE UNSAFE WORK

(Refer to Saskatchewan Occupational Health & Safety Act Section 23 through 30)

An employee shall refuse to carry out any work or operate any equipment, tool or appliance that they have reasonable cause to believe that to do so would endanger the health and safety of themselves or any other person.

A Supervisor must not knowingly perform or permit an employee to perform work, which could endanger the health and safety of any other person.

If an Employee invokes their right to refuse to perform any act or series of acts they consider unusually dangerous they should inform their immediate Supervisor of their concerns.

The Employee and their Supervisor must take all actions within their ability and scope of responsibility to alleviate the concern.

If a satisfactory solution / remedy cannot be agreed upon by both the Employee and the Supervisor the matter is then referred to the Occupational Health and Safety Committee for resolution.

In the case where an Employee refuses to perform a job due to a concern unique to that employee such as fear of heights, closed spaces etc. the employer may assign another worker to perform the job. The Employer must inform the other worker, in writing, of the refusal and the reason for the refusal. The Employer must also inform the worker why they consider the job safe and reaffirm the right of the Employee to refuse to do the job under the provisions of the Act.

Reporting Hazards

Hazards should be reported immediately to your supervisor. Do not wait until a formal inspection of the workplace or expect that another employee will report the hazard for you. **The Occupational Health & Safety Act and Regulations require all workers to report any hazards that they are aware of to their supervisor.** The supervisor shall investigate and attempt to resolve these issues as soon as reasonably possible while keeping the concerned employee aware of the progress or status.

PROCEDURE FOR RAISING AN OCCUPATIONAL HEALTH AND SAFETY CONCERN

In order to resolve Occupational Health and Safety concerns in an expedient manner the following steps must be taken, in order, until the concern has been resolved.

1. Notify your immediate Supervisor of your concern. The Supervisor and you will evaluate the concern and determine what should be done to remedy the situation.

2. If the situation is not resolved to your satisfaction after discussion with your immediate Supervisor, you may notify a member of the Occupational Health and Safety Committee. The Committee Member will work with the Area Manager to resolve the issue.
3. If the matter still cannot be resolved to your satisfaction the matter is referred to the entire Occupational Health and Safety Committee. The Committee is composed of Management and Employee Representatives who will attempt to find a solution to the concern.
4. If a satisfactory solution is not forthcoming from the Committee the matter may be referred to a Saskatchewan Occupational Health and Safety Inspector who will make a ruling, which will be binding on all parties.

A list of your Occupational Health and Safety Committee representatives is posted on the bulletin board in your work area.

ACCIDENT/INCIDENT REPORTING AND INVESTIGATIONS

(Refer to Saskatchewan Occupational Health & Safety Regulations 1996 Part 11)

Injury and Accident Reporting

The Town of Whitewood recognizes that in order to maintain a healthy and safe workplace, all employees must participate in the reporting of incidents that cause workplace injuries, occupational illness and/or property damage. Reporting is an important part of the overall health & safety program because it raises awareness regarding potential issues of deficiencies. Injury and incident reports are reported to Management and the Joint Health & Safety Committee. Awareness regarding incident and accident trends allows for the opportunity to implement measures to prevent or minimize the possibility of those incidents from happening again. In addition to prevention, more serious injuries requiring healthcare treatment or missed time away from work will require the filling out of a compensation claim with the Workers Compensation Board.

Reporting of workplace incidents is a requirement of the Occupational Health & Safety Act and the Worker's Compensation Board.

Injury Reporting Steps

1. Promptly obtain first aid/medical aid if required.
2. Immediately notify your supervisor and provide them with details of the occurrence.
3. The supervisor will complete the incident report, have you sign it and provide you with a copy. The supervisor will also provide you with paperwork to be completed by the attending healthcare professional to help in your early and safe return to work.

4. The supervisor shall investigate the incident and take preventative actions to prevent a recurrence.

All work related accidents, injuries, and diseases shall be reported to your supervisor as soon as possible after their occurrence and never later than the end of your shift.

All incidents that cause or have the potential (near-miss) to cause workplace injuries, occupational illnesses and/or property damage should be investigated. Typically it is the immediate supervisor for that area/workplace and the Coordinator Health, Safety & Environment that will conduct the investigation although in some cases, senior management, the Health & Safety Committee or an outside agency like the Ministry of Labour may also participate or offer assistance with a workplace incident and accident investigation. An incident report must be completed and a copy of the incident report forwarded to the Coordinator Health Safety & Environment and the Occupational Health & Safety Committee in a timely fashion.

When a dangerous occurrence or an accident causing serious injury happens, the Coordinator Health, Safety & Environment or their designate shall, without delay, notify the Saskatchewan Department of Occupational Health & Safety and the O.H.S. Committee Co-chairpersons.

Only those persons authorized, in writing, shall make any comments or statements to the media or the public. If you are asked any questions refer the person asking the questions to the Office of the Chief Administrative Officer.

The Coroner, the Police and Saskatchewan Health and Safety Inspectors are the people in charge at the scene of the accident. All Employees are expected to cooperate fully with these authorities.

No person shall, except for the purpose of preventing injury or relieving suffering, move or otherwise interfere with any wreckage or equipment at the scene of a reportable incident, until an inspector has conducted an investigation of the incident and has given permission.

An inspector may authorize a person to move wreckage or equipment at the scene and request appropriate action be taken to facilitate the investigation of the accident.

MODIFIED DUTIES WORK

It is the Policy of the Town of Whitewood to provide temporary work assignments to workers who are unable to perform their regular duties because of illness or injury. The duration of assignments under the Modified Work Program shall be determined on a case by case basis in consultation with the worker and the medical practitioner's professional opinion and in accordance with the Town of Whitewood operational requirements.

The purpose of this Program is to provide workers the opportunity to remain a part of the workforce while recovering from accident or illness until such time as they may resume their regular job duties.

Medical studies have shown that Modified Work Program is therapeutic. They help speed recovery and prevent the worker from becoming dependent upon disability programs.

The worker stays in touch with their fellow workers and the work process which helps facilitate a smooth return to their regular job duties.

VEHICLE ACCIDENTS

An accident has occurred anytime a Town of Whitewood vehicle collides with another vehicle, person or object, causing damage to the vehicle or property, regardless of the nature of such injury or damage.

If you should be involved in an accident, management requires your cooperation in securing all the facts so a complete report may be compiled. If you are involved in a vehicle accident:

- Notify your Supervisor as soon as possible.
- If there is extensive damage or if there are any injuries notify the Police as soon as possible.
- Assist any injured persons if you are able.
- Assist in traffic control at the scene of the accident if you are able and it is required.
- Never admit responsibility or discuss the accident with anyone except Town of Whitewood Officials or the investigating Police Officers.
- If possible obtain the following information:
 1. License number of the other vehicle
 2. Name and address of the driver of the other vehicle
 3. Name and address of any witnesses who may have seen the accident
 4. Make model and year of the other vehicle
 5. The names and number of any passengers involved
 6. The condition of the road (skid marks, ice, etc.)
 7. The correct location of the accident
- If you are charged by the Police, you must consult with the Town Solicitor before entering a plea.

UNSAFE ACTS AND CONDITIONS

All reasonable efforts must be taken to prevent unsafe acts and conditions from occurring on Town of Whitewood worksites. In the event an unsafe act or condition is observed, it must be corrected or reported to your immediate Supervisor for action. It is important to eliminate

safety concerns and to follow-up on corrective actions to ensure they have been implemented and observed.

Pre-job planning, ongoing project hazard assessment, safety awareness training and monitoring are the best way to prevent dangerous situations from occurring.

Some examples of **Unsafe Acts and Conditions** are:

1. Operating without authority; failing to implement lockout procedures; failing to warn; failing to shut off equipment while making adjustments.
2. Careless operation of equipment, working at unsafe speeds, inadequate training or supervision.
3. Using unsafe or defective equipment; tampering with safety devices making safety devices inoperative.
4. Loading, arranging, mixing, or combining incompatible materials.
5. Exposing personnel to overhead dangers; failing to comply with confined space entry permits and procedures.
6. Failing to use proper personal protective equipment or clothing; failing to report defective equipment;
7. Failing to properly guard openings or equipment.
8. Insufficient lighting or ventilation.
9. Poor traffic control.
10. Taking a “calculated” risk to save time and /or money.

HOUSEKEEPING

A neat and orderly work place is fundamental to efficient, accident-free performance of job tasks. Poor housekeeping in the workplace is indicative of overall poor performance. By following these simple steps we can have a clean, neat and safe work area.

- A planned material storage area is more orderly than one developed haphazardly. If you do not have a place to store it, don't order it!! If you order it make sure you have a place to store it!
- Supervisors must check work areas daily to make sure they have been cleaned up. Assign one or more persons on the crew to be responsible for housekeeping and cleanup.

- Integrate housekeeping and cleanup into your daily routine. This will eliminate a large cleanup at the end of the job and make a safe work area during all phases of the job from start to finish.
- You can keep housekeeping time to a minimum, without interfering with the flow of work, when you clean up as you complete each phase of the job. The necessary cleanup at the end of the job will also be minimized.

Good Housekeeping Practices

1. All materials must be maintained in neat stockpiles for ready access. Required materials must be kept to a minimum to save storage space.
2. Aisles, walkways and stairways must be kept clear of loose material, trash, and other materials or equipment.
3. Ensure there are suitable receptacles for waste and scrap.
4. Do not allow empty bottles, containers and trash to accumulate where lunches are eaten on the job site.
5. Eliminate slipping and falling hazards caused by oil, grease or liquid spills by immediately cleaning them up.
6. Combustible waste must be stored in covered metal containers and disposed of regularly. Extra attention must be given to the disposal of paint cans and containers that may have held flammable liquids.
7. Tools and other equipment must be returned to their proper place after use.
8. Cables, and other cords which cross walkways must be protected from accidental damage and secured in minimized tripping hazards.
9. Fire fighting equipment must be in its proper place, conspicuously marked, checked at least annually to ensure it is in good condition and ready for use.
10. Scaffolding must not unnecessarily obstruct the area and must be removed and properly stored when the task has been completed.
11. Barricades around hazard areas must be kept in good repair.
12. Materials and garbage must not be stored or allowed to accumulate in town owned or leased vehicles or equipment.

The above guidelines should not be considered a complete list. They are guidelines and may not encompass all the situations you may encounter. Use common sense, good judgment and allow conditions to guide you.

TOWN OF WHITEWOOD GENERAL WORK RULES

1. Each employee must follow safe work procedures and make every effort to ensure safe operation of equipment and report all unsafe conditions or practices immediately to their Supervisor.
2. Supervisors are responsible to insure employees obey rules and regulations and to promote safe work practices for the protection of all employees on the work site. Failure to follow safe work procedures and practices may result in disciplinary action.
3. All employees are expected to help new or inexperienced employees by pointing out potential hazards and preventive procedures (e.g. hazardous materials, housekeeping practices, height hazards, confined space entry locations and other precautions).
4. If you do not know how or are in doubt as to the safe way of doing your job, ask your Supervisor for guidance or refer to the Occupational Health & Safety Regulations.
5. All employees are expected to report to work fit for duty. Any person suspected of being under the influence of intoxicating beverages or illicit drugs will not be permitted to begin work.
6. Employees must attend “tool box” safety meetings and other safety related meeting and training sessions as required.
7. Employees must immediately report to their Supervisors any defective or deficient tools, equipment, guards or protective devices.
8. Before beginning any task or operation, assess the possible danger to yourself or other persons on the job site and act appropriately.
9. Horseplay, gambling or fighting will not be tolerated.
10. Operate only the equipment you are authorized and trained to use.

Note: These rules are general in nature and are not intended to list all work rules you may encounter during your employment with the Town of Whitewood. If you are in doubt, contact your supervisor!

PERSONAL PROTECTIVE EQUIPMENT

(Refer to Town of Whitewood PPE Policy and Saskatchewan Occupational Health & Safety Regulations 1996 Part V11)

1. Employees must wear personal protective equipment and clothing suitable for the type of work performed.

2. Loose or frayed clothing, rings, dangling ties, etc. must not be work around moving machinery.
3. All employees must wear a shirt or blouse and full length trousers or coveralls. All shirts or blouses must have sleeves not less than 12.7 centimeters (5 inches) long measured from the shoulder. The following are exempt from this rule:
 - Office workers
 - Lifeguards and Swimming Instructors
 - Recreational Workers
 - Playground Leaders
4. CSA approved footwear, in good condition, must be worn by all outdoor employees, maintenance employees, buildings and grounds employees, meter installers, mechanics, equipment operators, etc.
5. Approved hard hats must be worn by all employees and visitors at:
 - A construction site
 - All employees engaged in maintenance work
 - All employees on a live golf course
 - When entering a confined space
 - When working on a traveled roadway
 - When performing work in a facility's mechanical room
 - During installation of playground equipment
 - When working with tools or handling material over shoulder height
 - While working under bridges or other structures with limited head clearance
 - All areas designated as a "Hard Hat Area"
6. High visibility vests must be worn by all employees anywhere there is danger from vehicular traffic such as traveled roadways and adjacent areas, including boulevards, sidewalks, ditches, median strips, traffic islands and while directing traffic.
7. CSA approved glasses, goggles and/or face shields that meet CSA standard Z94.3 must be worn when welding, grinding, buffing, sanding, cutting, chipping, handling acids and caustics, and anywhere there is a possibility of injury to eyes or face.
8. CSA approved respirators must be worn when spray painting or sandblasting and in areas where there is a high concentration of dust, cement or toxic fumes or when the MSDS requires their use. Respiratory protection must meet CSA standard Z94.4 or Z198.
9. Hearing protection is required where noise levels reach 80 DBA. Hearing protection shall consist of earmuffs, earplugs or communication headsets meeting CSA standard Z94.2

10. Employees must use CSA approved safety harness, lanyard and lifeline when working from high places. You must wear fall protection when working at heights exceeding three (3) meters in the case of temporary installations or more than 1.2 meters for permanent installations. Consult with your Supervisor as to the specific regulations and procedures applicable to your work site.

EXCAVATION WORK

(Refer to Saskatchewan Occupational Health & Safety Regulations 1996 Part XV11)

General:

- Because of the dangers from buried pipelines or electrical wires the location of all underground pipelines, cables and conduits must be conspicuously marked prior to any excavation work 12 inches (300 mm) or greater in depth.
- It is the responsibility of the Supervisor responsible for the excavation and the excavation and the excavator operator to ensure the area is marked prior to starting the excavation.
- Where underground pipelines and/or electrical cable are to be exposed, mechanical excavators shall not be used within 24 inches (600 mm) of the suspected location of the cable or pipeline. Hand excavation shall be used for exposing live pipelines or electrical cables.
- Shoring and access requirements shall comply with Saskatchewan Occupational Health & Safety Regulations.
- Because of access restrictions, some excavations may be considered as “Confined Spaces”. If in doubt, consult your Supervisor.
- If the excavation is considered a Confined Space, the procedure and equipment for the extrication of an injured employee must be in place prior to beginning the excavation.
- Utility location markers should not be more than three days old. If the underground utilities markers are more than three days old and no excavation has taken place within the previous three days a new utility locate must be requested. (Markers may be moved or obliterated).

CONFINED SPACE ENTRY

(Refer to Saskatchewan Occupational Health & Safety Regulations 1996 Part XV111).

- A confined space means an enclosed or partially enclosed space that is not primarily designed or intended for human occupancy except for the purpose of performing work.

- All confined spaces must be checked by a competent person to determine:
 - 1) If there is danger of an oxygen deficient atmosphere.
 - 2) The presence of flammable or explosive gas.
 - 3) A high concentration of airborne chemical substances.
 - 4) The likelihood of any of these conditions occurring from the work being done.
 - 5) If there is a possibility of drowning or if a person may become entrapped in any liquid or free flowing solid while in the confined space.
 - 6) That all energy sources that may present a hazard have been neutralized and properly locked out.
 - 7) That the opening used for entry and exit is sufficient to permit a person wearing self contained breathing apparatus to enter and exit easily.

- Written confined space entry procedures must be in place prior to anyone entering a confined space which meets or may meet any of the criteria listed above to ensure the safety of any employee entering the confined space. Such a plan must have a suitable set of rescue procedures to be followed and must list the number of personnel required and their duties while work is being performed in the confined space.

- The Supervisor shall ensure that procedures have been understood and implemented for work in confined spaces where it has been determined any of the above hazards may exist.

- When a work area is deemed a hazardous confined space, a confined space work permit will be completed and posted at the job site.

- Where a confined space is not considered a hazardous confined space the employer must:
 - 1) Notify any person required to enter the confined space that the confined space is not hazardous.
 - 2) Ensure a method of communication, at regular intervals, with any person while they are in the confined space.
 - 3) Ensure adequate ventilation in the confined space.
 - 4) Prepare a procedure for the safe extraction of any person who may become injured or incapacitated while in the confined space.

WELDING AND CUTTING OPERATIONS

(Refer to Saskatchewan Occupational Health & Safety Regulations 1996 Section 373)

The Supervisor and employees are responsible to ensure the work area is clear of all combustible and explosive materials, prior to the job starting. All welders and helpers must be equipped with CSA welding and burning eye protection. Dark/tinted safety glasses are not considered sufficient eye protection against welder's flash.

All welders will be dressed in articles similar to leathers to reduce the risk of burns.

All portable welding and cutting units should have a fire extinguisher nearby

- Flashback arrestors must be installed on all flammable gas lines.
- All gas cylinders must be certified and re-certified every five years.
- All cylinders must be secured in the upright position.
- All hoses, cutting torches and equipment must be checked daily prior to use.
- All high pressure valves must be turned off when the job is complete.
- Care must be taken to prevent persons from receiving “welding flashes” through the use of welding shields and warning signs.

SCAFFOLDING & ELEVATED WORK PLATFORMS

(Refer to Saskatchewan Occupational Health & Safety Regulations Part X11)

Erecting and dismantling scaffolds must be done under the supervision of a competent, experienced employee who has demonstrated they are qualified.

Always follow the most stringent safety rules and regulations of government (Federal, Provincial), owner, client or company when constructing scaffolds. Refer to the Manufacturer’s Scaffolding Procedure, for additional guidance.

- Before using a scaffold inspect to make certain they are safe and they remain safe as the work progresses.
- All damage to scaffolds or other supporting structures must be reported promptly to your Supervisor.
- Scaffold planks must be carefully selected, inspected and secured to prevent slipping.
- Suitable handrails must be installed on all scaffolds.
- Never lean against handrails or guardrails.
- Never overload a scaffold or temporary platform. It should be designed and built to handle the weight of the employee(s) and the maximum material weight that may be placed on it.

- If doubt or uncertainty arises regarding the suitability or weight bearing ability of a scaffold or temporary work platform, the Supervisor must consult with an Engineer to determine the safe load limit.
- All openings in scaffolds must have guardrails or be securely covered.
- Never leave loose tools, equipment or material on scaffolds or platforms where there is a danger of them falling.
- There is no such thing as a “temporary scaffold” when it comes to safety. Build all scaffolds with safety in mind. Your life may depend on it!!!

LADDERS

(Refer to Saskatchewan Occupational Health & Safety Regulations Part XV1)

- Inspect all ladders for defects prior to use. If it is not safe do not use it. Report all defects to your Supervisor.
- Do not climb or descend a ladder without free use of both hands.
- All ladders must be secured and must be tested for sturdiness and safety before use.
- All portable ladders must have a minimum 4:1 safe working angle (one horizontal to four vertical).
- All ladders must extend 1 meter (3 ft.) above the point of access.
- Stepladders must be fully opened with spreader arms locked to maintain its position.
- Do not work off the top two rungs of a ladder.
- Do not paint ladders. Paint makes inspection of the ladder difficult.
- Only ladders made from a suitable non-conductor material (wood, fiberglass) are to be used in electrical rooms or near high voltage equipment.
- Construction ladders (ladders constructed at a worksite) must be constructed from material equal in strength to #1 grade structural spruce lumber. The side rails of ladders measuring less than five (5) meters in length must be constructed with minimum 38 x 89 millimeter lumber. The side rails on ladders in excess of five (5) meters must be constructed with 38 x 140 millimeter lumber. Construction ladders must never exceed ten (10) meters in length.

GUARDRAILS/HANDRAILS/TOEBOARDS

(Refer to Saskatchewan Occupational Health & Safety Regulations 1996 Section 121 through 124)

Guardrails are required at every stairway with five (5) or more treads. Guardrails must be placed between 800 and 920 millimeters above the front edge of the treads and extend the entire length of the stairway.

When there is a danger of falling a guardrail may be required (i.e. floor openings, platforms and excavations).

Toe boards are required at the edge of any permanent surface where objects may fall more than 1.2 meters and strike someone and three (3) meters on any temporary structure.

- Handrails are required on stairways.
- Guardrails must consist of a top rail, mid-rail and toe board.
- Never lean against guardrails or handrails.
- Toe boards must be at least 125 millimeters from the floor or surface.
- Caution or Danger tape is not a suitable substitute for a guardrail.

LOCKOUTS

(Refer to Saskatchewan Occupational Health & Safety Regulations 1996 Section 139 and the Town of Whitewood Lockout procedure)

Lock Outs:

Any time repairs or adjustments are required on a machine or power tool the unit must be locked out and all stored energy dissipated.

Lock Outs

1. Lockouts must be performed wherever there is a possibility of the equipment starting, energizing or moving.
2. A Journeyman Electrician must perform all lockouts on high voltage systems (600 volts/200 amps or larger).
3. All employees involved in the work on any given piece of equipment will lockout all auxiliary equipment as well as the equipment being worked on.

4. Each employee performing work on the equipment will place a lock and tag on the equipment.
5. Before working on any equipment, all employees are responsible for ensuring that the equipment is locked out and tested before work begins.
6. No personal lock or tag is to be removed by persons other than the owner except in extreme circumstances, in which case a thorough check of the work area must take place and every reasonable effort will be made to contact / locate the employee.
7. If a supervisor or an employee is in doubt as to what should be locked out electrically or mechanically, an electrical or mechanical supervisor must be contacted.
8. All employees are responsible for removing their own locks before leaving the job.
9. In the case of a lost key or if a lockout device must be removed by anyone other than the person who installed it the supervisor must be informed of the circumstances. The supervisor must conduct a thorough check to determine that no person will be harmed before permitting the lockout device to be removed.

Supervisors are responsible to ensure these rules and regulations are followed. They must ensure each person required working on any piece of equipment or system is adequately trained in the lock out systems.

MOBILE EQUIPMENT

(Refer to Saskatchewan Occupational Health & Safety Regulations Part X1)

In order to prevent accidents involving mobile equipment the following rules must be adhered to:

- You must be qualified to operate any given piece of mobile equipment.
- You must ensure the vehicle is in safe operating condition before operating it.
- You must have a proper class valid license in your possession for the equipment you are operating (Class 3, Class 1A, etc).
- You must be familiar with and comply with the Provincial and Town traffic laws. You will be personally responsible for any fines or penalties you receive while operating town equipment.
- You must ensure that all loads are safely secured before moving.
- You must wear your seatbelts when equipped or required.
- You must use a signal person when moving in reverse.
- You must ensure that all passengers are properly seated and do not ride outside the vehicle. "no seat no rider".
- You must not permit boarding or exiting from a vehicle while it is in motion.
- You must operate the vehicle in a safe manner at all times.
- You must report all defects to your Supervisor immediately and must not operate any equipment that is unsafe or does not meet provincial standards.

- You must be courteous at all times, do not insist on the right of way even if it is yours, use the horn to warn; not reprimand, yield to pedestrians, do not tailgate, do not speed!

HAND TOOLS

(Refer to Saskatchewan Occupational Health & Safety Regulations 1996 Part X)

The following rules apply while working with tools and equipment in the Town of Whitewood;

Unsafe tools, frayed and defective electrical extension cords and unguarded machinery must not be used. Report unsafe tools to your Supervisor and tag all damaged tools and equipment.

- Tools are to be used only for the purpose for which they were designed.
- Homemade or “improvised” tools are not to be used unless certified by an Engineer.
- When using electrical equipment or portable electrical hand tools, ensure they are properly grounded.
- Ensure all tools are disconnected from their power source before making any adjustments or repairs (compressed air, electricity).
- Only approved cleaning solvent is to be used to clean tools.
- Tools with missing or defective safety guards must not be used.

COMPRESSED AIR AND AIR OPERATED TOOLS

- Do not use compressed air to clean clothing or hair.
- Do not point compressed air or air tools at another person.
- All hose connections must be made secure with locking devices to assure they do not come apart during operation.
- Eye protection must be worn while using air-powered tools.
- Hearing protection must be used when operating air powered tools or equipment when the noise exceeds 80 DBA.
- Pressure regulators must be used when required.
- Never used compressed oxygen to power an air-powered tool. Oxygen reacts with oil to form an explosive mixture! Serious injury may result.

CHAIN SAWS

(Refer to Saskatchewan Occupational Health & Safety Regulations 1996 Section 146)

- Only qualified personnel are permitted to operate a chain saw.
- Eye Protection and Hearing protection must be worn while operating a chainsaw.
- Chainsaw pants must be worn while operating a chain saw.
- No person shall be allowed within a two-meter radius of anyone operating a chain saw.
- Chainsaws shall not be used to cut material above shoulder level.
- Chainsaws shall not be operated while aloft in a tree.
- The chainsaw must be shutoff when making any adjustments to the bar or chain.
- Chainsaws must be held firmly on the ground against some object when being started.
- Chainsaws must be shut off and allowed to cool before being refueled.
- Smoking is not permitted while refueling a chainsaw.
- The chainsaw must be shut off when walking or moving from one location to another and carried with the chain covered or facing to the rear.

HARASSMENT

Every employee has the right to work in a workplace free of harassment. Harassment is the persistent, ongoing communication of negative actions, attitudes or actions toward an individual or identifiable group. The Town of Whitewood does not and will not tolerate harassment in any form.

Harassment may include but not be limited to:

- Name – calling
- Crude jokes or slurs
- Graffiti, insults and threats
- Discourteous treatment
- Physical or verbal abuse

Harassment is any form of persistent treatment of an individual or group, which might be reasonably known to be unwelcome and unwanted. This type of harassment may be:

- Sexual Harassment – behavior related to sexuality that is unsolicited and unwelcome.
- Racial harassment – behavior that is disrespectful to another person based on their race.
- Religious harassment – behavior that belittles or mocks a person’s religious beliefs or rituals.
- Sexual Orientation harassment – behavior directed at another persons’ sexual preference.
- Personal or individual harassment – behavior that is designed to humiliate, intimidate or ridicule an individual based on what is perceived as a personal defect (appearance, weight, mannerisms, physical disability or personality).

If you feel you are being harassed at work you should:

- Confront the person / persons and inform them that you find their actions offensive and ask them to stop.
- If you are uncomfortable approaching the offender approach your supervisor or the offenders supervisor and ask that they end the harassment.
- Contact the Human Resources Development!

Day to day management functions such as work assignments, performance issues, shift scheduling and discipline are not harassment but are considered a normal part of the management function!

VIOLENCE IN THE WORKPLACE

(Refer to Saskatchewan Occupational Health & Safety Regulations Section 37)

The Town of Whitewood recognizes its obligation to provide a workplace that does not tolerate violence by the general public or any of its employees.

Violence is the attempted, threatened or actual conduct of a person that causes or is likely to cause injury, and includes threatening statements or behavior that would give an employee reasonable cause to believe they are at risk of physical injury.

As an employee you have an obligation to:

- Take necessary action to remove yourself from the situation or call for help and identify witnesses.
- Utilize the emergency process designed for your work area, including obtaining assistance from other employees or in an emergency calling the police.
- Report the incident immediately to your supervisor, manager, department head or the Coordinator Health, Safety & Environment.

If the threat of violence is made by a member of the public to a Town of Whitewood employee:

- Interrupt the conversation firmly but politely

- Advise the offender that you will not accept abusive treatment
- Terminate the conversation if the offender will not cease
- Ask the person to leave if they are in a city building or on city property
- If the person will not leave immediately advise your supervisor of the incident
- If the person poses a physical threat you should leave and call the police at 911
- Ensure your supervisor or designate is kept informed of the situation

Some Do's and Don'ts when dealing with a violent or potentially violent situation:

DO

- Assume control of the situation, keep calm
- Use slow movements and a calm voice
- Remove all unnecessary bystanders
- Separate the offender from the scene
- Allow both yourself and the offender access to escape
- Make brief eye contact with the offender to show empathy but do not attempt to stare them down
- Offer the offender food, drink, gum or a cigarette
- Keep them talking
- Show your concern
- Make suggestions to solve their problem

DO NOT

- Do not attempt to disarm or touch the offender
- Do not maintain eye contact / stare as it may be perceived as a sign of aggression
- Do not ask them why they are angry – they will likely make that clear
- Do not engage any bystanders – concentrate on the offender
- Do not tell them you feel overwhelmed
- Do not become judgmental
- Do not patronize the offender
- Do not threaten the offender physically or verbally

When a violent incident has been dealt with you should make a detailed report. These reports assist in identifying situations where work areas and work practices may need to be changed.

ALCOHOL AND DRUGS IN THE WORKPLACE

No employee shall report to work while their ability to work is impaired by alcohol or drugs. This policy shall apply to all employees, students, volunteers, on-site consultants, contractors, vendors, their agents or employees, when any such persons perform services on behalf of the Town of Whitewood.

If a supervisor or co-worker has reasonable grounds to suspect a worker is impaired by drugs or alcohol, the supervisor shall prohibit the worker from working and immediately report the situation to the Department Manager.

If the manager or supervisor has reasonable grounds to believe that the workers ability to perform their job has been impaired by alcohol or drugs the worker shall not be permitted to work under any circumstances.

Workers making use of legitimate prescribed medications are expected to manage potential impairment that may affect their job performance during working hours.

Failure to meet satisfactory levels of work performance as a result of alcohol or drug use, is considered serious and will result in corrective action. Consequences for violation of this policy may include documentation of the incident, suspension with or without pay, demotion or other disciplinary action up to and including dismissal.

W.H.M.I.S.

(Refer to Saskatchewan Occupational Health & Safety Regulations 1996 Section XX11)

The Workplace Hazardous Materials Information System (W.H.M.I.S.) is an Act of Legislation passed by both the Federal and Provincial Governments. WHMIS legislation covers all aspects of handling, use, and storage of Hazardous Materials and Chemicals in the workplace. WHMIS was created to:

1. Ensure all chemicals and hazardous materials handled, used or stored in the workplace are properly labeled and/or identified.
2. Ensure information available on chemicals or hazardous materials is available to all employees through the use of Material Safety Data Sheets (M.S.D.S.). Material Safety Data Sheets can be accessed at stores and town yards.
3. Ensure all employees have the appropriate training to be able to utilize the information provided to ensure their health and well being when working with, or in proximity to, chemicals and/or hazardous materials.

Thus W.H.M.I.S. encompasses three main areas of responsibility:

1. Labeling
2. Provision of Information (M.S.D.S.)
3. Employee Education and Training

Products controlled under WHMIS legislation are classified as:

1. Class A Compressed Gas

2. Class B Flammable and Combustible Material

3. Class C Oxidizing Material

4. Class D Poisonous and Infectious Material

5. Class E Corrosive Material

6. Class F Dangerously Reactive Material

There are three types of WHMIS labels:

1. The Supplier label – Placed on the product by the supplier.
2. The Workplace label – a label applied at the worksite usually used when a product is put in a container other than the manufacturers' container.
3. Other means of identification – placards etc.

The Suppliers WHMIS label is found on most products inside a crosshatched border. Suppliers' labels will display seven categories of information.

1. Product identifier
2. Supplier identifier

3. Reference to MSDS
4. Hazard symbol
5. Risk phases
6. Precautionary measures
7. First Aid

Workplace labels require three pieces of information:

1. The product identifier
2. Safe handling information
3. Statement advising that MSDS is available

The Materials Safety Hazard Data Sheet (MSDS) is a detailed document containing the hazard and safe handling information on the product. The MSDS is supplied by the product manufacturer and must contain the following nine pieces of information.

1. Product information
2. Hazardous ingredients
3. Physical data
4. Fire and Explosion hazards
5. Reactivity data
6. Toxicological properties
7. Preventive measures
8. First Aid measures
9. Preparation information

MSDS are available at “Right to know” stations located at central stores.

HOISTS, CRANES AND LIFTING EQUIPMENT

(Refer to Saskatchewan Occupational Health & Safety Regulations 1996 Part X111)

- Cranes are to be operated by authorized personnel only.
- Cranes must not be operated without a signalman present.
- Standard crane signals must be used.
- All crane hooks must be fitted with an operative safety latch.
- There shall be at least two wraps of cable on the drum at all times.
- All cranes are to be inspected and certified annually.
- No crane, including the boom, shall be permitted to work within 15 feet (5 meters) of a high voltage line.

5. Raise Boom: Arm extended, fingers closed, thumb pointing upwards.

6. Lower Boom: Arm extended, fingers closed, thumb pointing downward.

7. Swing: Point with finger in direction of swing of boom.

8. Move slowly: Use one hand to give any motion signal and place your other hand motionless in front of the hand giving the motion signal.

WORKING IN COLD CONDITIONS

The following guidelines have been developed by Saskatchewan Labor Occupational Health and Safety branch. The guidelines are intended to reduce the risk of cold weather injuries and illnesses.

Work warm-up breaks should begin when the temperature reaches –26 degrees C and winds of 16 kilometers or more. When work involves riding in or on an unshielded vehicle or if there is some other activity that generates wind, the number of breaks should be adjusted accordingly. When workers are sheltered from the wind by some means then the warm-up schedule for “no noticeable wind” applies.

Work Warm-up Schedule for Outdoor Activities

- This information applies to any four-hour period.
- Warm-up breaks are assumed to provide 10 minutes in a warm environment.
- These guidelines apply to workers wearing dry clothing.

Sunny sky		No noticeable wind		Wind		Wind		Wind		Wind	
Air temperature				8 km/h (5 mph)		16 km/h (10 mph)		24 km/h (15 mph)		32 km/h (20 mph)	
°C	°F	Max. work period	# of breaks	Max. work period	# of breaks	Max. work period	# of breaks	Max. work period	# of breaks	Max. work period	# of breaks
below zero	below zero										
26 to 28	15 to 19	normal breaks	1	normal breaks	1	75 minutes	2	55 minutes	3	40 minutes	4
29 to 31	20 to 24	normal breaks	1	75 minutes	2	55 minutes	3	40 minutes	4	30 minutes	5
32 to 34	35 to 29	75 minutes	2	55 minutes	3	40 minutes	4	30 minutes	5	Non-emergency work should stop	
35 to 37	30 to 34	55 minutes	3	40 minutes	4	30 minutes	5	Non-emergency work should stop			
38 to 39	35 to 39	40 minutes	4	30 minutes	5	Non-emergency work should stop		Non-emergency work should stop			
40 to 42	40 to 44	30 minutes	5	Non-emergency work should stop		Non-emergency work should stop		Non-emergency work should stop			
43 and below	45 and below	Non-emergency work should stop		Non-emergency work should stop		Non-emergency work should stop		Non-emergency work should stop			

Source: Saskatchewan Ministry of Labour

WORKING IN HOT CONDITIONS

Regular thermometer readings alone do not accurately measure the risk. Factors such as air temperature, humidity, airflow and radiant heat must be considered. To do this, a temperature index known as the wet bulb thermometer (WBGT) has been developed.

The WBGT index combines air temperature, humidity, airflow and radiant heat to measure the effect on people. In general, WBGT indices are substantially below regular thermometer readings. For example, a 26.1 degree C. WBGT could roughly be equivalent to an outdoor temperature of 35 degrees C in the sun and 36.7 degrees C in the shade.

WET BULB GLOBE TEMPERATURE (WBGT) INDEX

Work Load	Work Rate			
	Continuous Work	15 minutes rest per hour	30 minutes rest per hour	45 minutes rest per hour
Heavy	up to 25.0 ° C	25.0° C up to 26.0° C	26.0° C up to 28.0° C	28.0° C up to 30.0° C
Moderate	up to 27.0 ° C	27.0° C up to 28.0° C	28.0° C up to 29.0° C	29.0° C up to 31.0° C
Light	up to 30.0 ° C	30.0° C up to 30.6° C	30.6° C up to 31.4° C	31.4° C up to 32.2° C

Source: Saskatchewan Ministry of Labour

BASIC FIRST AID

Some of your fellow employees and Supervisors are trained in first, and should be called immediately if an accident causing injury occurs.

The following are some steps that you can take while waiting for help:

- Take charge of the situation. If head/spinal injuries are suspected, tell the casualty not to move.
- Call for help to attract bystanders.
- Assess hazards and make area safe for yourself and others.
- Identify yourself as a first aid person, if you are qualified, offer to help after obtaining consent.
- Determine the number of casualties, what happened and the mechanism of injury for each.
- If head/spinal injuries are suspected, do not move the casualty, provide and maintain support for the head and neck.

- Assess the casualty's responsiveness. If the casualty is not responsive, send for medical help.

The A, B, C's of First Aid

- **Airway:**

Make sure the air is clear. Remove any obstructions from the mouth and constrictions from around the neck. Use the head-tilt chin lift. If you suspect a neck injury, use the jaw thrust without head-tilt.

- **Breathing:**

If a casualty isn't breathing, you must act quickly. Lay the casualty on their back. Open the airway, pinch and hold the casualty's nose. Take a breath. Place your mouth over the casualty's and make a tight seal. Give two slow breaths. You should see the chest rise and fall with each breath. Check for a pulse and if there is a pulse continue 1 breath every 5 seconds until the person is able to breathe on their own or the person has been handed over to medical care.

- **Circulation:**

If you cannot find a pulse – Start CPR if you are qualified! – If you don't know how to administer CPR, continue giving artificial respiration/breaths until medical aid arrives.

- **Bleeding:**

If a large blood vessel is severed or damaged and the bleeding is not controlled quickly, death can occur rapidly. Follow these steps to control bleeding:

P: Apply direct pressure to the wound. Comfort and assure your casualty.

E: Elevate the affected limb if possible.

I: Immobilize the affected limb.

Note: If possible use gloves and always use clean dressings if available.

- **Unconscious:**

Never leave an unconscious casualty alone lying on their back. The casualty's tongue may block their air passage. If you have to leave to get help, position the casualty on their side (recovery position) and ensure that their airway is open. Never move an unconscious casualty with possible neck/back injuries, unless it is absolutely necessary.

NOTES