



# CROWSNEST PASS

*Naturally Rewarding*


**Municipality of Crowsnest Pass**

**Visitor**

**Health and Safety Orientation**

**Updated May 2016**

# MUNICIPAL HEALTH AND SAFETY POLICY

 <p>CROWSNEST PASS <i>Naturally Stunning</i></p>	<p>Municipality of Crowsnest Pass Policy</p>
<p>Policy No.: Policy Title: Approval Date: Revision Date: Supersedes Policy: Department:</p>	<p>1805-02 Municipal Health and Safety Policy September 16, 2014 September 9, 2014 1805-01 Finance and Corporate Services</p>

## 1.0 POLICY PURPOSE

The Municipality and its Council are committed to providing a strong Health and Safety Program that provides a safe and healthy workplace for the employees of the Municipality of Crowsnest Pass<sup>1</sup> and in doing so, protects Employees, property and the public from harm.<sup>2</sup>

1.1 The Municipality of Crowsnest Pass as the employer, is ultimately responsible for the health and safety of its workers, by fulfilling this commitment to protect both people and property, management will provide and maintain a safe and healthy workplace environment in accordance with industry standards and in compliance with the requirements of Alberta's Occupational Health and Safety Act and will strive to eliminate any hazards which may result in personal injury, illness, accidents or property damage.<sup>3</sup>

1.2 Safe work practices and procedures will be clearly defined in the Health and Safety Accident Prevention Manual for all employees to follow. Loss due to accidents can be minimized through good management in combination with active employee involvement.

## 2.0 DEFINITIONS

"Council" means the duly elected officers of the Municipality of Crowsnest Pass.

"CAO" means the Chief Administrative Officer for the Municipality of Crowsnest Pass, and his/her duly authorized designee(s).

"Director" means a Director of a Municipal Department, as designated by the CAO, and his/her duly authorized designee(s).

"Manager" means the Manager of a Municipal Department, as designated by the CAO, and his/her duly authorized designee(s).

"Management" means CAO, Directors and Managers.

"Supervisors" means employees that oversee other employees such as the CAO, Directors, Managers, or Lead Hands.

"Employee" means any person employed with the Municipality.

## 3.0 SCOPE

This policy applies to all Municipal Employees, contractors, and consultants.

## 4.0 RESPONSIBILITIES

3.1 Safety is the direct responsibility of all Managers, Supervisors and Employees. Employees at every level are responsible and accountable for the Municipality's overall safety initiatives.

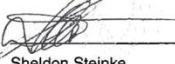
3.2 All Management functions will comply with Municipal safety requirements as they relate to planning, operations and maintenance of facilities and equipment.

3.3 All employees will protect his or her own health and safety by working in compliance with the Occupational Health and Safety legislation<sup>4</sup> and with safe work practices and procedures established by the Municipality.

### MUNICIPALITY OF CROWSNEST PASS

  
Blair Painter, Mayor

October 6, 2014  
Date

  
Sheldon Steinke,  
Chief Administrative Officer

29/09/14  
Date

<sup>1</sup> Municipality's commitment to Health and Safety

<sup>2</sup> Purpose/Objective of the Program

<sup>3</sup> Statement of Responsibilities

<sup>4</sup> Reference to the Occupational Health and Safety Legislation

## HEALTH AND SAFETY RULES

**NOTE: The safety information contained in this orientation is designed to work in conjunction with *Occupational Health and Safety (OH&S) Legislation*, where conflict arises the higher standard shall prevail. All visitors should be familiar with the OH&S Act, Regulations and Code.**

1. In addition to these Health and Safety Rules, supplementary instructions applicable to specified locations may be issued, as such the term “safety rules” shall mean not only the “Health and Safety Rules”, but also any supplementary safety instructions which may apply.

## ASSIGNMENT OF RESPONSIBILITY AND ACCOUNTABILITY FOR HEALTH AND SAFETY

### Health and Safety Risk Management Officer

- Orientation of staff, new or internally transferred staff, contractors and visitors
- Ensure implementation and maintenance of safety policy
- Enforce good attitudes towards safety policy
- Ensure safety equipment and PPE are available and in good condition
- Develop contractors/subcontractors and visitors understanding and responsibilities for health and safety
- Ensure contractors and visitors adhere to safety policy, observe safety activities
- Set a good examples for employees

### Visitors

- **Must follow the guidelines of this Health and Safety Manual and *Occupational Health and Safety (OH&S) Legislation***
- Ensure and promote safety for the safety of themselves and their employees
- Ensure safety equipment and PPE are available and in good condition for themselves and their employees
- Provide Health and Safety Risk Management Officer with copies of all safety related forms pertaining to their visit on Municipal Property
- Have and maintain Workers’ Compensation Board (WCB) insurance and liability insurance, where and when applicable

## VISITOR SAFETY ORIENTATION

1. All visitors to the Municipality of Crowsnest Pass shall receive a safety orientation.
2. Visitors will review the Health and Safety Manual located at <http://www.crowsnestpass.com/municipal-government/municipal-administration/>
3. Visitors shall be advised of the rules and procedures regarding personal protective equipment and safety reporting if and when required.

4. A verification form shall be signed by the visitor stating the orientation took place as per policy.

## **GENERAL DUTIES OF VISITORS**

1. All safety concerns, hazardous conditions, near misses, and first aid requirements are to be reported promptly. Written documentation must be provided and forwarded to the Health and Safety Risk Management Officer.
2. All incidents/accidents shall be reported as soon as practicable to the Health and Safety Risk Management officer. The Incident/Accident forms shall be provided and completed in full.
3. Appropriate clothing and Personal Protective Equipment shall be worn at all times on Municipal property whenever and wherever it is required.
4. First Aid Treatment is to be obtained promptly for any and all injuries. Injuries and First Aid administered shall be reported in writing to the Health and Safety Risk Management Office.
5. Visitors shall operate all vehicles and equipment in accordance with site rules, policies, and provincial regulations.
6. Riding on equipment for purposes other than proper operation or training is strictly prohibited.

## **REQUIRMENTS WHILE ON MUNICIPAL PROPERTY**

1. If, in the opinion of a visitor, a hazardous situation exists, that visitor will be precluded from entering the facility or property until safe procedures can be agreed upon with the Health and Safety Risk Management Officer.
2. All visitors must be mentally and physically competent during their limited visit to municipal property.
3. Use of intoxicating liquor or narcotics by visitors on Municipal property is prohibited.

## **EMERGENCY RESPONSE PROCEDURES**

1. Individual Emergency Response and Evacuation Procedures are posted at each Municipal facility.
2. Visitors are to review the Emergency Response and Evacuation Procedures at the facility prior to commencing any operations.
3. Visitors are expected to know the location of the facility Muster Point.

## **FIRE PROTECTION**

1. Visitors shall make themselves familiar with fire exits and the location and use of fire extinguishers, hose reels and alarm stations.
2. Report fires directly to the fire department by calling 911.
3. Visitors shall report fire hazards to the Manager or Health and Safety Risk Management Officer.

## **SMOKING**

1. All “No Smoking” signs shall be officially observed.
2. In areas where smoking is allowed; matches, cigarettes, etc. shall be discarded in the appropriate receptacles.



## VISITOR SAFETY ORIENTATION FORM

Date of Orientation: \_\_\_\_\_

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

Employee Conducting Orientation: \_\_\_\_\_

Health and Safety Risk Management Officer: \_\_\_\_\_

As stated in the "Municipality of Crowsnest Pass Health and Safety Manual", all visitors must receive a safety orientation.

This safety orientation covers several aspects of the Municipality's Safety Program. Please initial beside each one as they are covered during the orientation.

\_\_\_\_\_ Visitor has reviewed the Municipality of Crowsnest Pass Health and Safety Orientation

\_\_\_\_\_ Municipality of Crowsnest Pass expectations of visitor for health and safety

\_\_\_\_\_ Safety reporting including but not limited to Incident or Accidents

\_\_\_\_\_ Procedures regarding personal protective equipment (PPE). i.e. PPE required, when it is required, and proper use

\_\_\_\_\_ Tour of necessary facilities

NOTE: Signing this form verifies that the visitor has received the safety orientation as per policy. This visitor further understands that *Occupation Health and Safety Legislation* will be adhered to during their visit to facilities on property of the Municipality of Crowsnest Pass.

Visitor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_