



CROWSNEST PASS

Naturally Rewarding

Municipality of Crowsnest Pass

New/Transferred Employee

Health and Safety Orientation

Updated October 04, 2019

CONTACT INFORMATION

To Report an Incident:

1. Contact your supervisor
2. Fill out Incident/Accident Report Form and send it to Health and Safety Risk Management Officer
3. For lost time or medical attention incidents please contact Human Resources so that a Workers Compensation Claim can be prepared.

Employee's Supervisor:

Health, Safety and Risk Management Officer:

Human Resources:

Kristin Ivey, cell (403) 563-1273, office (403) 563-1273

Joint Occupational Health and Safety Committee Co-Chairs:

Trevor Block, office (403) 563-0516; Kristin Ivey, cell (403) 563-1273, office (403) 563-1273

MUNICIPAL HEALTH AND SAFETY POLICY

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 and in doing so, protects Employees, property and the public from harm.

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.

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

“Contractors” means a person or company that undertakes a contract to provide goods, services or perform a job.

“Council” means the duly elected officers of the Municipality of Crowsnest Pass.

“Employee” or “Worker” means any person employed with the Municipality on any basis including full time, part time, casual, temporary or paid on call.

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

“Municipality” means the corporation of the Municipality of Crowsnest Pass located in the Province of Alberta.

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

3.0 SCOPE

This policy applies to all Managers, Supervisors, Employees/Workers, and Contractors.

4.0 RESPONSIBILITIES

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:

4.1 Managers and Supervisor Responsibilities

Managers and Supervisors are responsible for creating an environment that promotes active employee participation in health and safety related activities and by ensuring compliance with the Occupational Health and Safety legislation, and the Municipality's own health and safety standards as established by policy and safe work procedures. Managers and Supervisors are responsible for other specific duties as outlined in the Health and Safety Manual.

4.2 Employee/Worker Responsibilities

Employees/Workers are responsible for working safely in a way that protects his or her own health and that of their co-workers by ensuring compliance with the Occupational Health and Safety legislation, and the Municipality's own health and safety standards as established by policy and safe work procedures. Employees are responsible for other specific duties as outlined in the Health and Safety Manual.

4.3 Contractor Responsibilities

Contractors are responsible for working safely in a way that protects his or her own health by ensuring compliance with the Occupational Health and Safety legislation, and the Municipality's own health and safety standards as established by policy and safe work procedures. Contractors are responsible for other specific duties as outlined in the Health and Safety Manual.

HEALTH AND SAFETY RULES

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 Contractors, Subcontractors and Employees 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.
2. These safety rules are mandatory: **“THEY SHALL BE OBSERVED AS A CONDITION OF EMPLOYMENT”**.
3. Where conflicts exist between rules set out herein and those set out for Fire Department Personnel and Peace Officers, the Department rules shall override.

ASSIGNMENT OF RESPONSIBILITY AND ACCOUNTABILITY FOR HEALTH AND SAFETY

Manager

- Establish safety policy
- Establish safe work procedures
- Coordinate and assist Health and Safety Risk Management Officer with implementation and maintenance of health and safety policy
- Provide a safe and healthy workplace
- Maintain a health and safety program
- Ensure employees have proper training
- Ensure personal protective equipment (PPE) is available
- Ensure regular inspections are conducted and documented
- Correct unsafe conditions
- Provide first aid training
- Investigate all incidents
- Conduct Departmental Safety Meetings
- Report injuries to Workers’ Compensation Board (Human Resources)
- Ensure compliance with *Occupational Health and Safety (OH&S) Legislation*
- Set a good example for employees
- Enforcing rules

Health, Safety and Risk Assessment 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 in good condition
- Develop understanding of employees' responsibilities for health and safety
- Review safety policies regularly
- Participate in regular inspections and investigations
- Ensure contractors adhere to safety policy
- Conduct regular Joint Health and Safety Committee meetings
- Observe safety activities
- Ensure adequate safety training is provided for employees
- Set a good examples for employees
- Coordinate with lead hands to develop safe work practices and incorporate in the Health and Safety Manual

Lead Hand

- Promote safety awareness
- Develop safe work procedures
- Ranking of hazards
- Assist in establishing safe work procedures
- Instruct employees
- Correct unsafe practices or conditions
- Inspect, identify, and correct hazards
- Assist in incident investigations
- Comply with regulations
- Provide regular toolbox safety meetings
- Ensure adequate training for new employees and employees assigned to new jobs
- Ensure safety equipment and PPE are available and in good condition
- Implement work site safety
- Develop specific duties for each employee on site
- Provide Health and Safety Risk Management Officer with copies of all safety related forms including toolbox meeting forms
- Arrange for medical treatment as required
- Set a good example for employees

Employees

- Must follow the guidelines of the Health and Safety Manual and *Occupational Health and Safety (OH&S) Legislation*
- Use safe work procedures as per policy
- Report all unsafe acts, conditions, injuries, occupational illness or incidents to supervisors
- Refuse unsafe work
- Read, understand, and comply with rules and regulations
- Offer suggestions for health and safety

- Wear PPE and use safety equipment as per policy
- Assist in establishing safe work procedures
- Assist in hazard ranking
- Assist with formal workplace inspections
- Set a good example for other employees

Joint Health and Safety Committee

- Administer the health and safety program
- Report and review investigations and analysis
- Perform Workplace Inspections
- Assist with safety seminars and courses
- Continually update and evaluate health and safety performance
- Review hazard ranking
- Review safe work procedures/practices

NEW/TRANSFERRED EMPLOYEE SAFETY ORIENTATION

1. All new and transferred employees of the Municipality of Crowsnest Pass shall receive a safety orientation within the first five days of commencing work.
2. Worker's Rights
 - a. AB OHS Act 31(1) - the right to refuse dangerous work and know that you're protected from reprisal
 - b. the right to know about workplace hazards and have access to basic health and safety information
 - c. the right to participate in health and safety discussions and health and safety committees
 - d. The right to not be subjected to discipline for following health and safety laws.
3. New and transferred employees will review the Health and Safety Policy located at <http://www.crowsnestpass.com/municipal-government/municipal-administration/health-safety>
4. New and transferred employees shall be advised of the rules and procedures regarding personal protective equipment, incident reporting, hazard identification and assessment, job expectations and a tour of the job site shall be conducted.
5. A verification form shall be signed by the new and transferred employees stating the orientation took place as per policy.

GENERAL DUTIES OF ALL EMPLOYEES

1. All new concerns, hazardous conditions, near misses, incidents, and first aid requirements are to be reported to the appropriate supervisor promptly. Written documentation must be provided using the appropriate Health and Safety report form.
2. Employees will participate in hazard assessment and putting controls in place through the daily tool box, Field Level Hazard Assessment or through Formal Hazard Assessment Process.
3. Employees have an obligation to refuse unsafe work - No employee shall carry out any work if, on reasonable and probably grounds the employee believes that there exists an imminent danger to the health and safety of that employee.
4. First Aid Treatment is to be obtained promptly for any and all injuries. Injuries and First Aid administered shall be reported to the supervisor and logged in the First Aid report. First Aid supplies on the job-site or work place must not be misused.
5. All work shall be carried out in accordance with appropriate safe work practices, procedures and policy, and the supervisor's direction.
6. Employees shall ensure that work sites are kept neat, clean, and orderly.
7. Employees shall operate all vehicles and equipment in accordance with site rules, policy, and provincial regulations.
8. Riding on equipment for purposes other than proper operation or training is strictly prohibited. No person shall ride any hook, hoist, or other material handling equipment, which is used strictly for handling materials and not specifically designed to carry riders.
9. Damaging, disabling, or interfering with safety, firefighting or first aid equipment, is prohibited.
10. Employees are encouraged to forward through proper channels any constructive suggestions or criticisms of the rules.

QUALIFICATIONS FOR DUTY

1. In the event an employee feels he is temporarily not capable of safely performing work assigned to him, he shall discuss and bring such conditions to the attention of his Lead Hand.
2. If, in the opinion of a worker, a hazardous situation exists, that portion of the job shall be deferred until agreement as to safe procedures can be reached with the man in charge, his supervisor and/or department head.

3. Any Lead Hand or supervisor, having reasonable grounds to suspect that an employee under his jurisdiction is either mentally or physically unfit for the work assigned, shall prohibit such employee from working until satisfactory medical or other evidence indicating his fitness is secured. The supervisor shall submit a written report of action to his department head.
4. Use of intoxicating liquor or narcotics by employees during working hours is prohibited and any violation thereof shall be subject to disciplinary action. An Employee shall not report to work knowingly under the influence of intoxicants or narcotics.
5. Under no circumstances will an employee be allowed to work while under the influence of intoxicating liquor or narcotics and a Lead Hand or supervisor who knowingly permits an employee to go to work while under the influence of intoxicating liquor or narcotics shall be subject to disciplinary action.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

1. It is the intent of the Municipality of Crowsnest Pass to ensure employees use personal protective equipment whenever and wherever it is required, including but not limited to steel toe boots, gloves, safety glasses and hard hat.
2. Protective clothing and equipment shall be worn by workers in accordance with *Occupational Health and Safety Code Part 18*.
3. It is the responsibility of the employee to maintain protective equipment in a proper state of repair. Items should be replaced as required.

CLOTHING, HYGIENE AND APPEARANCE

1. All employees shall be clean, well-groomed and dressed appropriately for the job that they are doing.
2. Outside employees shall wear a shirt, long trousers and steel-toe boots.

EMERGENCY RESPONSE PROCEDURES

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

FIRE PROTECTION

1. Employees shall make themselves familiar with fire exits and the location and use of fire extinguishers, hose reels and alarm stations within their area of work.
2. Rules of good housekeeping and the proper handling and storage of combustible and flammable materials shall prevail at all times.
3. Report fires directly to the fire department by calling 911.
4. Employees shall report fire hazards to the Supervisor, Manager or Health and Safety Risk Management Officer.
5. Use of any fire extinguishers on Municipal property shall be reported immediately to the Lead Hand and/or Health and Safety Risk Management Officer.
6. All unsafe, defective or unserviceable firefighting equipment shall be reported to supervisors immediately.

HAZARDOUS MATERIAL

1. All employees involved in the use of hazardous materials (gaseous, liquid or solid) shall make themselves familiar with *Occupational Health and Safety Code Part 29* and Safety Data Sheets pertaining to the safe handling and storage of these materials.

HOUSEKEEPING

1. An orderly workplace is one of the basic requirements of a safe work place. Tools and materials should be stored in the work area in a safe and orderly manner. Potential hazards shall be removed immediately.
2. Every employee shall immediately report any condition which threatens the safety of employees or the public. The employees shall take such steps as are necessary to guard the hazard.

HORSEPLAY

1. Employees shall not engage in horseplay, nor respond to the urging of others to do so.
2. Should an injury to an employee or a member of the public and/or damage to Municipal or private property result from horseplay, the employee(s) involved shall be disciplined.

TOOLS AND EQUIPMENT

Power tools and equipment will be used by those employees trained and authorized to do so.

1. All hand and power tools and equipment shall be maintained in a safe condition and used in a safe manner and only for the purpose for which they were intended. The operator

will not operate the tools or equipment if in his opinion it is unsafe to do so.

2. Damaged or defective tools or equipment shall be marked and taken out of service. These shall be reported to the supervisor for repairs or replacement. Only tools in good repair, with all guards and safety devices in place, shall be used.
3. Signalmen or safety guards will be used for all tight spaces and backing up maneuvers.

VEHICLE USE

1. Municipality owned or leased vehicles and equipment shall be operated only by those employees trained, licensed and authorized for their use.
2. Drivers operating Municipal vehicles will comply with **all** traffic laws as required including , but not limited to;
 - a) Speed Limits: Obey all posted speed limits and reduce speed according to road, weather, visibility conditions and vehicle type.
 - b) Seat Belt Use: Anyone, while operating Municipal vehicles, must use their seat belt(s) (it's the law) at all times.
 - c) Defensive Driving: Be a professional and courteous driver by driving in a defensive manner. Be prepared to avoid accident producing situations by practicing and by promoting safe defensive driving skills.
 - d) Fueling: Before fueling, the driver must:
 - shut off engine
 - not smoke
 - check for fuel leaks
 - not overfill the tank
 - not leave nozzle unattended and
 - replace filler cap when finished fueling

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.



NEW/TRANSFERRED EMPLOYEE SAFETY ORIENTATION FORM

Date of Orientation: _____

Name of New Employee: _____

Health and Safety Officer: _____

As stated in the "Municipality of Crowsnest Pass Health and Safety Manual", all new and transferred employees must receive a safety orientation within one week of hire.

The safety orientation must cover several aspects of our Safety Program. Below is a list of mandatory topics. Please initial beside each one as they are covered during your orientation.

_____ Employee has reviewed the Health and Safety Orientation and understands the Municipality's expectations for health and safety

_____ Employee's four (4) basic rights as covered under the Alberta Occupational Health and Safety Act

_____ Incident/Accident and safety reporting

_____ Employee's role in hazard identification and implementing controls

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

_____ Tour of necessary facilities

NOTE: Signing this form verifies that you have received the safety orientation as per policy.

Employee's Signature: _____ Date: _____