



# CROWSNEST PASS

*Naturally Rewarding*


**Municipality of Crowsnest Pass**

**Contractor/Subcontractor**

**Health and Safety Orientation**

**Updated September 2022**

## MUNICIPAL HEALTH AND SAFETY POLICY

 <p>CROWSNEST PASS <i>Naturally Rewarding</i></p>	<h3>Municipality of Crowsnest Pass Policy</h3>
<p>Policy No.: Policy Title: Approval Date: Revision Date: Supersedes Policy: Department:</p>	<p>1805-05 Municipal Health and Safety Policy  October 20, 2020 1805-04 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. This program endeavors to protect Employee physical, psychological, and social well-being, as well as, 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 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.

“Psychological and Social well-being” means a state of well-being in which the individual realizes their own abilities, can cope with regular stress of life, can work productively, and make a contribution to their community.

“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, Consultants 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 policies, safe work procedures and best practices. 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 policies, safe work procedures and best practices. 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 policies, safe work procedures and best practices. Contractors are responsible for other specific duties as outlined in the Health and Safety Manual.

*Original Signed*

Blair Painter  
Mayor

\_\_\_\_\_  
Date

*Original Signed*

Patrick Thomas  
Chief Administrative Officer

\_\_\_\_\_  
Date

## 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”**.

## ASSIGNMENT OF RESPONSIBILITY AND ACCOUNTABILITY

### Municipality of Crowsnest Pass

- Establish safety policy and safe work procedures
- Coordinate and assist Health and Safety Advisor with implementation and maintenance of health and safety policy
- Provide a safe and healthy workplace
- Maintain a health and safety program
- Ensure personal protective equipment (PPE) is available
- Ensure regular inspections are conducted and documented
- Correct unsafe conditions
- Investigate all incidents
- Report injuries to Workers’ Compensation Board
- Ensure compliance with *Occupational Health and Safety (OH&S) Legislation*
- Set a good example for employees
- Enforce rules

### Health and Safety Advisor

- 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 understanding and responsibilities for health and safety
- Participate in regular inspections and investigations
- Ensure contractors adhere to safety policy
- Observe safety activities
- Set a good examples for employees

## **Contractors**

- Must follow the guidelines of this Health and Safety Manual and *Occupational Health and Safety (OH&S) Legislation*
- Ensure, promote and implement worksite safety for the safety of all employees
- Ensure safety equipment and PPE are available and in good condition for all employees
- Provide Manager or Health and Safety Advisor with copies of all safety related forms including daily toolbox meeting forms and minutes
- Have and maintain Workers' Compensation Board (WCB) insurance and liability insurance

## **CONTRACTOR/SUBCONTRACTOR SAFETY ORIENTATION**

1. All contractors/subcontractors of the Municipality of Crowsnest Pass shall receive a safety orientation before commencing contracted work.
2. Contractors/subcontractors will review the Health and Safety Manual located at <https://www.crowsnestpass.com/municipal-government/municipal-administration/health-safety>
3. Contractors/subcontractors 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.
4. A verification form shall be signed by the contractor/subcontractor stating the orientation took place as per policy.

## **GENERAL DUTIES OF CONTRACTORS/SUB CONTRACTORS**

1. All new 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 Advisor.
2. Contractors must forward copies of their Alberta WCB clearance letter, liability insurance stating the Municipality of the Crowsnest Pass as co-payable, documents confirming their COR status, or if not COR certified, documents stating their Health and Safety statistics, along with a copy of their Health and Safety Manual, in .pdf format. These documents are to be received and approved prior to a contract being awarded.

3. Hazard identification and risk assessment shall be completed and reported daily. Controls shall be implemented and documented.
4. All incidents/accidents shall be reported as soon as practicable to the Health and Safety Advisor. The Incident/Accident forms shall be completed in full.
5. All employees have an **obligation to refuse unsafe work** - No employee shall carry out any work if, on reasonable and probable grounds the employee believes that there exists an imminent danger to the health and safety of that employee or other employees.
6. Contractors/subcontractors are required to have First Aid kits and supplies available at the work sites as required by Occupational Health and Safety Schedule 2.
7. 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 contract supervisor and the Health and Safety Advisor.
8. All work shall be carried out in accordance with appropriate safe work practices, procedures and policies.
9. Defective tools or equipment shall be marked and taken out of service. Only tools in good repair, with all guards and safety devices in place, shall be used.
10. Contractors/subcontractors shall ensure that work sites are kept neat, clean, and orderly.
11. Contractors/subcontractors and their employees shall operate all vehicles and equipment in accordance with site rules, policies, and provincial regulations.
12. Riding on equipment for purposes other than proper operation or training is strictly prohibited.

## **QUALIFICATIONS FOR DUTY**

1. In the event a contractor/subcontractor feels he/she is temporarily not capable of safely performing the work, he shall advise the Health and Safety Advisor.
2. If, in the opinion of a contractor/subcontractor or worker, a hazardous situation exists, that portion of the job shall be deferred until safe operating procedures can be agreed upon with a Manager and the Health and Safety Advisor.
3. Any contractor/subcontractor, 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.
4. Use of intoxicating liquor or narcotics by contractors/subcontractors and their employees during working hours is prohibited.
5. A contractor/subcontractor who knowingly permits an employee to go to work while under the influence of intoxicating substances shall be subject to termination of the contract.
6. Contractor's / 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

## **PERSONAL PROTECTIVE EQUIPMENT (PPE)**

1. It is the intent of the Municipality of Crowsnest Pass to ensure contractors/subcontractors and employees use personal protective equipment whenever and wherever it is required.
2. Ensure safety equipment and PPE are available and in good condition for all employees
  1. CSA approved steel toed boots for all work other than office-based work
  2. CSA approved hard hat where there is a risk of falling objects (working with cranes, pickers, overhead work etc.)
  3. CSA approved eye protection when there is a risk of flying debris
  4. CSA approved hearing protection when the noise level is above 85 dBA
  5. Full length pants (shorts are only allowed for office work)
  6. Long or short sleeved shirts ("Muscle" shirts not allowed)
3. Protective clothing and equipment shall be worn by workers in accordance with *Occupational Health and Safety Code Part 18*.
4. It is the responsibility of the contractor/subcontractor to maintain protective equipment in a proper state of repair. Items should be replaced as required.

## **HEALTH AND SAFETY COMMUNICATIONS**

1. Contractors/subcontractors shall hold a joint meeting with their employees daily to discuss improved work methods, tools, equipment, etc. Attendance must be recorded and minutes documented. Copies of the Daily Toolbox Meetings will be forwarded to the Manager or Health and Safety Advisor.
2. The holding of these meetings shall in no way relieve the contractors/subcontractors of their day to day responsibility of informally discussing improved work practices and other Safety related topics with employees to ensure good work performance.

## **EMERGENCY RESPONSE PROCEDURES**

1. Individual Emergency Response and Evacuation Procedures are posted at each Municipal facility.
2. Contractors/subcontractors and employees are to review the Emergency Response and Evacuation Procedures at the facility prior to commencing any operations.
3. Contractors/Subcontractors are expected to know the location of the facility Muster Point in case of an emergency.

## **FIRE PROTECTION**

1. Contractors/Subcontractors 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. Contractors/Subcontractors shall report fire hazards to the Manager or Health and Safety Advisor.

## **FIRE AND USE OF FIRE EXTINGUISHERS**

All Contractors, Subcontractors and Employees should be familiar with fire extinguisher use.

1. Good housekeeping is essential in the prevention of fires. Fires can start anywhere and at any time. Know which fire extinguisher to use and how to use it.
2. Keep fire extinguishers visible and easily accessible. Fire extinguishers must be properly maintained. Fire extinguishers should be charged and checked regularly.
3. Use of any fire extinguishers on Municipal property shall be reported immediately to the Manager or Health and Safety Advisor.

## **HAZARDOUS MATERIAL**

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

## **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.

## **DISCIPLINE PROCEDURES**

1. All Contractors and Subcontractors shall be held accountable for their actions and the actions of their employees and all contractors working under them (direct accountability).
2. The procedure shall escalate as follows;
  - a. First Offence: A designate from the Municipality of the Crowsnest Pass and the offending contractor or subcontractor will discuss the infraction and a verbal warning will be issued.
  - b. Second Offence: A designate from the Municipality of the Crowsnest Pass and the offending contractor or subcontractor will discuss the infraction. A written warning will be issued, and the contractor’s offending employee may be asked to leave the site.
  - c. Third Offence: A designate from the Municipality of the Crowsnest Pass and the offending contractor or subcontractor will discuss the infraction. If this is repeat



offence, disciplinary action may include termination of contract and the offending contractor will be asked to leave site.

3. Not all circumstances will follow this procedure. If it is a serious health and safety offence, (immediately dangerous to life and health), the first and second offence may be bypassed, and the disciplinary action may proceed right to third offence.



## CONTRACTOR/SUBCONTRACTOR SAFETY ORIENTATION FORM

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

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

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

Municipality of Crowsnest Pass Health and Safety Advisor: Christine Boardman

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 Manual

\_\_\_\_\_ Municipality of Crowsnest Pass expectations of contractor/subcontractor for health and safety

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

\_\_\_\_\_ 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 the performance of work duties for the Municipality of Crowsnest Pass.

Visitor Signature: \_\_\_\_\_

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