



**CROWSNEST PASS**  
*Naturally Rewarding*

# Health & Safety Manual

Updated October 2020


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## SECTION 1 - MUNICIPAL SAFETY POLICY

	Municipality of Crowsnest Pass Policy
Policy No.: Policy Title: Approval Date: Revision Date: Supersedes Policy: Department:	1805-05 Municipal Health and Safety Policy  October 20, 2020 1805-04 Corporate Services

### 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.

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Blair Painter  
Mayor

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Date

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Patrick Thomas  
Chief Administrative Officer

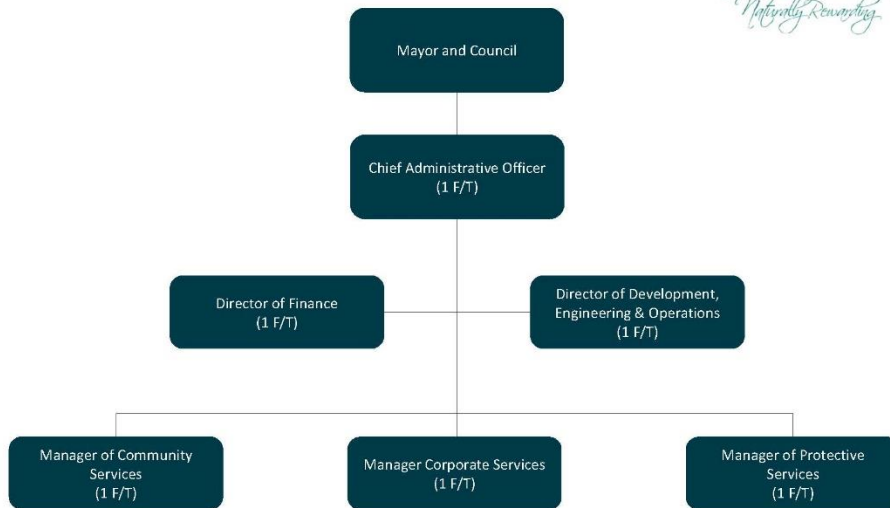
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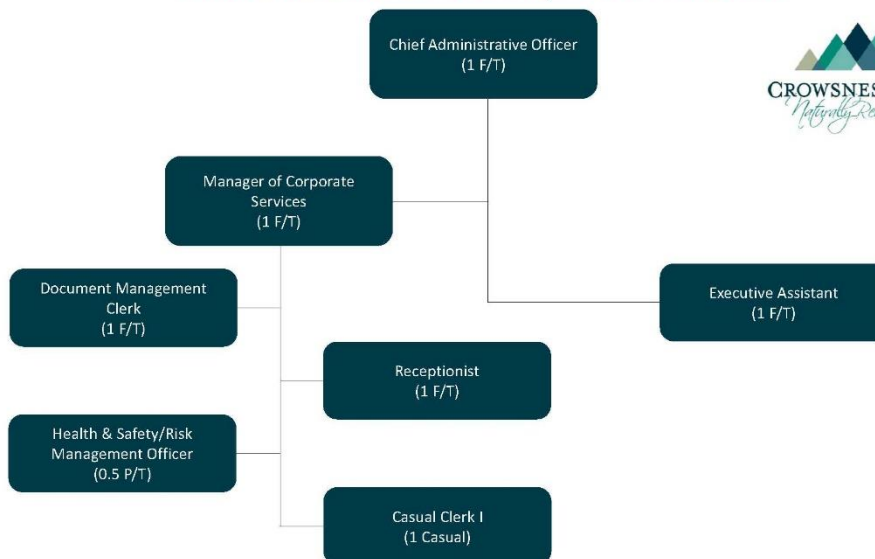


# SECTION 2 – ORGANIZATION OF THE MUNICIPALITY OF CROWSNEST PASS

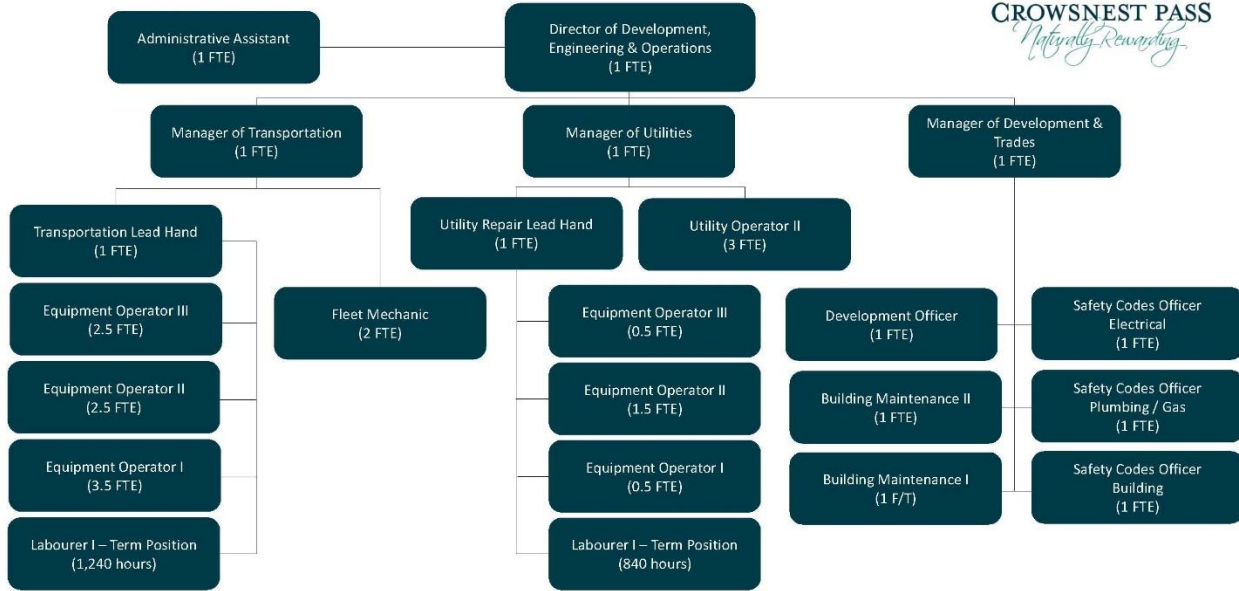
## Municipality of Crowsnest Pass Chief Administrative Office



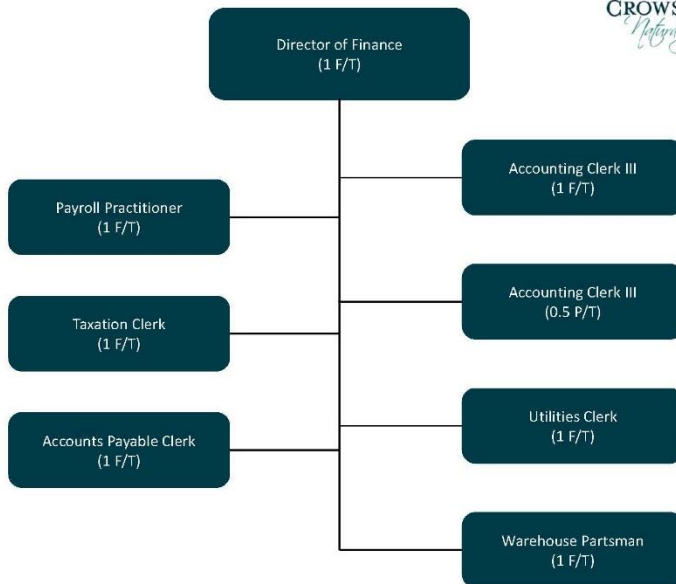
## Administrative and Corporate Services



## Municipality of Crowsnest Pass Development, Engineering & Operations



## Finance Department





## **SECTION 3 – RESPONSIBILITY AND ACCOUNTABILITY**

### **ASSIGNMENT OF RESPONSIBILITY AND ACCOUNTABILITY FOR HEALTH AND SAFETY**

#### **Manager**

- Establish safety policy
- Establish safe work procedures
- Coordinate and assist Health and Safety Advisor with implementation and maintenance of the Health and Safety Manual
- Provide a safe and healthy workplace
- Maintain a health and safety management program
- Ensure employees have proper training
- Provide first aid training
- Ensure personal protective equipment (PPE) is available
- Ensure regular inspections are conducted and documented
- Correct unsafe conditions
- Investigate all incidents
- Conduct Departmental Safety Meetings
- Report injuries to Workers' Compensation Board
- Ensure compliance with Alberta 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 health and safety management program
- Enforce good attitudes towards safety policy
- Ensure safety equipment and PPE are available and in good condition
- Develop understandings 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 example 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 and assist in establishing safe work procedures
- Rank hazards
- Instruct employees
- Correct unsafe practices or conditions
- Identify, inspect and correct hazards
- Assist in incident investigations
- Comply with Alberta Occupational Health and Safety (OH&S) Legislation
- 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
- Perform or arrange for Contractor/Sub-Contractor and/or Visitor Orientations as needed
- Provide Health and Safety Advisor 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 Alberta Occupational Health and Safety (OH&S) Legislation
- Use safe work procedures as per policy
- Report all unsafe acts, conditions, near misses, injuries, or incidents to supervisors
- 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 identification and ranking
- Assist with formal workplace inspections
- Set a good example for other employees

## **Joint Health & Safety Committee**

- Committee shall consist of Management and Union Representatives as stipulated in the Collective Agreement or as agreed upon by both parties
- Administer the Health and Safety Management program
- Report and review investigations and analysis
- Review safety reports as submitted and make recommendations
- Maintain a list of safety equipment
- Assist with safety seminars and courses
- Continually update and evaluate health and safety performance
- Review hazard ranking
- Review safe work procedures/practices

### **Contractors/Subcontractors**

- All contractors/subcontractors must receive the Health and Safety Orientation when at Municipal facilities or work sites
- Must follow the guidelines of this Health & Safety Manual and Alberta *Occupational Health & Safety (OH&S) Legislation*
- Ensure the safety of all employees
- Provide PPE for all employees
- Hold regular toolbox safety meetings and keep minutes
- Have and maintain Workers' Compensation Board (WCB) insurance and liability insurance

### **Visitors**

- Visitors include work related visitors (salespeople or members of the general public) to Municipal facilities or work sites
- All visitors must receive the Health and Safety Orientation when at Municipal facilities or work sites
- Access to Municipal facilities or work sites shall be controlled with posted signs such as **"Authorized Personnel Only"** or **"Visitors Report to the Office"**
- Staff shall make every effort to control visitors beyond public areas
- **This does not apply to family members or public entering areas that are open to the public (e.g.: Municipality office, recreation facilities, etc.).**

## **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 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.
3. 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.
4. All work shall be carried out in accordance with appropriate safe work practices, procedures and policy, and the supervisor's direction.
5. 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.
6. Appropriate clothing and proper Personal Protective Equipment (PPE) shall be worn at all times on all job sites. It shall be kept in a clean condition, stored properly and replaced when necessary.
7. Employees shall ensure that work sites are kept neat, clean, and orderly.
8. Employees shall operate all vehicles and equipment in accordance with site rules, policy, and provincial regulations.

9. 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.
10. Damaging, disabling, or interfering with safety, firefighting or first aid equipment, is prohibited.
11. Employees are encouraged to forward, through proper channels, any constructive suggestions or criticisms of the rules and policies.

## **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 or Supervisor.
2. 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 manager or director.
3. 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.
4. A Lead Hand, Supervisor or other worker who knowingly permits an employee to go to work while under the influence of intoxicating liquor or narcotics shall be subject to disciplinary action.

## **ACCIDENT PREVENTION COMMUNICATIONS**

1. Supervisors shall hold a joint meeting with their employees once a month to discuss improved work methods, tools, equipment, etc. Attendance must be recorded, and minutes must be documented.
2. Supervisors have an ongoing day to day responsibility of informally discussing improved work practices and other safety related topics with employees to ensure good work performance.

## **DISCIPLINARY PROCEDURES**

The Health and Safety Manual and Municipal policies must be adhered to by all employees, failure to follow either may result in discipline. The procedure for disciplinary action will be followed in accordance with Policy 1800-01 Discipline Policy as well as Article 6 of the Collective Agreement for Unionized Employees.

**NOTE: In certain circumstances, a violation may occur that may cause immediate dismissal.**



## SECTION 4 – HEALTH & SAFETY RULES

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

1. In addition to the 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 a conflict exists between rules set out herein and those set out for Firefighters and Community Peace Officers, the applicable Department rules shall be observed.

### **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. New and transferred employees will review the Health and Safety Manual located at <http://www.crowsnestpass.com/municipal-government/municipal-administration/council-documents>
3. 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.
4. A verification form shall be signed by the new and transferred employees stating the orientation took place as per policy.

Supervisors or managers shall ensure that employees understand their roles and responsibilities and that they adhere to the Municipality’s safety policies and procedures.

### **CONTRACTOR/SUBCONTRACTOR SAFETY ORIENTATION**

1. All contractors/subcontractors of the Municipality of Crowsnest Pass shall receive a safety orientation within the first five days of commencing contracted work.
2. Contractors/subcontractors will review the Health and Safety Manual located at <http://www.crowsnestpass.com/municipal-government/municipal-administration/council-documents>
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.

## **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/council-documents>
3. Visitors shall be advised of the rules and procedures regarding personal protective equipment and safety reporting when required.
4. A verification form shall be signed by the visitor stating the orientation took place as per policy.

## **EMPLOYEE QUALIFICATION ASSESSMENTS**

All employees/positions will be assessed annually to determine requirements and qualifications. This ensures all employees are competent to do their jobs safely and provides an opportunity to determine if refresher training is required.

## **SAFETY TRAINING AND MEETINGS**

The Municipality of Crowsnest Pass shall provide, and employees shall participate in, all safety related training that is necessary to minimize or eliminate the loss of human and/or physical resources of the Municipality. This includes safety orientations for all new employees and internally transferred employees assigned to new jobs.

Safety meetings will be held regularly in department groups, and all staff meetings may be held as needed. Employees are to arrange their schedules so that they may attend the all staff safety meetings. The Joint Health and Safety Committee will meet every two months (excluding summer months). Toolbox meetings shall be held daily.

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

1. It is the intent of the Municipality of Crowsnest Pass to ensure employees use the proper personal protective equipment (PPE) whenever and wherever it is required.
2. PPE as supplied shall be worn by the employees in accordance with manufacturer's instructions.
3. All PPE used by employees shall be within the requirements of Alberta Occupational Health & Safety Code Part 18 and shall conform to CSA standards.
4. It is the responsibility of the employee to maintain issued PPE in a proper state of repair. Items will be replaced as required through fair wear and tear.
5. PPE shall be inspected at the time of issue and before each use by the employee.

6. Check with your Lead Hand or supervisor to determine what protective equipment is required in your area.
7. PPE of questionable reliability, damaged, or in need of service or repair, shall be removed from service immediately and reported to the supervisor.
8. PPE that has been removed from service will be tagged "Out of Service". Any PPE that has been tagged in this manner shall not be returned to service until repaired and inspected by the proper qualified personnel.
9. No PPE shall be modified or changed contrary to the manufacturer's instructions or specifications, or Occupational Health and Safety Legislation.

The minimum Personnel Protective Equipment that must be worn by **Municipal Employees, Contractors/Subcontractors and Visitors to a Municipal facility** are:

1. Steel Toed Work Shoes appropriate for the facility
2. High visibility vest or jacket
3. Hard Hat where there is an overhead hazard
4. Safety Glasses with side shield where there is a flying debris hazard
5. Hearing Protection when noise levels exceed 85db

**\*All Personnel Protective Equipment must be CSA approved, in good working condition, not in service past any expiry dates, and appropriate for the job that it is intended for.**

Personnel protective equipment must be worn at all times when:

1. Entering any Municipally owned building **where posted**
2. Working in or around equipment outside of Municipal shops:
  - a. Maintenance work, mechanical work or civil work, inclusive
3. Operating all equipment that does not have one of the following:
  - a. Certified seat belts, ROPS and protective glass or screens
  - b. Ice resurfacing machines are exempt
4. Noise levels exceed 85 db.
5. Any overhead work being performed, all PPE must be worn, inside or outside of Municipal buildings
6. Specialty PPE will be used when and where required (fall protection, confined space, etc) by Alberta Occupational Health and Safety Code

**Disciplinary action** for violation of these rules and Alberta Occupational Health and Safety Legislation will be dealt with as per the Disciplinary Procedures.

## **CLOTHING, HYGIENE AND APPEARANCE**

1. All employees shall be clean, well-groomed and dressed appropriately for the job they are doing.
2. Outside employees shall wear a shirt and long pants on the job.

## **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 Advisor.
5. Use of any fire extinguishers on Municipal property shall be reported immediately to the Lead Hand and/or Health and Safety Advisor.
6. All unsafe, defective or unserviceable firefighting equipment shall be reported to supervisors immediately.

## **FIRST AID SUPPLIES**

1. First Aid supplies on the jobsite or workplace must not be misused.
2. First Aid kits shall conform to Alberta Occupational Health & Safety Schedule 2.

## **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.
2. Safety Data Sheets are maintained in the building where hazardous materials are stored.

## **HOUSEKEEPING**

1. An orderly workplace is one of the basic requirements of a safe workplace. 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.

## **TOOLS AND EQUIPMENT**

**Power tools and equipment will be used only 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 manner and only for the purpose for which they were intended.
2. The operator will not operate the tools or equipment if in his opinion it is unsafe to do so.
3. Power tools and equipment shall be used only by those employees trained and authorized to do so.
4. Employees shall regularly check tools and equipment and shall remove from service any tools or equipment that pose a hazard due to the need for repair. Damaged or defective tools shall be locked-out and/or tagged as damaged or defective.
5. Any tools or equipment taken out of services shall be reported to the supervisor who shall be responsible to ensure that they are repaired and in good working condition before placing back in service.
6. The supervisor shall ensure that regular preventive maintenance is carried out by qualified personnel according to established schedules and that equipment maintenance records are maintained.

## **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.





## **SECTION 5 – EMERGENCY RESPONSE PROCEDURES DIRECTIVE**

Individual Emergency Response Procedures will be posted at each Municipal Facility.

Emergency Evacuation Procedures will be posted at each Municipal Facility.

These procedures will be practiced annually.

### **Emergency Response - Purpose**

The Emergency Response Procedures (ERP) provide direction for a safe response to emergencies and prevent or limit injuries and damages to property and the environment. The ERP shall be used when dealing with emergency situations.

Safe emergency response requires a complete awareness of all hazards involved, an understanding of steps to be taken, and a preparedness for the unexpected. An emergency must be reported to the appropriate personnel as soon as practicable or prior to entering any hazardous situation.

### **Emergency Response – Responsibilities**

Employees are expected to understand and follow the Emergency Response Procedures and to identify concerns and opportunities for improvement. When required, contact your supervisor or assume leadership and;

- Direct the orderly shutdown of operations
- Evacuate personnel
- Ensure that outside emergency services are called
- Notify senior management of the emergency
- Secure the site

When conditions allow, attempt to keep lines of communication open until help arrives or the emergency is resolved.

Safe response to an emergency involves following a pre-determined plan of action beginning with evacuation of personnel and reporting to the appropriate personnel. Next steps include hazard assessment, securing the site, providing first aid to and transport of injured, containment, cleanup and reporting. Each emergency situation will be unique; however, the basic steps will be similar.

## **SITE SPECIFIC EMERGENCY RESPONSE PROCEDURES**

The Emergency Response Procedures will be reviewed on an ongoing basis. Documentation will be reviewed and/or updated when new equipment, personnel, procedures or, extenuating circumstances dictate.

**PRIOR TO ENTERING AN EMERGENCY SITUATION ASSESS ALL HAZARDS AND ONLY RESPOND IF SAFE TO DO SO.**

### **Step 1. Hazard Identification**

- Hazard assessment must be completed and documented
- Hazard identification forms the basis for selection of personal protective equipment (PPE) and progression of emergency response procedures
- If confined spaces exist, site-specific evaluations and procedures are necessary. Follow requirements in Alberta Occupational Health & Safety Code Part 5.

### **Step 2. All potential participants are involved in emergency response planning, including employees or others at the site. Procedures are as follows:**

- Employees will call supervisors by phone or radio when a release/situation occurs. Supervisors will contact Managers by phone as soon as practicable.
- Employees will ensure coworkers and their safety and the safety of property if possible
- The employee with the most seniority will assume the Incident Command position until new response participants arrive.
  - New response participants are site-response teams, fire departments, law enforcement, HAZMAT team, emergency medical services, provincial or federal officials, and other affected employers in the vicinity.

### **Step 3. Employees will be alerted to the situation:**

- By work radio, emergency alarms linked to monitoring devices or by phone.

### **Step 4. Site evacuation procedures are posted at each facility and specify:**

- Who initiates the evacuation and notifies employees
- Primary and alternate escape routes
- Who will assist in evacuating employees, including physically injured employees
- Where the muster point is
- How all employees will be accounted for and any others present
- How first aid needs will be met and supported.

### **Step 5. Identify employees that will be emergency responders. These employees will have appropriate training. (e.g.: First aid/CPR)**

- Training is documented.

## Step 6. Know what PPE is required for an emergency response

- Selection of PPE for the hazards expected
- Limitations, capabilities and hazards of wearing PPE
- How to identify and prevent heat stress (and related injuries)
- Proper fit procedures for PPE
- Procedures for maintenance (decontamination, cleaning, repairs, storage and disposal)
- Training and documentation to support all program elements
- Follow-up of effectiveness of PPE to evaluate the program

## Emergency Procedures - Injuries

In the event of an accident, render assistance **if safe to do so**. If there is doubt as to the extent of the injury, **immediately call 9-1-1 medical emergency**.

Note: If it appears the extent of the injury is serious:

- DO NOT attempt to move the injured person and do not allow anyone else who is not qualified to move the injured person
  - Keep victim warm if accident is on ice surface, or cool if in a hot environment
1. Check injured person. Use the ABC method (**A**IRWAY, **B**REATHING, **C**IRCULATION)
  2. Call, or have someone call an ambulance. **9-1-1 (ASK FOR AMBULANCE)**
  3. Provide your name, name of facility and location and description of accident
  4. Offer assistance to ambulance crew by having someone meet the ambulance and provide direction to location of accident
  5. **Manager** will be responsible for contacting injured person's family
  6. Arrange for injured person's personal effects to be collected and contained
  7. Get all information possible from injured person and/or witnesses and make out accident report. Provide only facts. If anyone seeks information concerning the mishap, refer him or her to the appropriate Director, Manager or Supervisor
  8. Contact the Department Director immediately after the incident is under control
  9. Be sure the incident report shows all necessary information and details (include all times, names, procedures, etc.) and ensure that it is forwarded to the Manager of Operations within 24 hours of the incident.

## Emergency Procedures – Fire

1. If possible, isolate the fire by closing doors
2. Pull fire alarm and have someone call **9-1-1 (ASK FOR FIRE)**. Provide your name, the name of facility and location and description of fire incident
3. Calmly and methodically evacuate the facility. Start with areas closest to the fire
4. Use a fire extinguisher on the fire if it is in the beginning stages and if you are trained in the use of a fire extinguisher
5. Ensure someone is available to direct the Fire Department to the location of the fire

6. Contact your Department Manager or Director
7. Fill out a detailed incident report form
8. The area must be pronounced safe by Fire Department before reentry is allowed.

### **Emergency Procedures - Power Failure**

1. Ensure emergency lights are operating (these are tested monthly)
2. Assist in vacating the facility in a safe and orderly manner if necessary
3. Try to determine the cause and whether it is internal or external. Contact Electrical department
4. Contact your Department Manager or Director if necessary.

### **Emergency Procedures – Evacuation**

1. Stay calm and use common sense
2. Ensure emergency personnel are notified and aware of the type of emergency and location. (Keep cell phone with you at all times)
3. Always move people away from hazard - keep people upwind from airborne danger (smoke, fumes etc.)
4. Be aware of anyone who may need assistance
5. Without endangering yourself check for stragglers
6. Ensure evacuees do not encumber emergency personnel
7. Keep all exits clear for emergency personnel
8. Be prepared to assist if required
9. Complete an incident report form and forward to the Department Director within 24 hours.

### **BE POSITIVE THAT:**

- YOU KNOW ALL EMERGENCY SHUT-OFF LOCATIONS
- YOU KNOW WHERE ALL FIRST-AID EQUIPMENT IS LOCATED
- YOU ARE CONFIDENT IN WHAT TO DO IN AN EMERGENCY
- YOU HAVE ALL PERTINENT KEYS OR ACCESS TO THEM



## **SECTION 6 - INJURY AND ACCIDENT REPORTING AND INVESTIGATION RULES**

### **INCIDENT INVESTIGATION DIRECTIVE**

#### **Interpretation**

An incident is an unplanned and unscheduled event which results in damage or injury, or which, could have (Near Miss) resulted in damage or injury.

#### **Directive**

As per the Municipality of Crowsnest Pass Health & Safety Manual all incidents/accidents/near misses and occupational illnesses and work refusals must be reported as soon as practicable and investigated upon notice of said incident/accident/near miss.

#### **Purpose**

The purpose of such investigations shall be to determine the root and underlying causes of the incident so that the appropriate action can be taken to prevent recurrence.

#### **Responsibilities**

All employees shall report all incidents/near misses to their immediate supervisor as soon as practicable. The supervisors shall in turn inform the Health and Safety Advisor of the incident/near miss.

Incident/Accident Investigations will be conducted by the Health and Safety Advisor. A Manager/Director will review and sign the resulting Incident/Accident Investigation.

The Manager of Corporate Services shall report to the Workers Compensation Board and/or Alberta Occupational Health and Safety as required.

Should any employee become injured or appear injured from an incident, he/she will be required to be treated at the nearest medical facility.

All Incident/Accident Investigations will be reviewed at The Joint Health and Safety Committee meetings.

#### **Tracking**

All incident and near miss reports will be entered on the Health and Safety Incident Report Log. Copies of all Incident/Accident and Near Miss reports will be kept on file for at least 2 years in accordance with Alberta Occupational Health and Safety Legislation.

## PROCEDURES FOR PERSONAL INCIDENT/ACCIDENT REPORTING

1. If the injury sustained results in you having to see a Doctor and/or go to the Hospital and/or be off work (even for a day), it must be reported immediately to the Corporate Services Manager. The Corporate Services Manager will have you fill out a WCB report and also request that you go see the Health and Safety Advisor and fill out the Incident/Accident Report and Medical Aid/First Aid Report. The information you provide to the Corporate Services Manager is confidential. To ensure that the Incident/Accident Report is filled out, the Corporate Services Manager will let the Health and Safety Advisor know that a WCB claim has been filed.

***NOTE: If you do not report an injury it can result in your claim being denied plus the Municipality of Crowsnest Pass can be fined for failing to file a report when and as required.***

2. If the incident **does not involve** an injury where you have to go see a Doctor and/or go to the Hospital and/or be off work, the Incident/Accident Report and Medical Aid/First Aid Report are required to be filled out. The Health and Safety Advisor will keep the report on file in the Health and Safety office, so that if in the future the injury which seemed minor results in a WCB claim being filed, the report will be on file.

***NOTE: If an employee does not report an injury, no matter how minor, and the injury causes future problems, your WCB claim can be denied.***

3. If the incident/accident results in an employee being hospitalized, the employee's Lead Hand must report the incident/accident immediately to the Corporate Services Manager and to Health and Safety Advisor
4. All employees are required to obtain a Return to Work Certificate following an absence of three (3) days resulting from a WORK-related injury or illness.

## EMPLOYEE FATALITIES

1. Employees at the scene shall:
  - a) Call for assistance – 911
  - b) Protect the Scene
  - c) Inform Lead Hand/Supervisor
  - d) Preserve Evidence
  - e) Note particulars of witnesses
2. Foremen/Supervisors Shall:
  - a) Inform their Department Heads
  - b) Inform the Corporate Services Manager
  - c) Assist the Police as required, and
  - d) Obtain particulars for his report
3. Departments Shall Inform:
  - a) Their Director

- b) Chief Administrative Officer
- 4. The Chief Administrative Officer Shall Inform:
  - a) Alberta Occupation Health & Safety, Director of Inspection

## **INCIDENT INVESTIGATIONS/TRACKING PROCESS**

1. All incidents including near misses must be investigated by the Health and Safety Advisor and reviewed by management and members of the Joint Health and Safety Committee and Area Lead Hand. When possible, the person affected will join the investigation team, if circumstances permit.
2. All findings will be shared and discussed at Department Safety Meetings and included in the Department Safety meeting minutes and also reported at Council Committee Meetings.

## **REPORTING REQUIREMENTS**

The following shall be reported by **all Municipal Employees, Contractors/Sub Contractors, Visitors and Volunteers that are registered with, and engaged in, activities related to the Municipality of Crowsnest Pass.**

1. All incidents resulting in any injury requiring medical aid
2. All incidents that cause property damage of equipment damage or interrupt operations
3. All incidents that, under slightly different circumstances, could have resulted in an injury or loss (near miss)
4. Municipal owned vehicles involved in accidents
5. Accident, Loss or Damage to Civic Property and Equipment
6. Accidents involving Non-Municipal employees on Municipal Property/Premises.

## **OCCUPATIONAL HEALTH AND SAFETY ORDERS**

1. Any Order received from Alberta Occupational Health and Safety shall be reported to the Supervisor and the Corporate Services Manager
2. Stop Work Orders - Shall be reported immediately to the Supervisors
3. The Supervisor shall immediately report all Stop Work Orders to his Director.



## **SECTION 7 – HAZARD RECOGNITION, RISK ASSESSMENT AND CONTROL DIRECTIVE**

### **PURPOSE**

1. The purpose is to recognize hazards, assess related risks and to control the hazard proactively as related to daily duties.
2. Field Level Hazard Assessments (Project/Site Specific) are to be completed by Staff as a group effort at either the Tool Box Safety Meetings or at the job site, the Field Level Hazard Assessment is to be kept at the job site until the project is completed.
3. Risk is the chance of loss which includes the degree of a loss and its likelihood of occurring. Risk Assessment is the process of identifying, quantifying or ranking risks.
4. These assessments are to be used to ensure proper controls are put in place prior to commencement of the project to protect workers, property and the public and to ensure safe work practices and procedures are followed.
5. The Job Hazard Identification process will be reviewed annually by the Health and Safety Advisor and the Joint Health & Safety Committee and revised when any changes are made to personnel, procedures or materials.
6. The hazard controls will be reviewed upon changes with/to equipment, personnel, the environment and new work practices and procedures.
7. Job hazard identification and controls will be reviewed annually by the Health and Safety Advisor and Joint Health & Safety Committee. These reviews will ensure safe work practices and procedures remain current.

### **FIELD LEVEL HAZARD ASSESSMENTS**

1. Field Level Hazard Assessments (FLHA) are considered to be a project/site specific form of hazard assessment, to identify and control hazards for a site-specific project.
2. FLHA's are to be completed by the crew, prior to commencing work projects. These will be reviewed periodically during the project and after all leaves of absence from the project. In high risk areas the FLHA's will be reviewed regularly throughout the project.
  - a) Provide a written hazard assessment, including a risk assessment and identification of methods used to control or eliminate the hazards
  - b) Involve workers in assessing the hazards and communicate the results to all involved workers
  - c) Make the hazard assessments available to workers who may be exposed to the hazards
  - d) Use the accepted hierarchy of controls as per Occupational Health & Safety Code Part 2, in selecting control methods (elimination or substitution of the hazard, engineering controls, administrative controls and as a supplement to these controls, personal protective equipment).



3. FLHA's will be reviewed by the Health and Safety Advisor, Managers and the Joint Health and Safety Committee.

## FORMAL HAZARD RECOGNITION

Hazard identification is a formal approach to proactively recognizing and ranking hazards faced by municipal employees.

Hazards are those conditions or circumstances that could cause injury or illness to workers and others around them. When recognized and dealt with appropriately, the health and safety management system is effective.

Hazard identification is a process of analytically examining each activity or job performed by workers (the equipment used, procedures followed, and the environment worked in) at all work sites throughout the municipality. When there are changes to the equipment, work processes, personnel or the site where work is being performed, the hazards change. Even if change is not evident, processes and procedures at work sites need to be re-evaluated on a regular, systematic, basis. This process asks, "What can go wrong?" The analysis of hazards needs to be documented in the FLHA.

**Hazard: "A condition, device or substance that can directly cause injury to people or damage to property"**

The effect of a hazard can be **acute**; immediate, as in a fall from a tripping hazard, or a "knock down" by hydrogen sulfide gas.

A hazardous effect can be **chronic**; repeated exposures can lead to injuries such as carpal tunnel syndrome, or an illness, such as asbestosis.

It is critical that hazards are identified prior to an incident. The identified hazards are assessed for risk potential. Is the hazard adequately controlled? Can the hazard be eliminated? If the hazard cannot be eliminated, what is the best way to protect workers from the hazard?

## RISK ASSESSMENT

In the FLHA hazard identification process, hazards are assessed and ranked based on the risk they pose - the hazard priority status. Hazards found during the Formal Workplace Inspection also receive a hazard priority status.

Not all hazards result in an incident, and not every incident will have the same outcome. Factors that impact the risk a hazard poses include:

- how likely it is that an incident will occur – **Probability**
- how serious the outcome will be – **Severity**
- how common is the exposure – **Frequency**

As these factors become more significant, the overall risk to worker health and safety increases. Each factor is assigned a value the total of the values is the total risk. The following table provides an example.

	Value - 1	Value - 2	Value - 3
Probability Value - 1	Unlikely	Probable	Likely
Severity Value - 2	First Aid Minor Damage	Lost Time Injury Moderate Damage	Fatal Major Damage
Frequency of Exposure Value - 3	Rarely (<1/month)	Often (3 times/week)	Every Day

## HAZARD CONTROL

For each hazard, identify an appropriate corrective action. Identify and correct the immediate and underlying causes. The corrective actions/control must effectively reduce all hazards. To control hazards a process or mechanism is implemented to reduce the risk associated with the hazard. The risk needs to be reduced to the point where it does not create a chance of injury or illness to workers.

Occupational Health & Safety Code Part 2 requires employers to apply the **Hierarchy of Controls**:

- **Elimination** – remove the hazard permanently where practicable
- **Substitution** – applies to harmful substances, hazardous material which can often be substituted for safer substances and products
- **Engineering controls** – are thought of as hard controls, the installation or modification of equipment to physically reduce hazards
  - ventilation to remove toxic substances
  - guards to keep workers from coming into contact with moving parts
  - pressure relief valves, preventing vessels from exploding
  - adjustable workstations for optimal range of capabilities
- **Administrative** – are considered soft controls, directing the activities of people
  - OH&S Code, municipal policy and safe work procedures
  - pre-screening workers to confirming capabilities to perform the task
  - training workers in safe work practices
  - rotating workers when performing a repetitive task, reducing the potential for musculoskeletal injuries
  - signs or warning labels
- **Personal Protective Equipment (PPE)** – reduces the effect (severity) of exposure to the hazard. PPE is used to *supplement* engineering and administrative controls
  - safety glasses

- face shields
- hard hats, ear plugs, muffs
- steel toed boots
- gloves
- respirators

Formal Hazard Assessments will be reviewed annually on the anniversary date.



## **SECTION 8 – FORMAL WORKPLACE INSPECTIONS DIRECTIVE**

### **PURPOSE**

Workplace inspections are regular examinations of the workplace that consist of examining the workplace to recognize and evaluate existing and potential hazards and recommendations for corrective action.

It is the policy of the Municipality of Crowsnest Pass that formal inspections be carried out annually in all areas where Employees routinely work.

### **Procedure:**

1. Formal Workplace Inspections will be conducted by a Manager, the Health and Safety Advisor, a Joint Health and Safety Committee member, the applicable Supervisor and/or a worker.
2. The Chief Administrative Officer will participate in three formal inspections per year.
3. All Formal Workplace Inspections will note corrective actions and a priority risk assessment.

### **Training:**

1. All Joint Occupational Health and Safety Committee Members will have training in Formal Workplace Inspections.

### **Review/Follow-up:**

1. The Manager of the site of the formal inspection will receive a copy of the inspection report and will sign acknowledging receipt of the form.
2. The Manager will assign any deficiencies to an appropriate employee and will stipulate a date by which the situation is to be rectified.
3. Formal Workplace Inspection progress will be continuously monitored until all corrections are adequately completed.
4. Completed inspections will be reviewed by the Manager and Health and Safety Advisor, ensuring hazards have been mitigated and effective.
5. Municipal employees will be advised of the results of completed Formal Workplace Inspections.

Formal inspections are an integral part of the health and safety management system and is essential to maintaining health and safety at the worksite. Formal Inspections look at and follow-up the concept of “hazards” and the process of Hazard Recognition, Risk Assessment and Control. Inspections are conducted annually to ensure that controls put in place are effective, and no new hazards have arisen.

A Formal Workplace Inspection:

1. ensures existing hazard controls are working as they were meant to
2. identifies any new hazards, or hazards that were not recognized before
3. develops corrective actions to eliminate or control identified hazards
4. encourages workers to discuss any health or safety concerns they may have
5. reinforces proper work practices and promotes health and safety.

### **Formal Workplace Inspection Checklist**

The Formal Workplace Inspection Checklist provides a list of components to be observed and inspected during the Formal Workplace Inspection. The inspection identifies unrecognized or recurring hazards.

### **Principles to Observe**

1. warn workers of immediate danger
2. shut down/remove anything hazardous
3. do not operate equipment yourself
4. consult with others
5. look at things from all angles
6. use proper equipment to take measurements (noise, chemicals, etc.)
7. clearly note each hazard and its location
8. try not to disrupt normal work activities
9. examine equipment both when stopped and running, take photographs as needed

### **Watch for elements that can or will:**

- cause injuries
- cause health problems
- be a problem now
- cause problems over time

### **During an inspection, look for:**

- effectiveness of existing hazard controls
- new hazards
- non-conformance with Municipal policies or procedures, or Legislation

- the primary and contributing factors behind unsafe actions or conditions

**Give the inspection your full attention, continually ask yourself:**

- who?
- what?
- when?
- where?
- why?
- how?
- what if?

Document the results, both the positive findings and required improvements. Be sure to record details (where, when, what).

**Hazard identification and corrective actions**

Each hazard is to be identified, appropriate recommended corrective action and a specific date for its completion. Identify and correct the specific problem and what is causing the problem. Corrective actions (controls) recommended need to be effective. Use the Hierarchy of Controls when recommending corrective actions:

- Elimination/Substitution
- Engineering
- Administrative
- Personal Protective Equipment

**In some cases, a combination of all or multiple control methods may be required.**

**Planned inspections**

A planned inspection requires a formal report submitted within 24 hours. The report is an important part of the inspection process, as it provides several things:

1. A written record of hazards identified, corrective actions required, with target dates and individuals responsible to confirm corrective actions are implemented
2. A record of long-term safety trends within the municipality
3. Documentation of compliance with legal requirements and organizational policies
4. Positive reinforcement to workers that these inspections are meaningful

**The Manager and/or Health and Safety Advisor will follow up on recommended corrections. Inspection findings will be summarized for employees at safety meetings, and the report will be posted and available for workers to review.**

The report will be analyzed, with previous reports, providing a bigger picture of health and safety on the worksite. Comparisons offer insights as to why incidents occur in certain areas or point to health and safety trends. These reports will be reviewed by the Manager, the Health and Safety Advisor and the Joint Health and Safety Committee.

## **Summary**

A safety inspection is an “inventory check” on the municipality’s health and safety management system and determines if hazard controls are effective, identifying previously unrecognized hazards, and a way to see what is happening at the worker level. Hazards lead to injury, illness, disease, material and equipment losses; this inventory is an essential part of monitoring the overall status and progress of the work-place on an ongoing basis.

Regular, documented safety inspections provide long-term information, identifying positive and negative trends that otherwise would not be noticed. Comparisons reveal persistent problems with unsuspected causes or show that hazards create others and need to be given a higher priority. Comparisons show whether safety standards are improving or deteriorating over time.

Formal Workplace Safety Inspections provide a measure of the Municipality’s success in ensuring health and safety at work sites. Results of the inspection help determine what needs to be done to improve the environment, equipment, materials, training, enforcement, and/or supervision.

With appropriate recommendations for corrective actions, and follow-up of the corrective actions, inspections are key to maintaining the highest possible health and safety management program.



## SECTION 9 – VEHICLES AND EQUIPMENT

### OPERATION AND USE

1. The operation of Municipal vehicles and equipment shall be in accordance with Provincial regulations, Municipal Bylaws and such other regulations as set out by Council. This shall apply to any person authorized to operate Municipality owned vehicles.
2. Provincial and federal National Safety Code Legislation applies to Municipally Registered vehicles that are:
  - a) Trucks, tractors or trailers or a combination of these vehicles that have a registered gross weight of 11,794 kilograms or more and operated solely in Alberta under a provincial operating status
  - b) Buses with a manufactured seating capacity of 11 persons or more, including the driver; and
  - c) Trucks, tractors or trailers, or a combination of these vehicles that have a registered gross weight greater than 4,500 kilograms and that are operated under a federal operating status.
3. Municipality owned or leased vehicles and equipment shall be operated only by those employees trained, licensed and authorized for their use.
  - a) Drivers operating Municipal vehicles will comply with all transportation safety laws as required.
  - b) Driver conduct and discipline:
    - i. To safely operate Municipal vehicles on the highway with a professional attitude and obey posted speed limits
    - ii. Drive in a defensive manner, be aware of surroundings and look ahead, leave a safe distance between vehicles, be a safe and courteous driver
    - iii. Keep the vehicle under control at all times and reduce speed due to changes in road, weather and traffic conditions
    - iv. A safe driver should be prepared to avoid collision producing situations by practicing and promoting safe driving skills
    - v. **All Drivers must report all significant events on roads including: violations, accidents, near misses, etc., to the Health and Safety Advisor as soon as possible. These incidents will be reviewed regularly at the Joint Health & Safety Committee meetings.**
  - c) Discipline actions will be taken for any:
    - i. Regulatory violation.
    - ii. Significant company policy violation (identified through direct observation, reports from other staff, and reports from the public/customers).
4. Safe use and operation of National Safety Code designated vehicles:



- 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 or riding in a Municipal vehicle, must use their seat belt(s) at all times.
  - c) Drug and Alcohol Use: Strictly prohibited are the possession of and/or consumption of alcohol, illegal drugs, or the misuse of prescription drugs while operating Municipal vehicles and other equipment.
  - d) Defensive Driving: Be a safe 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.
    - i. Note: For example, be aware of surroundings and look ahead. Leave a safe distance between vehicles, keep the vehicle under control at all times and be prepared for changes in road, weather and traffic conditions.
  - e) Fueling: Before fueling, the driver must:
    - i. shut off engine
    - ii. not smoke
    - iii. check for fuel leaks
    - iv. not overfill the tank
    - v. not leave nozzle unattended; and
    - vi. replace filler cap when finished fueling.
  - f) Use of Warning Devices:
    - i. When a Municipal vehicle is stationary on a highway, the driver will immediately activate the four-way flashers and, if so equipped, emergency hazard warning lights on the vehicle.
  - g) Use of Fire Extinguisher
    - i. If the need to use the fire extinguisher arises, remember PASS:
      1. Pull – Pull the safety pin by breaking the seal
      2. Aim – Aim the nozzle at the base of the fire
      3. Squeeze – Squeeze the handle
      4. Sweep – Sweep from side to side moving carefully toward the fire, keep the extinguisher aimed at the base of the flame and sweep back and forth until the flames appear to be out.
    - ii. Safety instructions:
      1. Remove the fire extinguisher from its bracket
      2. Approach the fire from upwind if possible
      3. Hold the extinguisher in an upright position
      4. Continue to use the fire extinguisher until the fire is out and the fire extinguisher is empty
      5. Replace the safety pin
      6. Have extinguisher recharged immediately or replaced
      7. Report use of fire extinguisher to supervisor.
5. Proper record completion:

- a) The Municipality will educate staff in Daily Vehicle Safety Inspection Reports and weigh slips as required. The company will evaluate each type of record for proper completion.
- b) The Municipality will maintain individual files of driver records on every person operating or authorized to operate Municipal vehicles.
- c) The Municipality will retain Driver records at the Municipal office in Coleman, Alberta.
- d) The following procedural policies will be applicable to all staff during their employment:
  - i. Daily Vehicle Safety Inspection Report – ongoing training provided through spot checks and monitoring of vehicle defects.
  - ii. Weights and dimension – ongoing training and monitoring provided on legal weights and dimension, permit weights and dimensions, shipping weights, etc.
  - iii. Load securement – ongoing training and monitoring of compliance with Cargo Securement Standards through direct spot checks.
  - iv. **Drivers must immediately report changes of their Driver's License status to their employer.**

## **TRANSPORTATION OF EMPLOYEES**

1. Employees shall only be transported in vehicles which have the appropriate number of seatbelts to properly secure each passenger.
2. Seriously injured personnel shall only be transported to the hospital by ambulance. Private or Municipal vehicles shall not be used for this purpose.
3. Materials and tools shall not be transported in the same compartment as Staff unless properly secured against movement.

## **RULES, REGULATIONS AND STANDARDS**

The Municipal Health & Safety Manual is designed to supplement and not replace existing, local, Provincial, and Federal Regulations which apply to particular work areas (e.g. Municipal Bylaws, Workers' Compensation, Occupational Health and Safety Legislation, Transportation of Dangerous Goods, etc.)



## SECTION 10 – VEHICLE MAINTENANCE AND INSPECTION POLICY

The preventive maintenance and inspection program includes trucks, truck-tractor and trailers and will address the following areas:

- daily trip inspections
- repairs
- routine scheduled maintenance
- annual Commercial Vehicle Inspection Program (CVIP) inspections
- record keeping of all inspections, repairs, routine maintenance, including Commercial Vehicle Safety Alliance (CVSA) and CVIP.

### **National Safety Code Commercial Vehicle:**

A truck, tractor or trailer or combination thereof exceeding a registered gross vehicle weight of 4,500 kg, or a bus designed, constructed and used for the transportation of passengers with a designated seating capacity of more than 10, including the driver, but excluding the operation for personal use.

### **Trucks:**

“Truck” means a motor vehicle designed and intended for the transport of goods or carrying of loads.

“Bed truck” means a truck

- that is equipped with a cargo carrying deck,
- that is equipped with a winch for self-loading that has a pulling capacity of at least 18,000 kilograms,
- that may be coupled to a semi-trailer by means of a fifth wheel
- but that is not equipped with a sleeper cab.

“Picker truck” means a truck

- that is equipped with a boom crane for self-loading that has a lifting capacity of at least 7000kg,
- that may be coupled to a semi-trailer by means of a fifth wheel,
- but that is not equipped with a sleeper cab.

“Winch truck” means a truck

- that is equipped with a winch for self-loading that has a pulling capacity of at least 18 000 kilograms,
- may be coupled to a semi-trailer by means of a fifth wheel,
- but that is not equipped with a sleeper cab.

### **Truck-Tractors:**

“Truck-tractor” means a truck that may be coupled to a semi-trailer by means of a fifth wheel, but does not include a bed truck, picker truck or winch truck.

### **Trailers:**

“Trailer” means a vehicle without motive power that is designed to be towed by another vehicle and includes dollies.

## **MAINTENANCE AND INSPECTION DIRECTIVE:**

All National Safety Code (NSC) commercial vehicles registered to the Municipality are required to comply with the Municipal maintenance program policies and procedures, including:

1. Lease operators that have their vehicles registered to the company; or
2. If lease operators follow their own maintenance program they must:
  - a. provide a copy of the lessee’s maintenance program that must meet the minimum regulatory requirements
  - b. the registered owner must indicate the maintenance program is “acceptable”
  - c. the registered owner must monitor the lease operator to ensure the maintenance program is being implemented.

### **Daily Vehicle Safety Inspection Report:**

1. The Daily Vehicle Safety Inspection Report will be completed as the Daily Pre- Post-Trip Inspection form.
2. A Daily Vehicle Safety Inspection Report form will be completed daily and each time a new operator operates any vehicle.
3. A Daily Vehicle Safety Inspection Report form for light duty trucks operated by one driver will be completed weekly upon approval of management.
4. Vehicle components will be inspected in a Daily Vehicle Safety Inspection Report as required by Alberta’s *Commercial Vehicle Safety Regulation* (AR 121/2009) (scheduled maintenance inspections and repairs), Alberta’s *Vehicle Inspection Regulation* (AR 211/2006) and *National Safety Code* Standard 13.
5. Defects must be reported as required by Alberta’s *Commercial Vehicle Safety Regulation* (AR 121/2009).
6. Drivers must complete the Daily Vehicle Safety Inspection Report form, record any defects and forward copies to the appropriate manager and the mechanic shop. Vehicles must not be operated when there is an out of service defect of any type.
7. Schedule 2 of the *Commercial Vehicle Safety Regulation* (AR 121/2009) will be retained at all Municipal locations where vehicle inspections and maintenance are carried out.

### **Scheduled Vehicle Maintenance:**

1. Vehicle components must also be routinely inspected as required by *Alberta's Commercial Vehicle Safety Regulation* (AR 121/2009), *Alberta's Vehicle Inspection Regulation* (AR 211/2006) and Schedule 1 of National Safety Code Standard 13 Part 2 (Daily Trip Inspection).
2. Components to be inspected are described in Schedule 2 of the *Alberta's Commercial Vehicle Safety Regulation* (AR 121/2009), *Alberta's Vehicle Inspection Regulation* (AR 211/2006) and Schedule 1 of National Safety Code Standard 13 Part 2 (Daily Trip Inspection).
3. Any component identified as being in need of repair and/or maintenance will be maintained and/or repaired as required. Records documenting the repairs and/or maintenance will be retained on the appropriate vehicle file.

### **Vehicle Maintenance Records:**

1. Vehicle records will be maintained on file as required by Alberta's *Commercial Vehicle Maintenance Standard Regulation* (AR 118/89).
2. Maintenance records will be filed by individual vehicles (buses, trucks, tractors and trailers). The following information will be recorded on the vehicle file:
  - a. the year of manufacture
  - b. make of vehicle
  - c. vehicle identification (unit or serial number)
  - d. if the vehicle is leased, name of the person furnishing the vehicle.
3. All maintenance records will be retained and will comply with Alberta Legislation, requiring each record to display the nature of the inspection, the date and the odometer reading. Maintenance records will include the following:
  - a. scheduled inspections identified in the written maintenance program
  - b. lubrications
  - c. repairs
  - d. routine maintenance
  - e. daily vehicle inspection reports and defect notices
  - f. driver and vehicle roadside *Commercial Vehicle Safety Alliance* (CVSA) inspections
  - g. annual safety inspections *Commercial Vehicle Inspection Program* (CVIP)
  - h. any modification affecting the gross vehicle weight of each vehicle
  - i. notice of recalls received from manufacturer and subsequent corrective work done.

## **Record Keeping:**

1. Vehicle records will be retained as required by *Alberta's Commercial Vehicle Maintenance Standard Regulation (AR 121/2009)*, for the current calendar year and the preceding four years.
2. Individual vehicle files will identify:
  - a. unit number or Serial number
  - b. year of manufacture
  - c. make of each vehicle
  - d. tire size; and
  - e. contain the above maintenance records.
3. If a vehicle is sold, the file on the vehicle must be retained for at least six months after the sale date. Records of all vehicles will be located at the Municipal Office.
4. The Municipality will review maintenance records, CVSA, CVIP and Carrier Profiles (from Alberta Transportation) to monitor, improve and update the maintenance program as required.



## SECTION 11 – HEALTH AND SAFETY FORMS

Automobile Claim Form (Insurance)

[..\Health & Safety Forms\Automobile Claim Form \(insurance\).pdf](#)

Contractor/Sub-Contractor Orientation

[..\Health & Safety Forms\Contractor Orientation.pdf](#)

Daily Toolbox Meeting

[..\Health & Safety Forms\Daily Tool Box Meeting.pdf](#)

Excavation Emergency Response Plan

[..\Health & Safety Forms\Excavation ERP.pdf](#)

Fall Protection Emergency Response Plan

[..\Health & Safety Forms\Fall Protection ERP.pdf](#)

Field Level Hazard Assessment

[..\Health & Safety Forms\Field Level Hazard Assessment.pdf](#)

First Aid/Medical Aid Report

[..\Health & Safety Forms\First Aid Medical Aid Report.pdf](#)

Formal Workplace Inspection Form

[..\Health & Safety Forms\Formal Workplace Inspection Form.pdf](#)

Formal Workplace Inspection Checklist

[..\Health & Safety Forms\Formal Workplace Inspections Checklist.pdf](#)

Incident/Accident Investigation

[..\Health & Safety Forms\Incident Accident Investigation.pdf](#)

Incident/Accident Report

[..\Health & Safety Forms\Incident Accident Report.pdf](#)

Near Miss Report

[..\Health & Safety Forms\Near Miss Report.pdf](#)

New Concern Hazard Report

[..\Health & Safety Forms\New Concern Hazard Report.pdf](#)

New/Transferred Employee Orientation

[..\Health & Safety Forms\New Employee Orientation.pdf](#)

Safe Work Observation

[..\Health & Safety Forms\Safe Work Observation.pdf](#)

Visitor Orientation

[..\Health & Safety Forms\Visitor Orientation.pdf](#)