City of Melfort

Health Safety and Emergency Management Program

Created by Harness Safety	Version 1	April 2018

City of Melfort HSEMS

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Melfort Acknowledgement of the Workers' Rights

A worker has three basic rights under the *Saskatchewan Employment Act*:

1. **The right to know**: You have a right to know what hazards are present in the workplace and be given the information, training and supervision you need to protect yourself.

2. **Right to Participate**: You have a right to participate in keeping your workplace healthy and safe, which may include selecting or being a health and safety representative or committee member. You also have a right to report unsafe conditions and practices.

3. **Right to Refuse**: You can refuse work that you believe to be dangerous to yourself or your co-workers.

The City of Melfort recognizes these rights and encourages all employees to bring forward any concerns to their supervisor, manager or occupational committee member. For The City of Melfort to achieve the goals set out in this manual, it is essential we all take responsibility for ensuring safety. Every employee has a part to play in achieving our safety goals.

City Manager: _____ Date: _____

Melfort Safety Rules and Regulations

1. Accidents, injuries or "near misses," regardless of their nature, shall be promptly reported to supervisors.

2. All personnel shall wear approved personal protective equipment (PPE) while on the job site.

3. Clothing shall be appropriate to duties being performed. Long pants, a shirt and sturdy work shoes are the minimum requirements. No tank tops or tennis shoes, unless provided for by City policy.

4. Smoking is permitted only in designated areas.

5. Running is not permitted anywhere, except in the case of extreme emergency.

6. Safety glasses, goggles or face shields shall be worn when concrete breaking, metal chipping, welding, grinding, and for any other operations that require eye protection.

7. Hand tools shall not be used for any purpose other than that intended. All damaged or worn parts shall be promptly repaired or replaced.

8. Only authorized personnel shall operate power tools. All power tools must be used with guards furnished by the manufacturer "in place".

9. All electrical hand tools shall be grounded or double insulated.

10. Compressed gas cylinders shall be secured in an upright position.

11. Riding on any hook, hoist or other material-handling equipment, which is used strictly for handling material and not specifically designed to carry riders, is prohibited.

12. Only authorized personnel with appropriate individual protective equipment shall carry out welding and burning operations.

13. Horseplay, fighting, gambling, and possession of firearms are strictly forbidden on the job and constitute grounds for dismissal.

14. Possession or use on the job of intoxicating beverages or unauthorized drugs is strictly forbidden and constitutes grounds for immediate dismissal.

15. Harassment, discrimination, bullying, and violence shall not be tolerated in the workplace.

City Manager: _____ Date: _____

City of Melfort Drug and Alcohol Policy

It is our intent to provide a drug and alcohol free, healthy, safe and secure work environment, at all times. Consistent with this, employees are required to report to work on time and in an appropriate mental and physical condition for work.

Unlawful use, possession, distribution, dispensation, or manufacture of a controlled substance or alcohol or being under the influence on The City of Melfort's premises or while conducting company business off premises or while at any worksite or while operating any Company vehicle or equipment during and after working hours is absolutely prohibited. Violations of this policy will be considered misconduct and will result in disciplinary action up to and including termination, and may have legal consequences.

City of Melfort recognizes that drug addiction and alcohol dependency are illnesses and major health problems.

City of Melfort also recognizes alcohol and drug abuse are potential health, safety, and security problems for the Company and its' employees. Employees needing help in dealing with such problems are encouraged to use bring this forward so that City of Melfort can assist in the process of treatment.

Employees may work when using drugs legally prescribed by an authorized medical practitioner, except when the substance will adversely affect their ability to safely perform job duties. Abuse or misuse of prescription medications will be considered a violation of this policy. You are required to inform City of Melfort and your supervisor if you are taking any prescription drugs with side effects that may impact on your ability to work safely.

For all employees working in safety sensitive positions City of Melfort reserves the right to include drug and alcohol testing of prospective and current employees during the post offer, pre-employment, upon reasonable cause to suspect and employee is under the influence of drug and/or alcohol in the work place, after the occurrence of an accident or near miss (near miss occurrence being a failure in work performance or other occurrence that nearly results in an accident).

A safety sensitive position, it is one in which incapacity due to drug or alcohol impairment could result in direct and significant risk or injury to the employee, others or the environment.

City of Melfort has deemed all positions, which require access to our job sites as safety sensitive positions due to the inherent risks of our construction and abatement work. All employees that are required to be on job sites at any time during the course of their employment shall be covered by this policy.

When deemed necessary drug and alcohol testing of prospective and current employees of the City of Melfort shall be conducted by a testing company certified to perform drug and alcohol testing. No employees and/or supervisors shall conduct drug and alcohol testing on behalf of CITY OF MELFORT.

City of Melfort requires the 10-panel drug to be administered as a minimum standard. The drugs tested for are as follows:

• Marijuana	• Barbiturates
• Benzodiazepines	• Opiates (includes 6-Monoacetyl Morphine)
• Cocaine	• Methadone
• Amphetamine (includes MDMA)	• Propoxyphene
• Phencyclidine	• Methaqualone

Additionally, all employees must be free from any effects of Alcohol at all times while on any City of Melfort job sites or in the office.

All samples collected under this Policy will be analyzed by a certified laboratory, and shall include an initial Enzyme Multiplied Immunoassay Screening Test (EMIT) and, when necessary, be confirmed by a Gas Chromatography/Mass Spectrometry (GC/MS) Confirmation Test. This testing methodology is through urine testing.

All test samples, where collected, shall be collected by appropriately trained procedures so as to ensure both proper chain of custody protocols and employee privacy protocols are respected. All samples will be collected with concern for each employee's personal privacy, dignity, and confidentiality.

City of Melfort will conduct drug testing as follows for Safety Sensitive Positions:

Applicant Testing:
All employees will be tested for presence of certain controlled substances prior to assignment to specific job sites. Any applicants who have a positive pre-site drug test can be terminated, but may reapply and be considered for an open position 90 days from the date of the failed drug test.
Any employee that has been off specified work sites for 90 days or less, if contract specified, shall be subject to testing under this policy.

Post-Accident/Incident Testing as follows:
Anyone involved in an incident/accident resulting in the need for medical attention from a medical facility or medical professional outside can be tested.
Anyone involved in an accident resulting in more than $1,000.00 in property damage will be tested.
Anyone being involved in an incident where his or her actions caused the personal injury requiring medical attention of another person will be tested.

Reasonable Suspicion Testing:
Employees will be subjected to substance testing where circumstances give rise to reasonable suspicion of an employee being under the influence of a substance. This decision to require a reasonable suspicion test shall be based on observation of specific physical, behavioral or performance indicators and such observations must be made and documented by a supervisor and reviewed by the Division Manager, who has received training in the detection of possible indices of impairment by or influence of alcohol and/or substance prior to testing being performed.

Note: For both Post-Accident/lncident and Reasonable Suspicion Testing the employee shall be accompanied to the test facility.

Return to work and follow-up testing:
If an employee tests positive or refuses a test mandated by this policy, the employee will be assessed by a Substance Abuse Professional (SAP) and prior to a return to duty, the employee must complete whatever requirements are stipulated by the SAP, which may include further assessment, treatment and counseling. In any event, prior to returning to duty, the employee must provide a negative test result. Having been the subject of a positive substance test and having satisfied the reinstatement requirements, an employee shall undergo further testing upon his/her return to the job site and shall, thereafter, be subject to random testing for a period of up to one year.

I authorize City of Melfort via a third-party administrator (TPA) on City of Melfort behalf, to release my drug test results.

I (employee name printed)

_____

do hereby acknowledge receiving City of Melfort Group's Drug and Alcohol policy and have reviewed, understand and accept all aspects of it.

_____ _____
Employee Signature Date

_____ _____
Witness Signature Date

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_____ _____

Employee Signature Date

_____ _____

Witness Signature Date

Section 1 - Leadership

1. Purpose

The purpose of the Health Safety and Environment Management System (HSEMS), is to provide resources, and to guide and help employees of The City of Melfort to create a safer and healthier work environment. This manual outlines policies, procedures, and practices that will be used for the basis of continuous improvement in the prevention and elimination of occupational injury and illness, as well as equipment and property damage.

2. Scope

Applies to all City of Melfort employees, visitors and trade contractors who complete work on sites run by City of Melfort.

3. Roles and Responsibility

All workers directly or indirectly employed by City of Melfort must be aware of and adhere to our Health and Safety Manual and its contents.

3.1 City Manager

- Ensure that the infrastructure, management systems, training and resources, and activities required by the overall safety program are in place.
- Ensure that expectations for safety, health, personal security and environmental issues are communicated.
- Ensure full compliance of regulatory and legislative requirements.
- Ensure that expectations for a safe, healthy, secure and environmentally friendly workplace are put into action.
- Ensure that the requirements of the management systems and programs are implemented, documented and maintained on a continual basis.
- Responsible and accountable for the activities of the managers.
- Support managers and ensure they are implementing and enforcing safety as outlined in this HSEMS program.
- Ensure that the HSEMS requirements are communicated to all workers, contractors and visitors who enter work spaces.

3.2 Managers

- Assist in the establishment of a safety policy.
- Provide a safe workplace.
- Be an example for safety.
- Assist in the maintenance of this HSEMS program.
- Ensure proper training of City of Melfort Workers.
- Ensure that adequate task-specific personal protective equipment (PPE) is available to employees.
- Responsible and accountable for the day-today work activities of the Supervisors and workers.
- Correct unsafe conditions.
- Investigate all accidents.
- Responsible for monitoring all work and ensuring that work is carried out in accordance with the regulatory requirements and the requirements of this HSEMS program.

- Report injuries to the Workers' Compensation Board.

3.3 Supervisors/Foreman/Crew Leaders

- Be an example for safety and promote safety awareness.
- Correct any unsafe conditions.
- Responsible and accountable for the day-to-day work activities of the workers.
- Notify the manager when training is required.
- Provide consistent monitoring and documentation of work activities, intervening when required.
- Notify the manager when employees aren't following the HSEMS program.
- Assist in establishing and developing safe procedures and practices.
- Cooperate with the Occupational Health and Safety Committee.
- Enforce safety rules.
- Inspect worksite for hazards.
- Conduct Safety Meetings and Pre-Job Safety Reviews.
- Investigate all accidents.
- Ensure proper maintenance of equipment.
- Comply with regulations.
- Ensure all inspections are done.

3.4 Workers

- Responsible for their own safety and the safety of those around them.
- Look for and be alert for hazards.
- Correct and/or report hazards to their supervisor.
- Complete daily inspections on tools, equipment, machinery and work spaces.
- Understand, use, maintain and inspect all personal protective equipment (PPE) according to the hazard assessment they complete before each job.
- Assist in establishing and developing safe work practices and procedures.
- Good working knowledge of the safe work practices and procedures.
- Cooperate with and participate in the Occupational Health and Safety committee.
- Report any unsafe acts or injuries.
- Comply with all site safety and government regulations.
- Never leave a worksite without reporting an injury to the supervisor.

3.5 Suppliers and Contractors

- Conduct themselves in a safe manner and co-operate with City of Melfort management, supervisors and employees.
- Responsible for following industry practices and the Saskatchewan Employment Act.

4. References

- Legislative jurisdictional requirements
- Saskatchewan Employment Act
- The Saskatchewan Human Rights Code
- CUPE 777 Union Agreement

5. Legislation

22(1) Subject to subsection (2), an occupational health and safety program required by section 13 of the Act must include:

(a) a statement of the employer's policy with respect to the protection and maintenance of the health and safety of the workers;

(b) the identification of existing and potential risks to the health or safety of workers at the place of employment and the measures, including procedures to respond to an emergency, that will be taken to reduce, eliminate or control those risks;

(c) the identification of internal and external resources, including personnel and equipment, that may be required to respond to an emergency;

(d) a statement of the responsibilities of the employer, the supervisors and the workers;

(e) a schedule for the regular inspection of the place of employment and of work processes and procedures;

(f) a plan for the control of any biological or chemical substance handled, used, stored, produced or disposed of at the place of employment and, where appropriate, the monitoring of the work environment;

(g) a plan for training workers and supervisors in safe work practices and procedures, including any procedures, plans, policies or programs that the employer is required to develop pursuant to the Act or any regulations made pursuant to the Act that apply to the work of the workers and supervisors;

(h) a procedure for the investigation of accidents, dangerous occurrences and refusals to work pursuant to section 23 of the Act at the place of employment;

(i) a strategy for worker participation in occupational health and safety activities, including audit inspections and investigations of accidents, dangerous occurrences and refusals to work pursuant to section 23 of the Act; and

(j) a procedure to review and, where necessary, revise the occupational health and safety program at specified intervals that are not greater than three years and whenever there is a change of circumstances that may affect the health or safety of workers.

4 Oct 96 cO-1.1 Reg 1 s2

6. Glossary of Terms

ACM: Asbestos Containing Material

Audit: An examination and evaluation of a contractor's performance in establishing, maintaining and using relevant health and safety programs.

Assessment: The systematic evaluation of a location, product, process or service to determine the extent to which it complies with specified requirements.

Change: Any deviation from existing policy, practice, process, procedure, material, equipment, reporting etc.

Complainant: The person or persons who believe they have been subjected to harassment.

Continual Improvement: An ongoing process or effort to improve the Health, Safety and Environment Management System.

Consultant: A contractor hired to advise and be a resource in a specific field.

Contractor: A person or a group awarded a contract to perform work for the City of Melfort.

Contractor: A person or a group that have been awarded a contract to perform work for City of Melfort.

Competent: Having the qualifications, training and experience to safely perform work without supervision or with a minimal degree of supervision.

Demolition: The tearing down, destruction, breaking up or razing of the whole or part of a building or structure.

Employee: A person employed for wages or salary, especially at nonexecutive level.

First Aid: Assistance given to any person suffering from a sudden illness or injury. Any care provided to preserve life, prevent the condition from worsening, and/or promote recovery.

General Public: An individual or group of individuals, other than employees in the course of their employment, participating in or accessing the services offered by the City of Melfort.

Harassment: See definition in "The Saskatchewan Employment Act, 2013 "

HSE: Health Safety and Environmental

HSEMS: Health and Safety Management System

Incident: An event that does or could result in unintended harm or damage.

Loss Time: A workplace injury incident that results in the employee being off work beyond the day of the incident.

Management of Change: The formal system of control to provide a thorough review of changes proposed, to identify and minimize the potential for adverse impacts resulting from such changes. The Management of Change (MOC) is designed to be a replacement in kind that does not create a deviation from the existing HSEMS.

Medical Aid: A workplace injury incident where professional medical treatment is required.

Other Workers: Workers of other contractors not under the direct contractual control of City of Melfort or the General Contractor if present.

Owner: The City of Melfort

Policy: Statement of intent, a definite course of action.

PPE: Personal Protective Equipment

Practice: An activity or a process in which work is generally going to be completed. This focuses on general information about a job, tool, a piece of equipment or work condition.

Procedure: a written document that depicts all the necessary steps in a specific order to complete a task. This is considered crucial information that should be provided to all personnel completing a high-risk task.

Project: Erection, alteration, renovation, repair, dismantling, demolition, structural maintenance or painting of a structure. A project could also include land clearing earth moving, grading, excavating, trenching, digging, boring, drilling and blasting.

Prime Contractor: means the person who is the prime contractor in accordance with section 3-13 of the Saskatchewan Employment Act.

Project Manager: A person assigned overall responsibility for the successful planning and execution of a project or task.

Readily available: Available upon request.

Respondent: The person or persons alleged to have harassed the complainant.

Recordable Incident: Any injury or illness if it results in the following; death, days away from work, restricted work, transfer to another job, medical treatment beyond that of first aid or loss of consciences.

Risk: A probability or threat of damage, injury, liability, loss or any other negative occurrence that is caused by external or internal vulnerabilities, and that may be avoided through pre-emptive action.

A Risk- Critical Risk: *Imminent Danger Exists* (score of 8-16)
This indicates the immediate potential for death and serious injury and/or extensive damage of major equipment, material, or significant impact to the environment. Do not start the operation and correct the concern.

B Risk- Serious Risk: Serious Risk Exists (Score of 4-6)
Indicates potential for injury or illness, resulting in temporary disability, or property damage that is disruptive to the operation but not extensive. Identify the hazard/risk with a flag, sign, tag, etc. and provide intermediate precautions. Inform all individuals about the risk/hazard and report immediately. Initiate corrective actions as soon as possible (ensure correct procedure/ safe work practices are used).

C Risk-minimal Risk: Minimal Risk Exists (Score of 1-3)
Indicates potential for minor loss but does not represent a significant injury or damage potential. Make everyone who could be exposed aware of the risk/hazard, as required. (Ensure proper

personal protective equipment is used as a minimum, and re-evaluated for alternative controls and current control effectiveness).

Safety: Safety is the process of reducing or eliminating behaviors and/or conditions that have the potential for causing an incident.

Shall, Must and Will: "Shall", "must" and "will" indicate a standard, practice or procedure that is mandatory.

Supervisor: Any worker who directly oversees another worker(s) works activities.

Spill: A discharge into the air, water or earth that could cause harm to an individual's health and safety, damage to property and/or the environment.

Visitor: A visitor is an individual, (i.e. employee, worker, or other) who is not assigned to the worksite, office, or permanent facility.

Work Permit: A permit that must be granted to the Prime Contractor (if not the city) by the city representative prior to commencing work. The permit shall be valid for the duration of project unless otherwise revoked by the City of Melfort.

Worker: A person who performs labour, especially manual or industrial labor, or with a specific material. City of Melfort workers are under the direct control of a supervisor or manager in the employment of City of Melfort.

Worksite: A location where the City of Melfort engages in activities and is responsible for care and control of the physical space, or any place where City of Melfort business or work-related activities are conducted. It includes, but is not limited to, the physical work premises (offices or plants), work-related social functions, work assignments outside the City's offices or plants, work-related travel, and work-related conferences or training sessions.

7. Safety Policy

The City of Melfort is committed to the safety of its employees and property. Safety is as important as the quality of our work and productivity. City of Melfort recognizes the right of workers to work in a safe and healthy work environment and will work in consultation and cooperation with workers to establish a process, which is in everyone's best interest.

In fulfilling this commitment to protect both people and property, management recognizes the right of its workers to a safe and healthy work environment in accordance with industry standards and in compliance with legislative requirements, and will strive to eliminate any foreseeable hazards that may result in property damage, accidents or personal injury/illness.

All employees will be equally responsible for minimizing accidents with our facilities and operations. Safe work practices and procedures will be clearly defined in the City of Melfort Safety Manual for all employees to follow. This policy provides support for all safety related activities and the information found in this safety manual.

Accidents and accidental loss can be controlled through good management in combination with active employee involvement. Safety is the direct responsibility of all owners, managers, supervisors, and employees. All management activities will comply with company safety requirements as they relate to bidding jobs, planning jobs and maintenance of facilities and equipment. All employees will perform their jobs properly in accordance with established procedures and safe work practises.

City of Melfort has developed a safety manual that lays the foundation for achieving the goals and objectives established in this policy. The safety manual is a living document which will strive to identify, assess and control the hazards we face in our work. I trust that all of you will join me in a personal commitment to make safety a way of life.

The safety information in this program does not take precedence over the applicable government regulations.

City Manager: _____ Date: _____

8. Harassment Policy

The City of Melfort is committed to maintaining an inclusive, safe, secure, and respectful work environment for all employees. Responsibility for this is shared between you, management and the organization as a whole.

Every employee of the City of Melfort has the right to a workplace free from harassment. Harassment undermines employees and creates a hostile and unproductive work environment. Everyone in the workplace has a responsibility to ensure that harassment does not occur.

The City of Melfort will not tolerate, ignore or condone workplace harassment, discrimination or any pattern of inappropriate, disrespectful behaviour that a reasonable person would consider to be humiliating, demeaning, offensive or intimidating. The City considers such actions to be a serious offence, which may result in disciplinary action up to and including termination of employment. Members of the general public who engage in harassing behaviour against an employee may incur consequences for their actions up to and including denial of access to services offered by the City of Melfort.

City Manager: _____ Date: _____

8.1 Harassment Procedures

While the City of Melfort is committed to resolving harassment concerns internally, nothing in this Policy prohibits an employee from pursuing another remedy or legal process in respect of an alleged harassment.

Employees who believe (i) an employee has been harassed by another employee (ii) a member of the public has been harassed by an employee or (iii) an employee has been harassed by a member of the general public, have a responsibility to bring these concerns to the attention of their supervisor.

Supervisory and management staff are responsible to take appropriate action to stop any harassment in the workplace.

Informal Resolution Process

Any of the informal processes described in this policy may be used at any time and are not required to be utilized in the order set below.

1. Employees are encouraged to try to resolve the concern initially with the respondent directly by requesting that the comments, conduct or behaviour stop. It may be helpful to ask a neutral third party to assist in developing a plan to approach the other employee. Keep a written record of the date, time, details of the conduct and witnesses, if any.

2. If you are the respondent accused of harassment, you need to seek to understand the concern and be prepared to change your behaviour. It is not up to you to define what is uncomfortable for another person. Document the date, time location, names of witnesses and your interpretation of the incident(s) in the event you are formally accused of harassment.
3. Employees who are not comfortable approaching the respondent directly or if the complainant has approached the respondent directly but the unwelcome comments, conduct or behaviour continues, the complainant is encouraged to discuss his/her concerns with their supervisor or, if more appropriate, their department head, a different manager or the City Manager.

4. Any of the above-described persons may, with the permission of the complainant, discuss the complainant's concerns, on a confidential basis, with any other person for purposes of advice on how best to proceed. **Exception:** Such permission shall not be required when there are issues of safety inherent in the complaint or concern, or if the complaint or concern is so serious or of such a nature that the City is obliged at law to deal with it, or it is in the best interest of the employee to deal with it.

5. After speaking with one of the persons listed in 4.1(2), the complainant may ask that person to accompany him/her when the complainant speaks directly to the respondent about the concerns. Alternatively, the complainant may ask the person listed in 4.1(2) to address the matter informally with the respondent on their behalf. Verification from the complainant to have a representative speak on their behalf is required either by electronic form or hard copy form.
6. This consultative process between the complainant, the respondent and their representatives, if any, may result in counseling, mediation, an education component and/or discipline. This process may be utilized in situations involving the general public with such modification as necessary.

7. These informal processes shall be utilized as quickly as reasonably possible once a concern has been raised by the complainant. The complainant and respondent shall be kept informed as to how the concern is being addressed.

8. In any of the informal resolution processes, both the complainant and the respondent have the right to consult with and be represented by their union representative.

9. The complainant may decide to make a formal complaint under this policy without having pursued the Informal Resolution Process or where the Informal Resolution Process has not satisfactorily resolved the issue for the complainant.

Formal Resolution Process

1. The complainant's complaint must be in writing and must contain the details of the alleged harassment (what, where, when and who). If requested, one of the persons described in 4.1(2) may assist the complainant to prepare his or her formal complaint.

2. The City Manager or designate may, on behalf of the employee or the City, investigate without the complainant's consent when:

(A) there is an issue of safety inherent in the complaint or concern;
(B) the employee is apprehensive about what may happen if the employee makes the complaint (e.g. retaliation, intimidation, etc.);
(C) the complaint or concern is so serious or of such a nature that the City is obliged to deal with it, it is in the best interest of the employee to deal with it, or where deemed appropriate at the discretion of the City.

3. The complaint shall be submitted to the City Manager who may then delegate the handling of the complaint to the appropriate individual within the Corporation. The individual handling the complaint shall undertake such preliminary investigations as are required to assess whether
    (i) informal processes should be recommended and attempted;
    (ii) further investigation or action is or is not warranted;
    (iii) a formal investigation is warranted.

4. If a formal investigation of the harassment complaint is warranted, an investigation shall be undertaken by such internal or external person as may be appointed by the City Manager.

5. The investigator shall provide a written report of findings with respect to the harassment complaint to the City Manager. The respondent will see the complainant's statement and the complainant will see the respondent's statement. No witness statement will be shared with the complainant or the respondent. A copy of the report shall be provided to the complainant, the respondent and the supervisor or department head if deemed appropriate. The City Manager shall determine the actions to be taken because of the findings of the investigator.

General Principles during Resolution Processes

1. In any investigation, the respondent must be informed of the alleged complaint. The respondent shall receive fair treatment, including appropriate supports, and be kept informed throughout the process, including being given access to the formal complaint or statements made by the complainant.

2. At any stage of a formal investigation, both the complainant and the respondent have the right to consult with and be represented by their union representative.

3. Anyone who retaliates or threatens to retaliate in any way against a complainant or a witness for making a complaint or taking part in an investigation of a complaint will be subjected to disciplinary action, up to and including dismissal.

4. An informal resolution process may be converted to a formal resolution process (or vice versa) if it is appropriate to do so in the circumstances, or steps may be condensed if appropriate in the circumstances.

5. Unless no other reasonable or practicable solution exists, the City of Melfort shall not uproot complainant from his or her workplace during the investigation or change a complainant's working conditions because of remedial action taken against a respondent.

6. Malicious or frivolous complaints may result in disciplinary action being taken against the complainant.

7. The City of Melfort has a statutory duty to maintain a harassment-free workplace and to investigate complaints of harassment. As such, the City of Melfort may proceed with an investigation when a complaint or concern is raised that is so serious or of such a nature that the City is obliged to deal with it or it is in the best interest of the workplace to deal with it.

CONFIDENTIALITY

Confidentiality will be maintained throughout the investigatory procedure fully possible in order to protect the interests of the complainant, the respondent and any others who may report incidents of harassment.

All records will be kept confidential except where disclosure is required for investigating the complaint, taking disciplinary or corrective actions or for some other remedial process, or as required by law. No record of a complaint will be held in an employee's personnel file, except in the case of individuals who have received disciplinary action because of a substantiated complaint, or as a result of a malicious or frivolous complaint.

Confidentiality must be distinguished from anonymity. It is fundamental that a respondent who is subject to possible sanctions be informed of the allegations, including the identity of the complainant.

9. City Rules and Regulations

City of Melfort endeavours to make employees aware of the occupational health and safety (OH&S) regulations that pertain to their work. Nothing in this manual or by City of Melfort takes precedence over the Saskatchewan OH&S regulations and the Saskatchewan Employment Act.

1. Accidents, injuries or "near misses," regardless of their nature, shall be promptly reported to supervisors.

2. All personnel shall wear approved personal protective equipment (PPE) while on the job site

3. Clothing shall be appropriate to duties being performed. Long pants, a shirt and sturdy work shoes are the minimum requirements. No tank tops or tennis shoes.

4. Smoking is permitted only in designated areas.

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6. Safety glasses, goggles or face shields shall be worn when concrete breaking, metal chipping, welding, grinding, and other operations that require eye protection.

7. Hand tools shall not be used for any purpose other than that intended. All damaged or worn parts shall be promptly repaired or replaced.

8. Only authorized personnel shall operate power tools.

9. Operation of power tools without all manufacturer's guards in place is prohibited.

9. All electrical power tools shall be grounded or double insulated.

10. Compressed gas cylinders shall be secured in an upright position.

11. Riding on any hook, hoist or other material-handling equipment, which is used strictly for handling material and not specifically designed to carry riders, is prohibited.

12. Only authorized personnel with appropriate individual protective equipment shall carry out welding and burning operations.

13. Horseplay, fighting, gambling, and possession of firearms are strictly forbidden on the job and constitute grounds for dismissal

14. Possession or use on the job of intoxicating beverages or unauthorized drugs is strictly forbidden and constitutes grounds for immediate dismissal.

15. Harassment, discrimination, bullying, and violence shall not be tolerated in the workplace.

City Manager: _____ Date: _____

10. Workers Rights

A worker has three basic rights under the Saskatchewan Employment Act:

1. **The right to know**: You have a right to know what hazards are present in the workplace and be given the information, training and supervision you need to protect yourself.

2. **Right to Participate**: You have a right to participate in keeping your workplace healthy and safe, which may include selecting or being a health and safety representative or committee member. You also have a right to report unsafe conditions and practices.

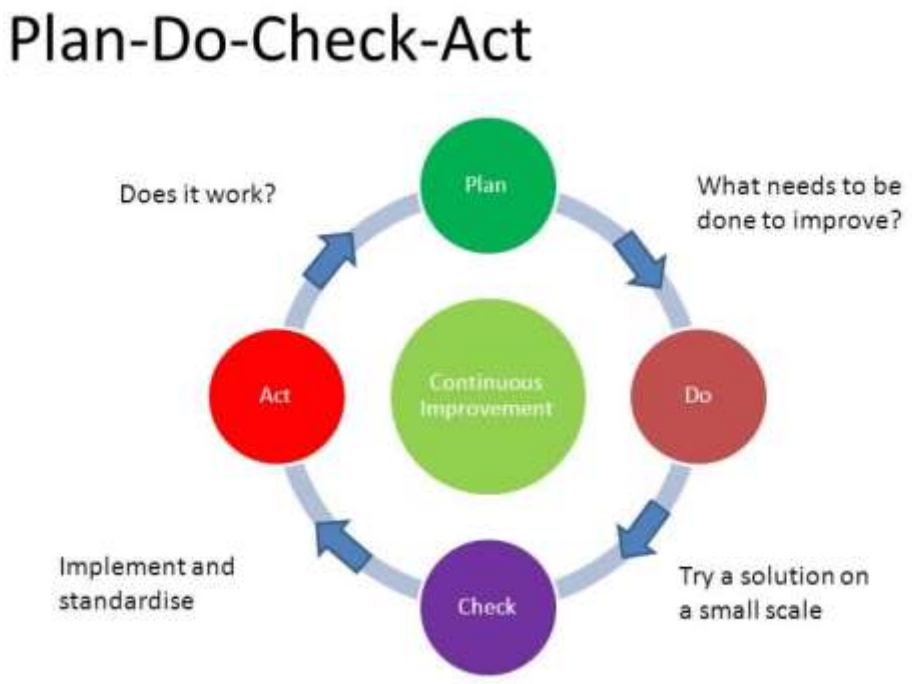
3. **Right to Refuse**: You can refuse work that you believe to be dangerous to yourself or your co-workers.

City of Melfort recognizes these rights and encourages all employees to bring forward any concerns to their supervisor, manager or occupational committee member. For City of Melfort to achieve the goals set out in this manual it is essential we all take responsibility for ensuring safety. Every employee has a part to play in achieving our safety goals.

City Manager: _____ Date: _____

11. Continual Improvement

The City of Melfort is committed to the continuous improvement of its Health, Safety and Environmental Management Systems. This ongoing process will ensure our programs continue to be suitable to our work, and provide coverage and effectiveness.



11.1 Continuous Improvement Program

Management shall review yearly the Health Safety and Environment Management system (HSEMS) through this evaluation The City of Melfort management shall create an action plan for changes deem necessary. The evaluation of the HSE Management System will include and be derived from the following information:

- Results of our Certificate of Recognition Audits
- Results of our internal audit process
- Feedback from external stakeholders
- Results from our incident investigations
- Review of our training programs
- Effectiveness of our corrective actions
- Effectiveness of our preventative programs
- Review of and changes to legislative requirements.

11.1.1 Action Plan for Continuous Improvement

An action plan shall be created by The City of Melfort management and its executives that shall focus on:

- Areas that require change
- Goals for the effectiveness of the change to the Health, Safety and Environmental policies and procedures
- Measurement of Hub Cities target
- Change in allocation of resources

Section 2 - Hazard Assessment, Identification and Control

1. Purpose

Hazard assessment is the basis for the prevention of incidents in the work place. The purpose of this standard is to create a process that facilitates assessment, identification, and control. of hazards at City of Melfort work sites.

2. Scope:

This shall apply to all City of Melfort employees, visitors and all trade contractors who work for City of Melfort and/or complete work on sites run by City of Melfort.

3. Glossary

Administrative Controls: Changes in work procedures such as written safety policies, rules, supervision, schedules, and training with the goal of reducing the duration, frequency, and severity of exposure to hazardous chemicals or situations.

Elimination: Physically removing the hazard, which is the most effective form of control.

Engineering Controls: Isolation of the hazards by means of engineering, which is the third most effective control.

Field Level Risk Analysis: (FLRA): This is to be completed before each task begins and it is to give detailed assessment to the workers before the start of their task. For this to be effective anyone who signs off on the FLRA must be involved with its development, all crew members must participate. The FLRA must be done at the specific site where the work is to be done.

Hierarchy of Controls: A system used to minimize or eliminate exposure to hazards. In order of hierarchy: Elimination, Substitution, Engineering Controls, Administrative Controls, Personal Protective Equipment.

Job Hazard Analysis (JHA): This assessment tool is to be filled out before high risk activities outside of your normal duty are to be completed. This tool ensures that all workers involved in the task are working together with the same understanding of what is to be done.

Project Hazard Analysis (PHA): These are a full assessment of the worksite before work begins on a site or project. These are prescribed to be completed before each job begins and before each new phase of the job begins. This shall be completed and posted on the job site for all workers, contractors, and site visitors enter.

Personal Protective Equipment (PPE): Includes all clothing and other work accessories designed to create a barrier against workplace hazards. It is implemented only after other reasonably practicable means of eliminating a hazard have been attempted.

Risk Classification Table: A risk matrix adopted be City of Melfort to ensure consistency when classifying hazards and incidents. This is used to determine risk.

Substitution: Involves replacing something that produces a hazard with something that does not produce a hazard, which is the second most effective control.

4. Legislative requirements

Duty to provide information

3 -16(1) In this section, "required information":

(a) means any information that an employer, contractor, owner or supplier knows or may reasonably be expected to know and that:

(i) may affect the health or safety of any person who works at a place of employment; or

(ii) is necessary to identify and control any existing or potential hazards with respect to any plant or any process, procedure, biological substance or chemical substance used at a place of employment; and

(b) includes any prescribed information

5. References

- Saskatchewan Legislation.
- Saskatchewan Guidelines for Managing Asbestos in Buildings.
- WorkSafe BC.
- Heavy Construction Association Saskatchewan.

6. Responsibilities

These responsibilities outline are for this section of the manual, to see overall responsibility refer to section one under responsibilities.

6.1 City Manager

- Ensure that the off-site safety components are present and being adhered to.
- Review the Control plans and Hazard Assessment's to ensure they are meeting intent.
- Assist with the creation of the Hazard Assessment when required,
- Audit the Job Hazard Assessment (JHA) and Field Level Risk Assesment (FLRA) periodically to ensure compliance with the company regulations.

6.2 Managers

- Complete the Work Site Hazard Assessment and ensure it is posted on the job site in a conspicuous place. This should be done prior to entering the site.
- Participate in hazard assessments, follow the hierarchy of controls.
- Maintain a safety program by development and implementation of controls.
- Verify that corrective actions are being done.
- Ensure proper training of City of Melfort Workers.
- Ensure that PPE is available.
- Are responsible and accountable for the day-today work activities of the Supervisors and workers.
- Audit the JHA and FLRA periodically to ensure compliance with the company regulations.
- Investigate all accidents unsafe conditions and make safe.
- Provide Coaching and recognition to employees on the hazard assessment process.

6.3 Supervisors/Foreman/Crew Leaders

- Be an example for safety and promote safety awareness.
- Participate in the creation of Job Hazard Assessments, and the Work Site Hazard Assessment.
- Audit of the JHA and FLRA to ensure compliance and understanding by the workers.
- Ensure that all non-City of Melfort workers and Contractors are signed on to the Work Site. Hazard Assessment, FLRA and JHA that they are involved in.
- Are responsible and accountable for the day-to-day work activities of the workers.
- Consistent monitoring and documentation of work activities, intervening when required.
- Notify the manager when employees aren't following procedures as the job dictates.
- Establish and develop of the safe procedures and practices.
- Cooperate with the Occupational Health and Safety Committee.
- Provide coaching and recognition to employees on the hazard assessment process.

6.4 Workers

- Are responsible for their own safety and the safety of those around them.
- Look for and be alert for hazards.
- Correct and/or report hazards to their supervisor.
- Complete daily inspections on tools, equipment, machinery and work spaces.
- To understand, use, maintain the hazard assessment they complete before each job.
- Assist in establishing and developing of the Safe Work Practices and Procedures.
- Fill out the FLRA for their specific task
- Follow the regulations and requirements set out in this manual and given on site.

6.5 Suppliers, Contractors, Visitors, Government Officials.

- Be aware of the hazards present and sign on to the Work Site Hazard Assessment before entering the site and sign off on the FLRA before entering the specific work area.
- conduct themselves in a safe manner and co-operate with City of Melfort management, supervisors and employees.
- Responsible for following industry practices and the Saskatchewan Employment Act

7. Requirements for Hazard I.D and Control

7.1 Hazard Assessments

Identification and control of hazards in the workplace is crucial to the success of an effective safety program.

The employer must determine what hazards are present in the workplace. It is through the control of hazards that the frequency and severity of accidents is reduced, resulting in parallel reduction in human and financial costs. All personnel involved in this process shall be provided training on hazard identification and risk assessment.

City of Melfort has set out its three key components in hazard assessment. These are done to help create and maintain a safe and healthy workplace. All jobsites and workers regardless of size and scope need to create and maintain these assessments.

Project Hazard Assessments (PHA): These are a full assessment of the worksite before work begins on a site or project. These are prescribed to be completed before each job begins and before each new phase of the job begins. This shall be completed and posted on the job site for all workers, contractors, and site visitors enter.

Job Hazard Analysis (JHA): This assessment tool is to be filled out before high risk activities outside of your normal duty are to be completed. This tool ensures that all workers involved in the task are working together with the same understanding of what is to be done.

Field Level Risk Assessment (FLRA): This is to be completed before each task begins and it is to give detailed assessment to the workers before the start of their task. For this to be effective anyone who signs off on the FLRA must be involved with its development, all crew members must participate. The FLRA must be done at the specific site where the work is to be done.

Worksite Inspections: This is to be competed weekly by the safety representative and at least one worker. The purpose of this is to gain further understanding of the workplace, jobs and tasks and their risks. By identifying potential and existing hazards, determining underlying causes and recommending corrective actions we create a safer workplace. These inspections are to be reviewed and signed off by senior management.

Project Hazard Assessment

Completed before a Project has begun and posted on site.

Job Hazard Analysis

Completed before any high risk activities out of your regular duties begin.
If this is a regular duty consult your safe work procedures for procedure.

Field Level Risk Assessment:

To be completed before each day of work begins. If you have a change of tasks or begin work with other crews, you will need to sign on to their FLRA or create a new one. Keep this in your work area.

Worksite Inspections:

To be completed bi-weekly for each area of work. These are to be completed in conjunction with the safety group and workers. Post a copy of each inspection after completion on the worksite safety board.

8. Risk Classification Table or Risk Matrix

A Risk Matrix is a table that is used during risk assessment to define the level of risk by considering the category of probability (likelihood of) against the category of consequence of severity. This mechanism is used to assist in decision making, clarity, visibility and consistency when assessing risk.

The Risk Matrix is the basis for consistency and is used throughout the Health, Safety and Environmental Management system. Most notably this is found on hazard assessments, project assessments, and incident investigations.

8.1 Calculation:

Severity X Likelihood = Risk

The first step is to clearly identify a credible consequence that could occur as a result of the hazard / issue. Then determine the likelihood of the consequence you identified for the hazard / issue occurring. The intersection of the consequence and likelihood on the risk matrix gives you a risk rating.

8.2 Risks Classification Table

Risk Matrix

	Severity			
Likelihood	**4**	**3**	**2**	**1**
4	**A**	**A**	**A**	**B**
3	**A**	**A**	**B**	**C**
2	**A**	**B**	**B**	**C**
1	**B**	**C**	**C**	**C**

Risk Category	Definition	Level of Investigation
Critical	Class “A” Incident. Likely to cause permanent disability, loss of life or body part, extensive loss of structure, equipment or material.	Manager, Supervisor and OHC committee member. Incident Long Form needed.
Serious	Class “B” likely to cause permanent disability, loss of life or body part, extensive loss of structure, equipment or material.	Supervisor, employee and OHC committee member. Incident Long Form needed.
Minimal	Class “C” Incident. Serious injury or illness, resulting in temporary disability or property damage that is disruptive but not extensive.	Investigation by Supervisor Incident short form must be completed.

Class A and B incidents must be reported immediately and Investigation must begin within 3 hours. All investigations must be fully completed within 72 hours.

9. Forms

- Project Hazard Assessment Form
- JHA
- FLRA

9.1 Project Hazard Assessment:

Date: _____ Project Name: _____ Project Manager: _____

Estimator: _____ Brief Description of the project: _____

_____

Applicable Scopes of Work/Work Activities:

	Carpentry		Plumbing		Equipment Maintenance		Steel Erection
	Concrete work		Drywall		Equipment Operation		Demolition
	Electrical Work		Painting		Scaffolding Required		Instrumentation
	Steam Fitters		Flooring		Insulation		Rigging
	Roofing		Sheet Metal		Millwright		Masonry
	Specialty Work:						
	List heavy equipment:						

List Potential Hazards

	Working at heights		Radiation
	Noise above 85db		Biological (Virus, Bacterial, Waste products)
	Grinder Use		Asbestos
	Demolition		Lead
	Mechanical Equipment		Chemical (Toxic, Corrosive)
	Critical Lifts		Mould
	Manual Lifting over 50 lbs		Silica
	Structural Changes		Fiber Optic
	Heavy Equipment		Live Electrical Work
	Fire/Explosion		Confined Space Level 1 Level 2 Level 3

	Welding		Working Alone
	Awkward Work Positions		Is this Space currently occupied
	Stored Energy		Required Shutdowns
	Excavation/Trenching		People
	Gases (ex. H2S)		Cranes on site Overhead lines Tunnels

Risk Associated with the site and the conditions that working at this site may create:

	Difficult Access		Existing Client Operations
	Animals Present		Vehicular Traffic
	Inadequate Laydown area		Human/equipment interface
	Overhead Power Lines		Working Overhead
	24 Hour shifts		Underground Storage Tanks
	Previously Disturbed Soil		Special Access Requirements
	Limited Hours of Work		Animal Infestation
	Flooding		HVAC issues effecting others air quality
	Contaminated Soil		
	List Other Hazards:		

These Hazards checked above have been identified by City of Melfort potentially exist and have been agreed upon by the Project Manager that they should be expected to be present. Once a hazard has been identified a control must be put in place by either the City of Melfort or the Contractor.

Hazard or risk Identified	Controls For the Identified Risk/Hazard.	Company Responsible.	Covered In a JHA/ SWP? Y/N

9.2 Job Hazard Analysis

Project Name: _____ Location: _____

Work Activity/Task: _____ JSA # _____

Steps	Hazards Consider People, Equipment, Tools, Material, Environment, etc.…	Pre-Control Risk Rating	Control	Post Control Risk Rating.

Reviewed by:

Manager	Date:
Shop Supervisor	Date:

Crew Review –Acknowledge with date and Signatures.

Signature	Date:	Signature	Date:

Risk Matrix

Risk Matrix

	Severity			
Likelihood	**4**	**3**	**2**	**1**
4	**A**	**A**	**A**	**B**
3	**A**	**A**	**B**	**C**
2	**A**	**B**	**B**	**C**
1	**B**	**C**	**C**	**C**

Risk Category	**Definition**	**Level of Investigation**
Critical	Class "A" Incident. Likely to Cause permanent disability, loss of life or body part, extensive loss of structure, equipment or material.	Manager, Supervisor and OHC committee member. Incident Long Form needed.
Serious	Class "B" Likely to Cause permanent disability, loss of life or body part, extensive loss of structure, equipment or material.	Supervisor, employee and OHC committee member. Incident Long Form needed.
Minimal	Class "C" Incident. Serious injury or illness, resulting in temporary disability or property damage that is disruptive but not extensive.	Investigation by Supervisor Incident short form must be completed.

Note: Use this chart and apply this to the A, B, or C categories below to give you the Risk Category.

Class A and B incidents must be reported immediately and Investigation must begin within 3 hours. All investigations must be fully completed within 72 hours.

9.3 Field level Risk Assessment

Company: Site Location:
Job/Task: Date:
Check off below the hazards present during the task(s) you are working on.

Work Environment Hazards		**Personal Limitations**	
Weather	☐	Procedure not available	☐
Slips or trips	☐	No training in task/procedure	☐
Waste Material generated	☐	No training in tools to be used	☐
Limited Access/egress	☐	First time preforming the task	☐
Extreme Weather	☐	Distractions	☐
Lighting Levels too high or Low	☐	Pre-Job Stretch	☐
Pinch Points	☐	Are you Ready for the task	☐
Hazardous Exposures		**Equipment Hazards**	
Asbestos	☐	Operating Power Equipment	☐
Lead	☐	Operating Motor Vehicle	☐
Mould	☐	Grinders	☐
Sharp Objects	☐	Welding Machines	☐
Noise	☐	Hand Tools	☐
Odors	☐	Rigging Equipment	☐
Steam	☐	Ladders	☐
Reactive Chemicals	☐	Lock Out/Tag Out needed?	☐
Confined Space	☐	Other	☐
Physical Energy Hazards		**Hazardous Energy**	
Load to Heavy	☐	Electrical	☐
Over Reaching	☐	Mechanical	☐
Prolong bending	☐	Physical	☐
Prolonged Twisting	☐	Pneumatic	☐
Repetitive Motions	☐	Pressure	☐
Unstable Positions	☐	Hydraulic	☐
Working above head	☐	Other:_____	☐
Fall Protection/Confined Space		**Personal Protective Equipment**	
Harness	☐	Hard Hat	☐
Lanyard	☐	Gloves	☐
D Ring	☐	Safety Glasses	☐
Lifeline	☐	Respiratory Protection	☐
Buckles	☐	Are you fit tested & Clean Shaven	☐
Rope Grab	☐	Vest	☐
Stitching	☐	Hearing Protection (85db+)	☐
Retractable	☐	Steel Toes	☐
Permit	☐	Other: _____	☐

Safe Work Practices and Procedures	
Is there a Practice or Procedure for this task?	☐ Yes ☐ No
Have you reviewed it?	☐ Yes ☐ No

Permits	
Do you need a permit today?	☐ Yes ☐ No
Confined Space	☐ Yes ☐ No
Dig Permit	☐ Yes ☐ No
Demolition permit	☐ Yes ☐ No
Fall Protection Plan	☐ Yes ☐ No
Hot Work Permit obtained?	☐ Yes ☐ No
Notice to Government been served?	☐ Yes ☐ No

Daily Jobs/Tasks	Hazards	Risk (A,B,C,D)	Control

Print Name:	Signature:

Hazard Assessment Critical Task List

Critical Tasks are common tasks to most jobsites; however, these are not limited to every job site. This is not to take place of the Project Hazard Assessment or Job Hazard Assessments.

- Air powered hand tools
- Abatement Work
- Compressed Saw
- Pressure washer
- Defective tools
- Fall arrest
- Fire Extinguishers
- Grinding
- Material Handling
- Lockout tagout
- Confined Space
- Scaffolds
- Reciprocating Saw
- Aerial Lifts
- Powered Mobile Equipment
- Application of Fire Proofing
- Restricted Access
- Working Alone
- Jackhammers
- Concrete Saw
- Knives
- Texture Sprayer
- Cut Off Saw
- Hammer Drill
- Ladders
- Table Saw
- Chemical Spill

City of Melfort Work Site Inspection

Location:		**Date & Time:**	
Company:		**Inspector(s):**	

Item #	Hazard Class	Location	Hazard Observed/Recommendation Given	Substandard Action	Substandard Condition	Corrective Actions		
						Action Taken	Responsibility	Completion Date

Hazard Class		Time to Address
Extreme	Class “A”: Likely to cause permanent disability, loss of life or body part, extensive loss of structure, equipment or material.	Immediately
High	Class “B”: Serious injury or illness, resulting in temporary disability or property damage that is disruptive, but not expensive.	0-2 Days
Moderate	Class “C”: Condition or practice that is likely to cause minor injury or illness or non-disrupted property damage	0-6 Days
Low	Class “D”: A condition or practice likely to cause minor injury or illness or non-disruptive property damage.	0-6 days

Inspection: Suggested Checklist		
Site Access	Protective Equipment	Guardrails
Ladders	Containment Area	Fire protection
Asbestos Process	SWP	Operational Procedures
Fire Protection	E.R.P.	First Aid Equipment
Public Protection	Housekeeping	Fall Protection
Scaffolds	Power Tools, Equipment	LOTO
Extension Cords	Gas Cylinders	Worker Education
Traffic Control	Welding	PPE
Temporary Power Supply	Signage	Material Storage/Laydown
Trenches/Excavation	Confined Space	Control Plan

Comments:

Melfort Project Hazard Inspection

Date: _____ Project Name: _____ Project Manager: _____

Estimator: _____ Brief Description of the project: _____

_____

Applicable Scopes of Work/Work Activities:

	Carpentry		Plumbing		Equipment Maintenance		Steel Erection
	Concrete work		Drywall		Equipment Operation		Demolition
	Electrical Work		Painting		Scaffolding Required		Instrumentation
	Steam Fitters		Flooring		Insulation		Rigging
	Roofing		Sheet Metal		Millwright		Masonry
	Specialty Work:						
	List heavy equipment:						

List Potential Hazards:

	Working at Heights		Radiation
	Noise above 85db		Biological (Virus, Bacterial, Waste products)
	Grinder Use		Asbestos
	Demolition		Lead
	Mechanical Equipment		Chemical (Toxic, Corrosive)
	Critical Lifts		Mould
	Manual Lifting over 50 lbs		Silica
	Structural Changes		Fiber Optic
	Heavy Equipment		Live Electrical Work
	Fire/Explosion		Confined Space Level 1 Level 2 Level 3
	Welding		Working Alone
	Awkward Work Positions		Is this Space currently occupied
	Stored Energy		Required Shutdowns
	Excavation/Trenching		People

	Gases (ex. H2S)		Cranes on site Overhead lines Tunnels

Risk Associated with the site and the conditions that working at this site may create:

	Difficult Access		Existing Client Operations
	Animals Present		Vehicular Traffic
	Inadequate Laydown area		Human/equipment interface
	Overhead Power Lines		Working Overhead
	24 Hour shifts		Underground Storage Tanks
	Previously Disturbed Soil		Special Access Requirements
	Limited Hours of Work		Animal Infestation
	Flooding		HVAC issues effecting others air quality
	Contaminated Soil		
	List Other Hazards:		

The Hazards checked above have been identified by City of Melfort as potentially existing, and it has been agreed upon by the Project Manager that it should be expected for them to be present. Once a hazard has been identified, a control must be put in place by either the City of Melfort or the Contractor.

Hazard or risk Identified	Controls for the Identified Risk/Hazard.	Company Responsible.	Covered In a JHA/ SWP? Y/N

City of Melfort

Section 3 - Safe Work Practices

1. Jackhammer

Title: Jackhammer	
Revision Number: 1	**Date: December, 2017**

Protecting workers from injuries associated with the use of mechanical vibration tools.

Guidelines:

1. Ensure vibration suppression material is applicable.
2. Ensure work site has barricades and warning signs in place.
3. Be conversant in job procedure and equipment.
4. Review manuals for your specific equip
5. Know the work limits associated with equipment, including levels of sensitivity, numbness of stiffness.
6. Ensure proper PPE is utilized for task, including hearing protection.
7. Take micro breaks

City of Melfort

Safe Work Practices

2. Man Lifts and Scissor Lift

Title: Man Lifts and Scissor Lift	
Revision Number: 1	**Date: December, 2017**

Protecting workers from injuries associated with operation of man lifts and scissor lifts. All workers must be trained, and deemed competent before operating a lift. These are general guidelines only.

Guidelines:

1. Erect warning devices.
2. Erect barricades and warning signs
3. Ensure Flag person on site.
4. Swamper to be utilized and identified.
5. Ensure means of communication between operator and swamper.
6. Fall arrest protection in place.
7. Follow man lift / scissor lift specific make / model safe work procedures step by step.
8. Do not use hand-held devices (cell phone, two-way radio etc.) while operating the piece of equipment.

City of Melfort

Safe Work Practices

3. Metal Scaffolds

Title: Metal Scaffolds	
Revision Number: 1	**Date: December, 2017**

There are various types of metal scaffolds and they all have a right and wrong way to be erected. The misuse of scaffolding is the cause of numerous serious injuries. Every worker who designs or constructs a scaffold should be competent and know what the manufacturer's specifications are for the type of scaffold being used.

The scaffold type which will be best suited for the job and capable of withstanding the loads to be imposed on it must be determined before the job begins.

Guidelines:

- the scaffold you intend to use is the correct one for the job;
- the location in which the scaffold is to be constructed is level or can present secure footing by use of mudsills or some other device;
- the scaffold will be erected by a competent worker;
- legislative and manufacturer's requirements have been complied with;
- safe access and egress to both the scaffold and the general work area has been provided;
- levelling adjustment screws have not been over-extended;
- tower scaffolds have outriggers or are guyed and have all component parts secured in place (i.e. cross braces, pins, lateral braces);
- That there are no hazard such as but not limited too; live electrical lines, sharp objects, uneven surfaces, overhead hazards, that can harm the worker(s)
- scaffold work platforms have perimeter guardrails these are:

  Horizontal rail - 0.91 metres to 1.06 metres above the work platform

  Intermediate rail - horizontal rail midway between work platform and top rail

  Toe board - horizontal member at work level no less than 102 mm in height above the platform level;

- scaffold planks are of number one grade materials with maximum spans of 3.1 metres on tight duty and 2.3 metres on heavy duty with a maximum projection beyond the ledger of no more than 300 mm, and no less than 150 mm and cleated.
- All Plank must be cleated so that they cannot slide off or move off their perch.

City of Melfort

Safe Work Practices

4. Planned Lifts and Suspended Loads

Title: Planned Lifts and Suspended Loads	
Revision Number: 1	**Date: December, 2017**

Lifts involving mechanical assistance must be planned to ensure the proper use of equipment and rigging.

Guidelines:

1. Ensure barricades and warning signs are in place.
2. Determine the weight of the load.
3. Determine the shape and the size of the load.
4. Determine the maximum height and final position of the load to be raised.
5. Determine the centre of gravity of the load so proper length of slings can be determined
6. Ensure that safety inspections are completed on equipment and rigging.
7. Ensure potential hazards are identified within the work area.
8. Communicate with all personnel involved of potential hazards.
9. Ensure clear communications with equipment operators are in place.
10. Ensure tag lines are used and constructed of non-conductive material.
11. Ensure atmospheric conditions are monitored such as temperature, humidity and wind may affect the operator.
12. Ensure you understand proper hand signals.
13. Ensure ground is firm and level.
14. Establish load chart rating of crane.
15. Create and Follow lift safe work procedure step by step.

City of Melfort

Safe Work Practices

5. Use of Portable Grinders

Title: Use of Portable Grinders	
Revision Number: 1	**Date: December, 2017**

Abrasive wheels can cause severe injury. Proper storage, use and maintenance of wheels must be observed.

Guidelines:

- Familiarize yourself with the grinder operation before starting work.
- Ensure proper guards are in place and that safety glasses, face shields, gloves and safety boots are worn.
- Never exceed the maximum wheel speed (every wheel is marked). Check the speed marked on the wheel and compare it to the speed on the grinder.
- When mounting the wheels, check them for cracks and defects. Ensure that the mounting flanges are clean, and the mounting blotters are used. Do not over-tighten the mounting nut.
- Before grinding, run newly mounted wheels at operating speed to check for vibration.
- Never use the grinder for jobs for which it is not designed, such as cutting.
- Use must keep the guard on for all grinders all the time;

Note:

A grinding wheel that breaks must be reported to your supervisor and an incident investigation must occur. This is a reportable offence to the Saskatchewan Government as a dangerous occurrence.

"Section 9(I) (C) the bursting of a grinding wheel "; The Occupational Health and Safety Regulations 1996.

City of Melfort

Safe Work Practices

6. Air Tools

Title: Air Tools	
Revision Number: 1	**Date: December, 2017**

Protecting workers from injuries associated with operation of air tools

Guidelines:

1. Regularly inspect tools and hoses before using.
2. Obtain underground utility locates for the work area.
3. Wear suitable clothing and personal protective equipment.
4. Use proper shoring or slope equipment when air back tools are used in ditch.
5. Get assistance before lifting or moving heavy objects.
6. Practice good housekeeping.
7. Keep loose fitting clothing away from rotating equipment.
8. Bleed air before disconnecting hoses.
9. Shut-off equipment while re-fuelling.
10. Do not use an air tool for any purpose other than what it is intended for.
11. Follow Air Tool Safe Work Practice step by step.

City of Melfort

Safe Work Practices

7. Airless Sprayer

Title: Airless Sprayer	
Revision Number: 1	**Date: December, 2017**

Guidelines

- Wear eye protection, respirator, disposable coveralls and gloves
- Refer to MSDS for product
- Worker must have WHMIS training -Work area should be clear of debris/clutter to reduce risk for slips, trips or falls
- Ensure work area is well ventilated
- Keep lights or other electrical appliances away from the spray. For tight areas, use a shield behind the item to block overspray.
- Adjust the pressure to lowest setting possible -Paint with steady, even movements one coat at a time to reduce paint running off the item
- Thoroughly rinse out hose and gun before storing
- Dispose of empty containers following hazardous waste guidelines

City of Melfort

Safe Work Practices

8. Cell Phones

Title: Cell Phones	
Revision Number: 1	**Date: December, 2017**

Protecting workers from injuries associated with the IMPROPER use of cell phones while operating a motor vehicle. Using a cell phone improperly while operating a motor vehicle may be hazardous to the worker and general public.

Guidelines:

1. When vehicle is in motion calls may not be answered by the driver and must be directed to voicemail or a passenger.
2. If an employee driving a vehicle must make a phone call, the vehicle must be parked and in a safe location.
3. If making an emergency call (911) the vehicle must be safely parked before making the call.
4. Follow all site rules while using cell phones
5. Follow all Sask. Legislation regarding cell phone use.

City of Melfort

Safe Work Practices

9. Chain Saw

Title: Chain Saw	
Revision Number: 1	**Date: December, 2017**

Workers must be trained in safe use of chain saws use proper PPE (Personal Protective Equipment)
ERP (Emergency Response Plan)
Use as per manufacturers specifications.

Guidelines:

This training must include a minimum of the following elements:

1. The proper personal protective equipment (PPE) to be worn is set out in the manufacturer and Occupational Health & Safety Legislation.

2. Ensure that the chain brake is functioning properly and adequately stops the chain.

3. The chain must be sharp, have the correct tension and be adequately lubricated.

4. The correct methods of starting, holding, carrying or storage and use of the saw as directed by the manufacturer must be used.

5. The chain saw must not be used for cutting above shoulder height.

6. Fueling must be done in a well-ventilated area and not while the saw is running or hot.

7. An approved safety container must be used to contain the fuel used along with a proper spout or funnel for pouring.

8. When carrying/transporting a chain was the bar guard must be in place, the chain bar must be toward the back and the motor must be shut off.

City of Melfort

Safe Work Practices

10. Circular Saw

Title: Circular Saw	
Revision Number: 1	**Date: December, 2017**

This type of power hand tool is one of the most commonly used in construction. Because of this common use there are numerous incidents due to thoughtless acts.

Guidelines:

- Approved safety equipment such as safety glasses or a face shield are to be worn.
- Where harmful vapours or dusts are created, approved breathing protection is to be used.
- The proper sharp blade designed for the work to be done must be selected and used.
- The power supply must be disconnected before making any adjustments to the saw or changing the blade.
- Before the saw is set down be sure the retracting guard has fully returned to its down position.
- Both hands must be used to hold the saw while ripping.
- Maintenance is to be done as per the manufacturer's specifications.
- Ensure all cords are clear of the cutting area before starting to cut. Before cutting, check the stock for foreign objects or any other obstruction which could cause the saw to "kick back".
- When ripping, make sure the stock is held securely in place. Use a wedge to keep the stock from closing and causing the saw to bind.

City of Melfort

Safe Work Practices

11. Compressed Air

Title: Compressed Air	
Revision Number: 1	**Date: December, 2017**

Guidelines for all Air powered tools and compressor needs

- Compressed air must not be used to blow debris or to clear dirt from any worker's clothes.
- Worker must ensure that the air pressure has been turned off and the line pressure relieved before disconnecting the hose or changing tools.
- All hose connectors must be of the quick disconnect pressure release type with a "safety chain/cable".
- Wear personal protective equipment such as eye protection and face shields and ensure other workers in the area are made aware of or have restricted access to the hazard area.
- Hoses must be checked on a regular basis for cuts, bulges or other damage. Ensure that defective hoses are repaired or replaced. A proper pressure regulator and relief device must be in the system to ensure that correct desired pressures are maintained.
- The correct air supply hoses must be used for the tool/equipment being used.
- The equipment must be properly maintained as per the manufacturer's requirements.
- Follow the manufacturer's general instructions and comply with legislated safety requirements.

City of Melfort

Safe Work Practices

12. Defective Tools

Title: Defective tools	
Revision Number: 1	**Date: December, 2017**

Defective tools can cause serious and painful injuries. If a tool is defective in some way, **DO NOT USE IT**.

Be aware of problems such as:

- Chisels and wedges with mushroomed heads.
- Split or cracked handles.
- Chipped or broken drill bits.
- Wrenches with worn-out jaws.
- Tools which are not complete, such as files without handles.
- Broken or inoperative guards.
- Insufficient or improper grounding due to damage on double-insulated tools.
- No ground wire on the plugs or cords of standard tools.
- An on/off switch not in good working order.
- A cracked tool blade.
- The wrong grinder wheel is being used.
- The guard on a power saw has been wedged back.

Guidelines

To ensure the safe use of tools:

- never use a defective tool.
- double check all tools prior to use.
- ensure that defective tools are repaired.

City of Melfort

Safe Work Practices

13. Fire Extinguishers

Title: Fire Extinguishers	
Revision Number: 1	**Date: December, 2017**

Good housekeeping is essential in the prevention of fires. Fires can start anywhere and at any time. Therefore, it is important to know which fire extinguisher to use and how to use it.

Always keep fire extinguishers visible and easy to get at. Fire extinguishers must be properly maintained to do the job. Where temperature is a factor, ensure that care is taken in selecting the right extinguisher.

Guidelines:

1. They must be checked monthly to ensure they are intact, that the pressure is within the green (195 psi)
2. The hoses are not damaged
3. Tip the extinguisher upside down and back a few times to keep the powder inside loose.
4. Ensure that it has been serviced within the last three years.
5. Ensure that the inspection tags and the pin zip tie are intact and present.

We use only dry chemical; 5lb to 20lb Class A, B, C fire extinguishers.

Types of fires

Class A: These fires consist of wood, paper, rags, rubbish and other ordinary combustible materials.

Class B: Flammable liquids, oil and grease

Class C: Electrical Equipment

Fighting the Fire Remember P A S S

Pull
Aim
Squeeze
Sweep

City of Melfort

Safe Work Practices

14. Hazard Control Signage

Title: Hazard Control Signage	
Revision Number: 1	**Date: December, 2017**

Protecting workers from injuries associated with improper use of warning signs. Work sites should have appropriate and adequate signage to identify site hazards in place prior to the commencement of any work process.

Guidelines:

1. Ensure signage is in good condition, clean, legible and suited to the purpose.
2. Ensure control signage is of accepted standards and consistent with the project.
3. Ensure signage is secured.
4. Routinely inspect signage for placement, cleanliness and physical damage.
5. Ensure that the signage is not taking the place of physical barriers when required.

Red Tape cannot be crossed without the expressed permission of those who put the Red tape or Ribbons up. Red means Dead, and demarks serious hazards.

Yellow Tap is Caution tape and demarks that there is notable hazard and that the workers shall be aware of the hazard before entering the space.

All tape shall be tagged with the Hazard, and workers who noted the hazard.

City of Melfort

Safe Work Practices

15. Insulating Pipes

Title: Insulating Pipes	
Revision Number: 1	**Date: December, 2017**

Protecting workers from injuries associated with insulating operations. Insulating piping and vessels is an integral part of protecting the systems from inclement weather, and for code issues.

Guidelines:

1. Ensure barricades and warning devices are erected.
2. Ensure material is stored and secured.
3. Utilize equipment and proper lifting technique for moving insulation.
4. Ensure proper PPE is utilized including respiratory protection.
5. Ensure area is curtained off if required.
6. Follow MSDS recommendations.
7. Ensure correct insulation is utilized.
8. Refer to *Working Alone* policy where applicable.
9. Ensure that workers are aware of the pipe temperature.
10. Insulating pipes under pressure and hot can be dangerous. Ensure that you are wearing the correct PPE and that your clothing is not going to melt.

City of Melfort

Safe Work Practices

16. Shop Safety

Title: Shop Safety	
Revision Number: 1	**Date: Nov. 29th, 2017**

1. Keep bays clear of garbage and obstructions
2. Ensuring any grinding sparks do not fly into flammable materials or other workers
3. Always maintain stock of first aid supplies
4. Dispose of soiled coveralls into proper launder containers.
5. Dispose of greasy or oily rags into proper garbage containers. Do not allow these to build up as they are a fire hazard.
6. Always take precautions against “welders flash”
7. Ensure all equipment is properly blocked when elevated
8. Always keep an inspected and ready fire extinguisher near when welding or cutting on equipment.
9. Always wear appropriate PPE. No one shall enter the shop area without protective eyewear and steel toe boots. Persons in the shop shall have CSA steel toes and proper protective clothing.
10. Be aware of icy are in winter and de-ice areas as necessary. Footing on equipment with snow and frost conditions is generally treacherous.
11. Always clean spill properly
12. Always receive proper instruction on any tool or piece of equipment you have not operated before, or are unsure of.
13. Report all incidents to your supervisor.

City of Melfort

Safe Work Practices

17. Control of Traffic Flow on Work Sites

Title: Control of Traffic Flow on Work sites	
Revision Number: 1	**Date: December, 2017**

Protecting workers from injuries associated with traffic congestion on work sites

Guidelines:

1. Erect signs and barricades to direct traffic safely around worksite.

2. Restrict on site traffic.

3. Obtain authorization to enter restricted work areas, leases or plant sites.

4. Vehicles should park pointed towards the exit with the doors closed, unlocked and the keys in the ignition.

5. Prior to operation, the operator must perform a walk around check of the vehicle.

6. Operate vehicles in a safe, courteous manner.

City of Melfort

Safe Work Practices

18. Box and Utility Knife

Title: Box and Utility Knife	
Revision Number: 1	**Date: December, 2017**

1. Utility and box cutting knives must be stored in a suitable location, away from the high traffic areas. Do not leave a knife unattended in a public place.
2. Select the appropriate knife for the task, e.g. kitchen knives should not to be used as box cutters.
3. Ensure the knife has a retractable blade (one which retracts automatically is best - see point 4). Keep the blade retracted when not in use.
4. Use a knife with a built-in safety mechanism, automatic retractable blade or locking device. These require that the safety mechanism be pulled back or held with a finger to use the knife and to help avoid accidental cuts. They may also require you to hold the knife in a specific position to use it which will also minimise the chance of injury.
5. Examine the knife before use for functionality. Ensure it is clean, not rusted or sticky and not damaged.
6. Always use a sharp blade and replace the blade often. Dull blades will require more effort to cut and can lead to mistakes, including injury. Most knives have replaceable blades, otherwise just replace the knife.
7. Concentration is required on the cutting task. Avoid interruptions & use caution.
8. Wear your PPE (Grade 3 cut resistant gloves). Remember that the hand that is not holding the gloves.
9. If cutting cardboard, asses the box or item to determine the thickness. Thin cartons require less pressure to cut and caution should be taken not to damage yourself or the contents with the knife.
10. Only expose as much of the blade as is necessary to cut through the material. The less blade showing, the less chance of injury.
11. For knives that have break off blades, ensure you are using plyers to remove the unwanted part. Never bend the blade to brake off the unwanted section.
12. Cut away from the body, always, never place your thumb on the top of the blade.

City of Melfort

Safe Work Practices

19. Cleaning Solvents

Title: cleaning Solvents	
Revision Number: 1	**Date: December, 2017**

Cleaning solvents are used in day-to-day construction work to clean tools and equipment. Special care must be taken to protect the worker from hazards which may be created from the use of these liquids. Wherever possible, solvents should be nonflammable and nontoxic.

The foreman must be aware of all solvents/flammables that are used on the job, and be sure that all workers who use these materials have been instructed in their proper use and any hazard they pose.

Guidelines

The following instructions or rules apply when solvents/flammables are used:

- Use nonflammable solvents for general cleaning.
- When flammable liquids (solvents) are used, make sure that no hot work is permitted in the area.
- Store flammables and solvents in special storage areas.
- Check the toxic hazards of all solvents before use. Refer to Material Safety Data Sheets (MSDS).
- Provide adequate ventilation where all solvents and flammables are being used.
- Use goggles or face shields to protect the face and eyes from splashes or sprays.
- Use rubber gloves to protect hands.
- Wear protective clothing to prevent contamination of clothes.
- When breathing, hazards exist, use the appropriate respiratory protection.
- Never leave solvents in open tubs or vats — return them to storage drums or tanks.
- Ensure that proper containers are used for transportation, storage, and the field use of solvents/flammables.
- Where solvents are controlled products, ensure that all employees using, or near use or storage, are trained and certified in the Workplace Hazardous Materials Information System (WHMIS). Ensure that all WHMIS requirements are met.

City of Melfort

Safe Work Practices

20. Cordless Drill

Title: Cordless Drill	
Revision Number: 1	**Date: December, 2017**

Protecting workers from injuries associate with the use of cordless drills. Operators of the tool must be trained by a qualified person, demonstrate operational competency. Operators should be wearing the recommended personal protective equipment and be familiar with the emergency response plans.

Guidelines:

- Ensure that the equipment is in good working order.
- Lay out the work to be done to avoid using the drill and lifting awkwardly at the same time.
- Wear your PPE and remove the tool from the storage case, inspect.
- Do not use the power of the drill to tighten or loosen attachments
- Disconnect battery from the tool when selecting driver bits
- Proceed with work as per the manufactures instructions.
- On completion of work, remove attachments, clean tool, recharge battery if required and place in storage case.
- Clean up your work area.

City of Melfort

Safe Work Practices

21. Cutting, Binding and Paper Shredders

Title: Cutting, Binding and paper shredders	
Revision Number: 1	**Date: December, 2017**

Protecting workers from injuries associated with the use of Cutting, Binging and paper shredders.

Cutting, Binding machines including paper shredders

When using shredders, cutting and binding machines the following must be adhered to

1. Never use a machine you are not trained on.
2. Never use a machine that is not in good working order.
3. Ensure machine has all guards in place before being used.
4. Do not place fingers inside the machine.
5. Turn off the power supply when clearing blockages or emptying bags.
6. Be aware that loose clothing can catch in the shredder, be especially careful of ties and loose sleeve, scarves, necklaces etc.…

City of Melfort

Safe Work Practices

22. Manual Lifting

Title: Manual Lifting	
Revision Number: 1	**Date: December, 2017**

Manual lifting is a major cause of injury which can bother individuals for long periods of time. Save your back and practice this practice.

Always take into account:

- Individual capability
- the nature of the load
- environmental conditions
- training
- work organization

For Reference:
Our policy is that anything oversized or too heavy you will need more than one person.

1. Heavy is dependent on the person but anything over 50 lbs is considered too heavy.
2. Think about storage as part of the delivery process – maybe heavy items could be delivered directly, or closer, to the storage area
3. Reduce carrying distances where possible
4. Reduce the amount of twisting, stooping and reaching
5. Avoid lifting from floor level or above shoulder height, especially heavy loads
6. Adjust storage areas to minimise the need to carry out such movements
7. Consider how you can minimise carrying distances
8. Assess the weight to be carried and whether the worker can move the load safely or needs any help – maybe the load can be broken down to smaller, lighter components
9. Clear the area of all obstructions before you lift
10. Scope out your pathway before you begin.

Guidelines:

1. Plan the lift from start to finish.
2. Remove all obstruction from the route
3. For a long lift, plan to rest the load. Make sure your change grips without hurting yourself.
4. Keep the heaviest load next to the body
5. Adopt a stable position and make sure your feet are apart, with one leg slightly forward to maintain balance.

6. Lift with your knees and not your back. Squat down, chin up and power through the legs with a tight stomach.
7. Do not flex your back
8. Move smoothly

Do not handle more than you can, saving your back is good for everyone.

City of Melfort

Safe Work Practices

23. Office Chemicals

Title: Office Chemicals	
Revision Number: 1	**Date: December, 2017**

Protecting workers from injuries associated with the use of office chemicals.

Within the office environment small quantities of hazardous chemicals are found in inks, toners, cleaning chemicals and correction fluids. Hazardous chemicals can cause injury through contact with skin and eyes, or the inhalation of vapors. Chemicals commonly used in the office must never be allowed to meet the skin and eyes, or be inhaled. Office staff must observe good hygiene practices always. Persons should always wash their hands after changing toner or print cartridges; using cleaning agents or handling inks and correction fluids. If required gloves should be worn when handling these agents. Any employee who develops a reaction to a substance at work, e.g. skin irritation, or experiences breathing difficulties, etc., must stop immediately from using that substance and inform your supervisor.

Always Follow MSDS or SDS sheets for handling practices specific to the chemical.

City of Melfort

Safe Work Practices

24. Photocopiers

Title: Photocopiers	
Revision Number: 1	**Date: December, 2017**

Protecting workers from injuries associated with the use of photocopiers.

Photocopiers

When using photocopiers, the following must be adhered to:

1. Photocopiers must be positioned in adequately ventilated areas.
2. The photocopier should not be used when the lid is open.
3. When opening the copier doors to clear a paper jam be aware that there are hot surfaces inside the machine.
4. If a paper jam requires to you place your hands deep into the machine then the power must be turned off and the machine allowed to cool.
5. Do not try to manoeuvre a photocopier on your own.

City of Melfort

Safe Work Practices

25. Power and Hand Tools

Title: Power and Hand Tools	
Revision Number: 1	**Date: December, 2017**

Protecting workers from injuries associated with the use of power and hand tools. Power tools and hand tools to be used and maintained in compliance with manufacturer's guidelines.

Guidelines:

1. Electrical tools must have 3 wire (grounding) cord and plug. Another acceptable practice is to use/ purchase double insulated tools.
2. Grinder discs, buffers and stones to be used only for designed application and at rated speed.
3. Stationary grinders must have properly adjusted tool rests and stones to be properly dressed.
4. Angle grinders to have Original Equipment Manufacturer (O.E.M.) guard.
5. On/off switches must be functional and positioned so Operator has access.
6. Accessories can only be used that are designed for use with the tools specified.
7. Saw blades must be designed for the product being cut and at the rated speed, O.E.M. guards must be in place and functional.
8. Chisels, punches, hammer, wrenches, etc. to have all burrs ground from striking area.
9. Chisels, punches, screwdrivers, etc. to have tips properly dressed.
10. Cracked a/o splintered handles to be replaced.
11. All tools must be cleaned after use and repairs made before being properly stored.
12. Tools to be used for designed purpose only.
13. Repairs to tools must be performed by qualified personnel, using O.E.M. parts or equivalent. Some tools may have a procedure which must be adhered to in a step by step process.

City of Melfort

Safe Work Practices

26. Respiratory Equipment

Title: Respiratory Equipment	
Revision Number: 1	**Date: December, 2017**

Protecting workers from injuries associated with the improper use and care of respiratory equipment.

Guidelines:

1. Ensure you are fully trained on respiratory equipment. See operational procedure on respiratory protection.
2. Ensure you are conversant with safe work procedures and/or site-specific procedures.
3. You must be fit tested within past year. Unless you have had facial changes do to weight loss/gain, facial injury or reconstruction.
4. Inspect before each use.
5. Inspect after each use.
6. Ensure to utilize “Buddy” system.
7. Ensure work masks are cleaned and disinfected after each use. See Respiratory protection section of HSE manual.
8. Ensure equipment is stored properly.

City of Melfort

Safe Work Practices

27. Restricted Work Areas

Title: Restricted Work Areas	
Revision Number: 1	**Date: December, 2017**

Protecting workers from injuries associated with working in restricted areas A Work Area will be designated as a “Restricted Area”, where there is a danger of contact with energized electrical equipment or hazardous substance.

Guidelines:

1. Establish and maintain clear exits.
2. Ensure the area is well marked
3. Ensure that the public cannot access the area when workers are not present.
4. Place fire extinguishers at strategic points.
5. Isolate system to be worked on.
6. Continually monitor area for changing conditions.
7. Ensure that workers who need to enter the area request permission first, and understand the hazards.

City of Melfort

Safe Work Practices

28. Rigging

Title: Rigging	
Revision Number: 1	**Date: December, 2017**

Protecting workers from injuries associated with rigging operations. Rigging of equipment, piping and valves is an integral part of construction operations.

Guidelines:

1. Ensure you are competent in rigging procedures.
2. Be acquainted with hand signals.
3. Be aware of pinch points.
4. Ensure you are in view of operator.
5. Utilize a tag line.
6. Ensure load is centred.
7. Do not walk under suspended loads.
8. Ensure wire chockers, slings and other equipment is in good condition.
9. Be aware of the direction of the swing of load.
10. Follow rigging safe work procedure step by step.

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Safe Work Practices

29. Scaffolding

Title: Scaffolding	
Revision Number: 1	**Date: December, 2017**

All scaffolding used shall be erected, maintained and dismantled by a competent worker, in accordance with manufacturer's specifications and legislation.

Guidelines:

1. Ensure grounding on a firm and level base.
2. Maintain the established minimum clearances from all power lines.
3. Provide a safe access ladder.
4. Ensure scaffold has a platform perimeter handrail.
5. Anchor or tie a *free-standing* scaffold as per legislation.
6. Do not use a ladder sloped against the side of a scaffold at any time.
7. A toe board is required on all platforms.
8. Ensure tube and clamp modular construction is utilized. Wood construction is to be used only when necessary.
9. Ensure proper safe scaffold tags are installed.
10. Utilize a tag line when hoisting material.
11. Minimize tools, material and debris on the platform.
12. Ensure a hand line with a tool bag for tools is utilized.
13. When working at 3m (10 ft.), fall protection system must be used.
14. Follow scaffold safe work procedure step by step.

City of Melfort

Safe Work Practices

30. Tool Tag Out

Title: Tool Tag Out	
Revision Number: 1	**Date: December, 2017**

If a piece of equipment does not meet the inspectors, manufactures or the user's standards than it must be marked for service or **TAGGED OUT.** Under no circumstances shall tools or equipment in need of inspection or repair remain in service.

Guidelines:

To tag a tool out use the red tags and complete the following:

- Write down what is wrong with the tool
- Place your name and date on the tag.
- Take the tool out of service
- Report this at by the end of shift to your supervisor.

City of Melfort

Safe Work Practices

31. Winter Driving

Title: Winter Driving	
Revision Number: 1	**Date: December, 2017**

Protecting workers from injuries associated with winter driving operations. Operation of motor vehicles must be performed according to all vehicle codes, traffic laws, company procedures, and manufacturer's recommended operating guidelines. Workers must review Motor Vehicle policy and motor vehicle section of the Preventative Maintenance Element of the HSEMS manual.

Guidelines:

1. Ensure you have a valid operator's licence.
2. Be conversant with traffic laws and applicable regulations.
3. Drive defensively.
4. Back in when practical.
5. Ensure the vehicle has an emergency road kit.
6. Clear all snow from all windows, lights and mirrors when required.
7. Do not use cruise control on icy roads
8. Accelerate and brake GENTLY to reduce risk of skids and spin outs.
9. Do not wear clothes that can restrict movement or vision.
10. Monitor Weather reports
11. Ensure tank is full
12. Ensure you are not under the influence of alcohol or drugs.
13. Avoid driving when fatigued.
14. Ensure seatbelts are worn at all times when the vehicle is being operated.
15. Be familiar with the vehicle and its' capabilities.
16. Offering rides to strangers or hitchhikers is prohibited.
17. Perform a "walk around" inspection prior to travelling.
18. Use good judgement and understand of the basic recovery skills appropriate to the vehicle you are driving.
19. Do not operate a cell phone while driving.
20. Refer to the working alone procedure when driving in isolated areas.

City of Melfort

Safe Work Practices

32. Office Electrical Safety

Title: Office Electrical Safety	
Revision Number: 1	**Date: December, 2017**

• The main hazard from electricity in the office environment is electric shock, which can lead to electrical burns, shock, asphyxia and death. Electricity is also a major cause of fire. Electrical wiring can also present a trip hazard.

• To ensure safe working with electricity in the office all persons should adhere to the following precautions:

• All faults concerning electrical equipment and wiring must be reported to maintenance.

• Damaged cables, sockets and plugs must be removed from service immediately.

• Under no circumstances must insulation tape be used to protect any repair or join in extension cables. • Electrical equipment must not be pulled or lifted by the cable, the connections may become broken and create a hazard.

• The use of multi socket boxes is to be avoided wherever possible.

• The mains power supply must be disconnected before attempting to move electrical equipment.

• Where electrical wiring must run across floors it should be protected by saddles, or other safety features. Extension cables, when used, must be routed so as not to cause tripping hazards.

• Only CO2 or dry powder fire extinguishers can be used to fight electrical fires

• All electrical equipment should be turned off when not is use and overnight, unless this is not possible for safety or operational reasons. Electrical sources powering equipment that cannot be turned off under normal circumstances for safety or operational reasons must be clearly signed as such at the power supply point.

• Under no circumstances must untrained employees attempt to carry out repairs to electrical equipment, please inform maintenance of requests.

• In the event of an electrocution the victim must not be touched until the power supply has been disconnected. Alternately the victim and the power supply may be separated by using an insulating rod, i.e. a wooden pole. All electric shocks, no matter how small must be reported immediately.

City of Melfort

Safe Work Practices

33. Wrenches

Title: Wrenches	
Revision Number: 1	**Date: December, 2017**

Guidelines:

l. Choose a wrench that fits exactly. A loose fit will result in a damaged nut or bolt.
2. Never use a pipe extension (AKA Snipe) to increase the leverage of a wrench.
3. Whenever possible, pull on a wrench handle. You have less power pushing the wrench and less stability.
4. Don't over torque a wrench. Use a torque wrench designed for the job.
5. A striking — face box wrench, a heavy-duty box wrench or a socket wrench is best used for freeing a "frozen" nut or bolt. An application of penetrating oil is recommended.
6. Adjustable wrenches should be adjusted tightly to the nut and pulled. The pressure should remain on the side of the fixed jaw.
7. Plastic dipped handles are not acceptable electrical insulation on wrenches or any other tool.

Types of Wrenches

Open end; flared nut and adjustable wrenches: are not as strong as similar sized box or socket wrenches. These are not intended for heavy loads or for "unfreezing" nuts or bolts.

Socket Wrenches: These are three types: hand socket, power socket and impact socket wrenches. They come in 6, 8 or 12-point opening with drive sizes ranging from 6 mm x 25 mm (1/4 to I inch).

Detachable Socket Wrenches (Reversible Ratchet): These are among the strongest wrenches for their size. Generally, they come with a full range of socket sizes and handle attachments such as: extension bars, flex joints and adapters. Because of the great number of options available for detachable socket wrenches (reversible ratchet) it may be possible to create the proper combination for any type of wrench required.

Box and Open-end Wrenches: Box wrenches come with double offset and 15-degree angle offsets. They are available in square, hex and 12-point patterns. The double head type has different size openings at each end. Ratchet box wrenches are available but are not recommended for heavy duty use. Open-end wrenches generally are made with the opening at a 15-degree angle. The 15-degree angle allows for a complete rotation of hex nuts with a 30 degree swing by flopping the wrenches. Box wrenches come in single and double head types with different sizes at each end.

Adjustable Wrenches: Adjustable wrenches come in lengths from 100 mm to 610 mm (4 to 24 in.). They are designed for general service use. These are not intended for heavy duty work. Manufacturers often supply replacement parts for this type of wrench.
Generally, the safest wrench is a socket or box wrench. They are stronger and offer less chance of slipping off the nut or bolt.

City of Melfort

Section 4 - Safe Work Procedures

1. Procedures for Cleanup of Bird and Bat Droppings

Title: Procedures for Cleanup of Bird and Bat Droppings	
Revision Number: 1	**Date: Nov, 2017**

Workers removing accumulations of bird or bat droppings require protection as they are at risk of exposure to airborne fungal spores (and other Microbial hazards) likely to be released when this material is disturbed.

Bird and bat droppings should be presumed to be contaminated with the fungi Histoplasma capsulatum, Cryptococcus neoformans, and other infectious hazards. The spores of some of these organisms can remain infectious for decades after their growth in the Guano has ceased. Many of these microorganisms are known to cause Respiratory infections in workers exposed during construction or maintenance disturbance.

Guidelines:

1. **Set Up:**
    - Use only disinfectants with current Health Canada Drug Identification Number (DIN). Apply the disinfectant as per the DIN label, observing requirements for mixing, storage time, worker safety, pre-cleaning, contact time, and any requirements for rinsing.
    - Don your PPE before entering the area
    - Check all hoses for leaks
    - Signage in place to warn occupants.
2. **Inspect:**
    - Inspect your spray bottle for leaks
    - Ensure your set up area is free from slips and trips.
    - Have a clean area set up for decontamination or doffing your work gear.
    - Do you need a containment area for the water run off? If so build this before remediation work begins.
3. **Don your PPE:**
    - Basic PPE is to be worn always
    - Hard hat, safety glasses, CSA boots, gloves and hearing protection as per site requirements
    - Rubber Boots
    - Disposable gloves taped to Tyvek suit and worn under work gloves. Other option is heavy rubber, or nitrile work gloves, taped to coveralls
    - Half Mask respirator with minimum p100 filters consult MSDS of disinfectant being used for correct cartridge. A PAPR may be required.

NOTE: Although a Disinfectant will be applied during this work, the treated excrement may still contain viable organisms and use of personal protective equipment should continue until the site is well cleaned.

4. Process/ Practice for the clean-up:

1. Perform an initial shoveling and dry HEPA vacuum removal of as much of the residue as possible, if the residue is soft or loose.

2. Following a HEPA vacuuming, apply a Disinfectant solution to all areas with visible residue. Apply with a garden sprayer set for droplet as opposed to mist spraying.

3. Lightly brush to ensure uniform wetting and contact through to the underlying surface.

4. Apply additional Disinfectant as necessary to maintain the area wet for the contact time specified by the Disinfectant manufacturer. Leave the material wet overnight where practical to do so.

5. Clean the area of residue with suitable tools and HEPA vacuuming. Lightly mist with water to reduce dust formation.

6. After surfaces, have been cleaned of residue to the extent possible, apply a second application of the Disinfectant and maintain wet contact time for the period recommended by the manufacturer. If the surface cannot be left with a residue, rinse and wipe with clear water.

5. Clean up:

1. Waste Collection and Disposal - Collect all waste into 6 mil disposal bags and immediately seal. Wipe the bag with the Disinfectant solution and place into a second bag. Ensure proper notification and compliance with all applicable local, provincial and federal regulations.

City of Melfort

Safe Work Procedures

2. Biological Spill/Release

Title: Biological Spill/Release	
Revision Number: Version 1	**Date: March 2018**

- Ensure that any and all injured personnel are your first priority and receive prompt medical treatment.
- Call 9-1-1 or if your remote or on site the local emergency responders.
- Full the Fire alarm pull station if possible or site procedures (ex. air horn X3 for evacuation)
- Move to the muster point if not contaminated.
- If Biological hazards material splashes on your skin, splashes in your eyes, or mucous membranes immediately wash and rinse the affected area.
- If the material penetrates your skin, if appropriate, encourage bleeding and wash the affected area.
- If someone is contaminated, remove the contaminated clothing and discard into a biohazard waste.
- Thoroughly wash and rinse the affected area, use a suitable disinfectant or soap to clean the contaminated area
- Take the MSDS (SDS) to the nearest hospital and ask for the infectious disease specialist.

Spill Clean up

1. 1. Let the air exhaust system purge the room of aerosol for at least 30 minutes.
2. Contain large volumes of non-volatile liquid spills to prevent further spreading, especially into public areas or into drains.
3. Get the material provided in the spill clean-up kit. Wear appropriate personal protective equipment. If you are unsure what to do at any time, contact Canutec at 1 888 -226-8382 or *666 on your cell.
4. Pour an effective disinfectant solution around, but not on the spill. Mix the disinfectant with the spilled materials cautiously.
5. Leave the area for a minimum of 30 minutes to allow the disinfectant to react with the spilled materials.
6. Carefully soak up the liquid with absorbent paper and place in an autoclave bag or other container for immediate autoclaving.
7. Apply additional disinfectant to the area for 10 minutes.
8. Wash the area with a detergent and rinse with clean water.
9. Report the spill to the Principal or prime contractor.

City of Melfort

Safe Work Procedures

3. Clean-up of Blood and Bodily Fluids

Title: Clean up of Blood and Bodily Fluids	
Revision Number: Version 1	**Date: March 2018**

Blood Borne pathogens and accidental exposure to fluids and sharps are high risk hazards that you may face. Custodial staff are often at high risk in these situations.

Ways to be exposed

- Accidental puncture from needles, broken glass, or other SHARPS
- Contact between broken or damaged skin (eg. open sores, cuts, scrapes, acne, blisters) and infected body fluids (e.g. not wearing gloves and cleaning up vomit)
- Contact between mucous membranes (eg. eyes, nose, mouth) and infected body fluids

Clean up of Minor Spills of Blood, Vomit and Bodily fluids

PPE:

- Disposable gloves;
- Disposable mask;
- Safety Glasses
- Disposable shoe covers; and
- Disposable apron

Proper Glove use

Task:

1. Use a bleach solution of 1 part bleach to 10 parts water(this needs to be made fresh)
2. Put on your PPE
3. Carefully place paper towels around the spill to create a barrier
4. Gently cover the spill and wipe up the area.
5. Gently our/spray a bleach solution over the towels or absorbent granular chemical (outside to inside) and leave it for at least 20 minutes.
6. After 20 minutes clean up area and dispose of towels in separate plastic bag
7. Decontaminate the area by washing it at least once with the bleach mix, allow for appropriate contact time. A germicidal spray can also be used.
8. Take off protective gloves and through in bag. Place a new set of gloves on and remove shoe covers, apron and the second set of gloves.
9. Spray the outside of the garbage bag with bleach solution and place gloves into garbage.
10. Go to bathroom and wash hands, remove mask and dispose of it, wash hands again.
11. Wipe down safety glasses with Disinfectant wipes.

Handwashing

City of Melfort

Safe Work Procedures

4. Ladders in Cold, Wet and Muddy Conditions

Title: Ladders in Cold Wet and Muddy Conditions	
Revision Number: 1	**Date: December, 2017**

Set Up:

- Clear the area for housekeeping
- Check the area for instability due to frozen ground, muddy conditions
  Will the ladder move? Will the ladder sink? Will the ladder become unstable?
- Ensure you have proper lighting
- Ensure you have the right quality -Grade one ladders only
- Check the weight rating to ensure you can use it for your task.
- Ensure your ladder is tall enough as no work is to be done from the top two rungs.
- Set up in the fully open position
- Check for uneven floor and sharp edges
- Ensure that you are not near any electrical conductive areas. If so choose a non-conductive, rated ladder for this task.

Guidelines for Second worker when Heeling ladders

Workers performing the Heeling of the ladder shall

- Wear hard hat, gloves glasses and proper foot wear
- The worker shall place one foot on the beam of the ladder with the other behind them in a braced position.
- The Worker then climbing the ladder shall enter from the side where the ladder is not braced and then climb the ladder.
- The Worker Heeling the ladder shall ensure they brace the ladder until the worker has completed their climb.
- The worker who climbed the ladder shall secure the ladder to the building via tie wire or other means to avoid the ladder from bouncing, or shifting during use.

Set up in Wet conditions

- Clear the Area for housekeeping
- Look for Puddles and other low spots where water can pool. Ensure that no electrical cords or devices are dragged through or sitting in these areas.

- Ensure that workers are aware of weather such as lightening, high winds or storms moving in. If there are weather concern workers should not be working with ladders in an outdoor space.
- If the ground is slippery another worker may “heal the ladder” This worker shall be required to wear a hard hat, safety glasses and keep their neck protected from falling debris.

Set up in Cold Weather Conditions

- Workers must ensure they are wearing the correct PPE for the task as well as the weather.
- Workers shall inspect the area for housekeeping and shovel area clean if deemed necessary in their FLRA.
- Ensure that ladder rungs are cleaned off before use.
- Workers may have to stop work and clean rungs of snow and ice during use.
- The ladder shall be Heeled always when in use. (see Heeling Guidelines)
- The ladder shall extend three rungs past the point of access/egress if being used as such.
- The ladder shall be tied off to the structure to avoid bouncing, accidental movement.
- Workers shall never carry material or tools up a ladder.

Muddy Conditions

- Workers shall inspect the area for housekeeping
- Workers may have to create a housekeeping lane to ensure safe ladder use. This can be done many ways, one such way is to place sheets of wood down and use this as a working platform and area for workers to access /egress the ladders entry point.
- Workers may have to create stable ground before raising/ using ladders
- If stable ground cannot be achieved workers shall have someone heel the ladder and tie off the ladder to the structure to ensure the ladder does not bounce or slip.
- Workers may need an area to scrape boots before using ladder.
- Ensure that ladder rungs are cleaned off before use.
- Workers may have to stop work and clean rungs of mud and debris during use.
- The ladder shall extend three rungs past the point of access/egress if being used as such.
- The ladder shall be tied off to the structure to avoid bouncing, accidental movement even if heeling is not required.
- Workers shall never carry material or tools up a ladder.

General Guidelines for ladder use

1. Inspect:

- Ensure that the ladder is set up and in good condition.
- No damage to the rails, rungs or feet.
- No twisted area, only use ladders in true good condition
- Ensure area and ladder are free from trip hazards including ice and snow, and mud. See guidelines if found.
- Workers shall look for all hazards before setting up ladders such as overhead power lines, current weather conditions, ground conditions, traffic, and other site hazards.

2. Don your PPE

    - Basic PPE is to be worn always
    - PPE is to be determined during FLRA review and task assignment.

3. Basic operation

    - Right ladder for the right job
    - Do not use as a scaffold
    - Make sure that the feet are not damaging the floor they are on
    - Never “walk” a ladder
    - Keep the spreader bars locked
    - Only one workers on the ladder at a time,
    - Never carry tools up a ladder.
    - The min. three rings above the parapet or edge is required if using the ladder as an access egress point.

4. Clean up

    - Cords and material can be trip hazards
    - Ensure all materials are removed when done
    - Wipe ladder down if needed.
    - Remove any shoring placed in the area.

City of Melfort

Safe Work Procedures

5. Bucket Truck

Title: Bucket Truck	
Revision Number: 1	**Date: December 2017**

PRE-OPERATING PROCEDURES

CHECKING THE BOOM & BUCKET

The boom and bucket are to be checked for the following:

- cracks and overall condition of the fiberglass
- metal parts of the boom & bucket for looseness or damage (mounting bolts on the bucket or any cracks)
- debris or water in the bucket
- excess dirt, oil or grease on the boom or bucket
- condition of all pins and keepers

HYDRAULIC SYSTEM

- The hydraulic system is to be checked for the following:
- level of oil in the reservoir (all cylinders must be in the stowed position).
- leaks, cracks and condition of all fittings and hoses
- operation of the controls

OPERATION OF HOLDING VALVES

Holding valves are to be checked to ensure they are operating properly.
The procedure for checking the holding valves is as follows:
BOOM HOLDING VALVE

- Raise the boom.
- Divert hydraulic power from the boom control valve. Shut off the engine, disengage the PTO or move the selector valve to “Outriggers”.
- Move the boom control to the “Down” position. If the boom creeps down, there is a problem with the holding valve and the problem must be fixed by a qualified mechanic before the unit is used.

SAFETY EQUIPMENT

All safety equipment is to be checked as part of the pre-use inspection.

Safety equipment to be checked include:

Safety Harness

- Is it available?
- Has it been approved (full body harness)?
- Condition (check for frayed or damaged webbing)
- Properly adjusted for the personnel using it?

Lanyard

- Is the lanyard attached to an approved eye or strap with the shock absorber end attached to the operator's body harness?
- It is the proper length (as short as possible, no longer than 1.2 metres)?
- Proper construction (nylon, polyester, polypropylene rope or webbing).
- Is it equipped with approved hooks (self-locking)?
- Is it free of imperfections (torn, holes, knots, etc.)?

Emergency Descent

- Check emergency decent by operating the boom up & down (battery powered pump) on lower controls.

SHUT DOWN PROCEDURES

Whenever you leave an aerial device parked or unattended, you must ensure that no unauthorized personnel will be able to operate it.

- Locked if the controls can be locked, ensure they are.
- If you have to leave the unit running, ensure the PTO is disengaged and the doors of the truck are locked.

Hydraulics

- If leaving for an extended period of time, lower all booms and retract all cylinders into the "stowed" position.
- All hydraulic controls are to be left in the "Neutral" position and incapable of operation (disengage the PTO).

POST-OPERATING PROCEDURES

After completing a job function, the following procedures are to be done.

Tools and Apparatus

- Tools and apparatus such as hydraulic and hand tools are to be put away in their proper place.

Buckets

- Buckets are to be returned to their normal travel position. Bucket covers are to be installed to keep water, snow and other debris out of the bucket.

Boom

- Boom is to be lowered onto the boom rests and clamped down. This will prevent damage to the boom from road shock.

PTO

- When finished with all hydraulic operations, the PTO is to be disengaged before driving away.

GENERAL SAFETY RULES

The following are some safety rules for aerial devices:

- The person in the bucket should maintain full control of the bucket during normal operation.
- All persons not aloft shall stay clear of the unit when the boom is operated around energized conductors. If a truck is accidently energized, electrocution could occur.
- No more than one person is allowed to ride in a single person bucket as this may overload bucket capacity
- Tools or other material should not be thrown to or from the bucket while it is elevated.
- No one is allowed to stand on top of the bucket, place planks across the top of the bucket, use a ladder in the bucket, or alter the structure of the bucket in any way.
- You should never climb onto a pole from the bucket or climb onto the bucket from a pole. Any inadvertent movement may result in a fall.
- The bucket operator shall wear an approved full body harness and lanyard at all times when aloft.
- When traveling with a bucket truck, the boom shall be clamped down to prevent road bounce to the boom and bucket.
- If the person operating the controls is not the same person raised on the platform, an adequate and suitable means of communication must be used (hand signals, radio).
- If the aerial device is equipped with outriggers, they must be set. If not equipped with outriggers, wheel chocks must be used.
- The controls must be operated by the person on the aerial device when working on exposed energized high voltage electrical conductors.
- A worker operating an aerial device must be trained, and follow corporate guidelines when working on or near energized lines.
- One Man Operation, requires individuals to carry a portable V.H.F. radio in the bucket when ascending. Radio can be mounted in a holder in the bucket

Pre-Trip Air Inspection

A pre-trip inspection should be performed before you do your pre-trip air inspection. Park the vehicle on level ground with the park brake set and the wheels blocked.

Before the air tests begin, you must check the security and condition of the compressor and belts under the hood. When this is complete, start the engine and let the air pressure build up. After ensuring the wheels are blocked and the park brake released, begin the tests.

Slack Adjusters

The proper adjustment is important in the efficiency of the brakes; therefore, you must check the adjustment and operation of the slack adjusters. This can be done by blocking the truck, releasing the park brake and giving the slack adjusters a pull or pry with a short bar.

On manually adjusted slack adjusters, the push rod travel must not exceed ¾ inch. If more than this, the brakes must be adjusted. Automatic or self-adjusting slack adjusters cannot have more than 1 inch of push rod travel. Do not attempt to adjust this type of brake as the repairs should be completed by a qualified mechanic.

Governor Operation

The governor should cut off the compressor from pumping air at 115–135 lbs. (793-931 kPa).

With the vehicle running (ensure the brake is off), fan the brakes until the compressor cuts in. This should be at a minimum of 85 lbs (586 kPa). You may not hear the compressor cut in, but you should see the needle on the air gauge moving up.

Air Loss Test

To check full pressure, you have to build-up your air to the maximum. When this is done, release the park brake, shut off the engine, make a full foot brake application and hold steady for one minute. You should have no more than a 3 lb. (20 kPa) loss in air pressure after your brake application.

Alarm Test

With the engine stopped and the ignition key on, fan the brakes until the low air warning system cuts in (buzzer and/or light). The low air warning system should operate at a minimum of 55 lbs. (379 kPa).

Dynamite Test

Continue to fan the brakes until the truck park brake valves shut off. The park brake knob will pop out.

This valve should close at a minimum of 20 lbs. (138 kPa). Do not continue to fan the brakes once the valve has popped out as you can compound the brakes and damage the system.

Air Build-up Test

Check for air build-up time from 50 to 90 lbs. (345-620 kPa). It should take no more than 3 minutes.

Brake Test

Apply the park brakes and gently attempt to pull ahead. The brake should prevent you from moving.

Do not attempt to move the truck if the brake holds, as you may cause damage to the drive train.

Slowly move ahead and make a foot brake application. The brakes should activate and stop the vehicle.

City of Melfort

Safe Work Procedures

6. Electrical Safety

Title: Electrical Safety	
Revision Number: 1	**Date: December 2017**

PURPOSE

The purpose of the electrical safe work procedure is to provide guidelines where by reasonable, however only trained and competent electrical workers may work on electrical equipment.
Electrical safety is about ensuring adequate methods are utilized to assure the proper protection from electrical shock, electrical arc, and electrical blast hazards for employees and contractors who are required to perform work near energized electrical circuits

GENERAL RULES FOR WORKING WITH ELECTRICAL EQUIPMENT

1. Only authorized and qualified electricians may work on electrical equipment, systems and wiring.
2. All electrical installations must comply with applicable local or regional regulatory sanctioned electrical codes.
3. Panels and junction boxes shall have labels that identify voltage.
4. All circuit breakers and disconnects shall be labeled to identify the equipment/fixtures they control.
5. Electrical junction boxes shall be equipped with a cover. The cover must be kept in the closed position to prevent electrical contact.
6. Do not block access to electrical panels.
7. Ground fault interrupter circuits shall be in place for all electrical receptacles where work is done near water or wet conditions.
8. Do not activate/use electrical tools or motors when they are wet.
9. Never wash down electrical panels and installations with water, a wash gun or water hose. Do not wash with or splash water on electrical equipment.
10. Work areas involving exposed energized electrical equipment shall be isolated with barriers and or tape and shall be signed and/or tagged warning against unauthorized entry into the area.
11. If a job could expose a worker to physical contact with electricity, the electrical current shall be:
    a. de-energized
    b. locked out and tagged
    c. tested for zero voltage
    d. discharged
    e. grounded
12. Electrical devices utilized in hazardous or classified areas need to be certified for use as specified by the Canadian Safety Association (CSA).

Examples of hazardous or classified areas are confined spaces, manholes, vaults, fuel storage areas and other areas where there may be a danger of fire or explosion. Do not introduce or utilize non- certified electrical equipment into hazardous or classified areas.

Electrical Rules Pertaining to the Use of Power Tools, Extension Cords and Plugs

1. Do not use outlets, cords or electrical tools that have exposed wiring. As appropriate, tag the equipment out of service or inform your supervisor of the hazard.
2. Extension cords shall not be used as a replacement for permanent wiring. They are for temporary use only.
3. Ensure cords are rated for the amperage and wattage you are using.
4. If multiple electrical connections are required, use a properly rated power bar.
5. Inspect power tools, cords and electrical fittings for damage or wear prior to each use.
6. Ensure that cord insulation is intact with no fraying or cracking and that the prongs and ground prong are not faulty, loose, or missing. Do not break off or bypass a safety prong.
   It is there for your protection.
7. Ensure that tool switches, body casings and guards are in place and intact. Damaged or defective cords or tools shall be immediately removed from service and tagged as defective so it can be repaired or thrown away as applicable.
8. Extension cords utilized outside or near water / wet installations or in confined spaces shall only be plugged into receptacles equipped with ground fault interrupter circuits.
9. Do not use a two-pronged extension cord outside unless the tool is double insulated.
10. Keep extension cords clear of puddles or standing water.
11. Do not place extension cords where they will create a tripping hazard or be subject to damage by powered mobile equipment, heat, or by tools or equipment used as part of the work process.
12. Never remove a plug when your hands are wet or when touching a metal object.
13. Do not operate power tools near water or when standing on a damp floor or on wet grass.
14. Do not use power tools in areas where it is possible for you to touch a grounded object such as a water faucet or water line.
15. When disconnecting an electrical tool or appliance or removing a plug from a socket, pull the plug, not the cord.
16. Always unplug power tools when they are not in use or when changing an attachment on them.
17. Only use nonconductive ladders and material handling equipment when working in the vicinity of electrical equipment and lines. Aluminum ladders and metal scaffolds are efficient conductors of electricity.
18. Do not touch a person, electrical tool or appliance in the event of an electrical accident. Always disconnect the power first.
19. Do not use water to extinguish electrical fires. Use an extinguisher with a “C” rating.

Rules for Safe Distances of Approach to Overhead Power Lines for People and Equipment

No job is so important that you cannot take the time to look up and recognize the hazard of high voltage power lines. Unfortunately, power line contact incidents are a common occurrence and the results of contact are often serious injuries or fatalities. When investigated, a common thread in power line contact incidents is the victim’s lack of awareness of where the energized power lines were. Power lines are everywhere, and individuals often take them for granted, become complacent with their existence and the dangers associated with them. The City of Melfort work processes often involves raising equipment such as crane booms, & fork-lifts.

Overhead Power lines

1. Conduct a hazard assessment before starting work. Determine the location of power lines and if possible relocate the work so it is not near the power line.
2. Avoid storing materials under or near overhead power lines.
3. **Do not operated equipment within 7 meters (23 feet) of an overhead power line.** In order to work closer, the operator of the overhead power line shall be contacted to determine the voltage of line and to determine a safe approach limit and other necessary controls to protect workers from harm. This may include de-energizing the line. Note: If regulatory requirements for the applicable jurisdiction exceed the 7 meters (23 feet) distance rule set by the Company, the regulatory requirements shall be complied with.
4. Mark the safe distance or limit of approach. If the work is on the ground, use cones or barriers. Using a person as a spotter will work as well. Make room for the swing radius of a crane boom. Remember, contact with the power line itself is not necessary for contact with the lethal energy it stores. Electricity will arc without actual contact.
5. Make it a habit to look up before you raise equipment.
6. Exercise caution near long spans of overhead power lines, since wind can cause the power lines to sway laterally and reduce the clearance between the equipment and the line.
7. Prohibit work when environmental conditions warrant (fog, rain, smoke, darkness, etc.)

If contact is made with powerline

1. If possible stay in or on the unit until the power has been disconnected. Breakers for power lines will shut off the power, however they will return power to the line in about 30 seconds. Do not assume the power line is dead until confirmed by a trained utility worker.
2. Do not allow anyone on the ground to come near or touch the machine. Warn people to stay away.
3. If you must leave the vehicle, such as in a fire do not step from the vehicle to the ground. Jump clear of the vehicle landing with both feet together. Do not touch any part of the equipment when contacting the ground. Bunny hop or shuffle out of the energized zone. Stepping from one energized zone to another where the voltage is different will cause the electricity to run through your body, causing severe injuries and possibly death.
4. Maintain a safe distance of 10 meters (32 feet) from downed power lines or equipment that has contacted a power line.
5. Never touch a person who is in contact with a live power line. Call for help and get the power line de-energized.

City of Melfort

Safe Work Procedures

7. Soft reset of MCC Panels

Title: Soft reset of MCC Panels	
Revision Number: 1	**Date: December 2017**

This is for the safe soft reset of an MCC panel. Only trained Electrical personal can complete electrical work. Electrical work is considered high hazard work by The City of Melfort and under no circumstances shall untrained workers perform electrical work.

In the event of a tripped breaker the supervisor shall investigate to determine the cause and determine if they can remedy it or if a qualified electrical person needs to be called.

Overloaded circuits are often caused by in-room heating equipment, too many appliances on one circuit or a broken or exposed wire.

Workers resetting MCC panels shall wear

- All cotton long sleeved shirts, long cotton pants (such as jeans) with safety glasses and clean leather gloves that are only used for the expressed purpose of MCC panel breakers.

Resetting the Breaker

- Competent workers shall stand with arm extended and head turned away take a breath in and hold
- Reset the breaker by moving the lever to the off position and returning to the on position.
- If a breaker trips again no city worker is allowed to reset this breaker, an electrician must be called.

Note: Under no circumstances shall a City of Melfort Worker ever remove a MMC panel cover or any electrical panel cover. No disconnects shall be performed by any city worker other than to lock out/tag out for service.

CSA Standards -Z462-15 Electrical safety Manual states that Building Service Technicians are qualified to preform are resets on:

- Panel boards or equipment rated 240v and below; circuit breaker or fuse switch operation with covers on.
- Panel boards or equipment rated more than 240v and up to 600v; circuit breaker or fuse-switch operation with covers on.

City of Melfort

Safe Work Procedures

8. Drill Press

Title: Drill Press	
Revision Number: 1	**Date: December, 2017**

Protecting workers from injuries associate with the use of a drill press. Operators of the tool must be trained by a qualified person, demonstrate operational competency. Operators should be wearing the recommended personal protective equipment and be familiar with the emergency response plans.

Guidelines:

1. **Set Up:**
   - Ensure the area you are working in is free of debris and obstructions
   - Ensure that you press is set up in a safe and level area
   - Follow the correct clamping procedure to ensure work is secure
   - Erect a barricade if the job obstructs the area
2. **Inspect:**
   - Inspect the machine for signs of damage or excessive wear
   - Check the workspace for hazards
   - Check the presses electrical cords, chuck and shelf for issues
   - Check you are using the right speed for the bit and material.
3. **Don your PPE**
   - Basic PPE is to be worn always
   - Hard hat, safety glasses, CSA boots, gloves and hearing protection
4. **Running the Drill Press**
   - Check your bit is tight and is the right tool for the job
   - Ensure all guards are fitted, secure and functional. Do not operate if the machine is missing any of these.
   - Ensure that the chuck key has been removed before drilling
   - Before adjusting or before cleaning slag away from the press shut off machine
   - Use a safe working position
   - Feed downwards at a sufficient rate to keep the drill cutting
   - Feed with care as the bit will come through the bottom of the sill plate
5. **Clean up**
   - Switch off the machine when work is complete and unplug.
   - Leave the machine in a safe, clean and tidy state.

City of Melfort

Safe Work Procedures

9. Chemical Spill

Title: Chemical Spill	
Revision Number: 1	**Date: December, 2017**

Note: Effective clean up and containment shall differ depending on the material. Ensure that your spill kit and emergency equipment is designed for the chemicals you are working with.

Major Spill

- Consult the SDS or MSDS sheets before working with any chemicals.
- Do not touch any harmful substance, take all precautions necessary.
- Raise the alarm-evacuate persons not involved in containment from the area, Isolate containment individuals and treat as per MSDS (SDS).
- Full the Fire alarm pull station if possible and/or site procedures (ex. air horn X3 for evacuation)
- Ensure area is contained and all persons are upwind.
- Call 9-1-1 and inform them of the situation.
- Call Canutec 1888 226- 8832 or *666 on your cell.
- Isolate the persons exposed.
- Ensure all others go to the muster point.
- Inform all first responders and emergency personnel to the nature of the chemical as they arrive.
- Close the doors to prevent further contamination. Secure the area to keep all non-emergency personnel away.
- In conjunction with expert assistance, minimise the spread of contamination and commence decontamination/clean up procedures.
- Report the spill to the Principal or prime contractor.

Minor Spill

- Containment -spills must be cleaned up promptly and thoroughly
- Approach with care-many harmful chemicals lack colour of offensive odors. Never assume that they are harmless.
- Consult the MSDS (SDS) sheets before cleaning any chemicals. Identify before you clean.
- Use the MSDS (SDS) sheets to determine course of action. Follow its directions for any concerns or unknowns call Canutec @ 1-888-226-8832 or *666 on your cell.
- Decontaminate your equipment, clothing, and personnel, including any victims, on site if necessary.
- Dispose of contaminated equipment and material in accordance with local legislative requirements.
- Report the spill to the Principal, your supervisor or the prime contractor.

City of Melfort

Safe Work Procedures

10. Confined Space Category One

Title: Confined Space Category One	
Revision Number: 1	**Date: December, 2017**

Protecting workers from injuries associate with the working in and around confined spaces. All confined space entry personal shall be trained in confined space procedures, required PPE and local permits if required.

The space has limited access and egress, no physical or atmospheric hazards, or any work activity will not create physical hazards or change the atmosphere within the space, then that space is a Category I. Example – Psychological Hazards - Building crawl spaces.

Guidelines: No Permit nor JSA Required by The City of Melfort

1. Set Up:

   - Review the working alone procedure and follow this process if required. Working alone and entering a confined space is very dangerous.
   - Ensure that your check in times do not exceed 20 minutes.
   - You must ensure that your communication device is working before entering the space and then again once you are in the space.
   - Complete a hazard assessment of the space to ensure it is a category I confined space and that no hidden danger goes unnoticed.
   - Review Confined Space Assessment document before entering the space.

2. Inspect:

   - Inspect the confined space before entry
   - Ensure that there are no physical or atmospheric hazards present
   - Do you need an air monitor to ensure? If so, follow SWP for Category II

3. Don your PPE

   - Basic PPE is to be worn always
   - Hard hat, safety glasses, CSA boots, gloves and hearing protection
   - Does your task require additional PPE? Check your hazard assessment.

4. Entering the confined space

    - Is your work going to introduce any new hazards into the confined space?
    - Entrants must have a contact device such as a radio always.
    - Entrants must have informed at least one other worker that they are entering the space.
    - Entrants must not exceed more than 20 minutes between check in times with “buddy” as per working alone policy.
    - If you need to exit the space and re-enter you must inform your person of contact.
    - Ensure you are completing the check in times.

5. Exiting the Space

    - Once the work /task is complete, notify the contact person that the process is complete. Contact this person from outside the space.

City of Melfort

Safe Work Procedures

11. Confined Space Category Two

Title: Confined Space Category Two	
Revision Number: 1	**Date: December, 2017**

Protecting workers from injuries associate with the working in and around confined spaces. All confined space entry personal shall be trained in confined space procedures, required PPE and local permits if required.

A Category Two confined has limited access and egress, with physical but no atmospheric hazards, or any work activity will not create or change the atmosphere within the space, then that space is a Category II. Examples are High Voltage, falling from heights, mechanical, engulfment, water, chemical, crushing and difficult entry.

Guidelines: The City of Melfort requires a permit to be completed for all Category Two Confined Spaces

1. Set Up:

- Required is a Local permit by The City of Melfort to be completed by all workers involved in the Category Two confined space.
- You must ensure that your communication device is working before entering the space and then again once you are in the space.
- You need an attendant who is trained in confined space awareness. The attendant's job is to monitor the space and workers. They cannot enter the space even in case of emergency. The attendant must be stationed outside of the confined space.
- You must eliminate the possibility of atmospheric hazards before entering the space.
- The Atmosphere must be checked before entering the space.
- The Rescue Team must be notified when and where the confined space is being entered. The rescue team is then to be on standby.

1. Inspect:

- Inspect the confined space before entry
- Ensure that there are no atmospheric hazards present
- All hazardous energy and/or hazardous substances shall be isolated or locked out before a worker may enter the confined space.
- Workers shall not enter any space where more than 20% of the LEL is present.

- You must test the area with an air monitor before entering the space.
- Your rescue plan must be noted on the permit.

2. Don your PPE

- Basic PPE is to be worn always
- PPE for the space is determined via hazard assessment on the current work as well as the Confed Space Assessment document.
- All entry personal is required to have a communication device and Don a harness.
- Does your task require additional PPE?
- Are you introducing new hazards into the space?

3. Entering the confined space

- Is your work going to introduce any new hazards into the confined space?
- Ensure that all communication devices are tested and working.
- The Entrants are required to have a monitor on their persons always.
- The Entrants may be required to have a life line attached to them.
- The monitor needs to be bumped before entering the space.
- Ensure that all Lock Out/Tag out procedures are in place as per the LOTO manual in this program.
- The attendant must be in constant contact with the entrants.
- Attendant must be stationed directly outside of the space.

4. Exiting the Space

- Once the work /task is complete, notify the contact person that the process is complete. Contact this person from outside the space.

City of Melfort

Safe Work Procedures

12. Confined Space Category Three

Title: Confined Space Category Three	
Revision Number: 1	**Date: December, 2017**

Protecting workers from injuries associate with the working in and around confined spaces. All confined space entry personal shall be trained in confined space procedures, required PPE and local permits if required.

A confined space level three is one that has all the hazards of the level one and level two, but with the addition of atmospheric hazards. While the City of Melfort has defined this category, our workers will not enter a confined space level three.

All respiratory hazards are controlled using ventilation. Were ventilation is not practicable, entrants must wear supplied air respiratory protective devices.

If an area cannot be adequately ventilated to bring it down to a confined space level two; workers are not allowed to enter this space.

The City of Melfort does not condone its workers entering a confined space level three.

Guidelines: The City of Melfort requires a permit to be completed for all Category Three Confined

1. Set Up:

- Required is a Local permit by The City of Melfort to be completed by all workers involved in the Category Three confined space.
- You must ensure that your communication device is working before entering the space and then again once you are in the space.
- You need an attendant who is trained in confined space awareness. The attendant's job is to monitor the space and workers. They cannot enter the space even in case of emergency. The attendant must be stationed outside of the confined space.
- You need a rescue team member with the addition of an on-duty rescue team on standby before entering the space.
- Ensure that all Lock Out/Tag out procedures are in place as per the LOTO manual in this program.
- Rescue equipment must be on site before entering the space.
- The confined space assessment document must be reviewed by all participants before entering the space.
- If purging the area does not eliminate all hazards you must don a SCBA or SABA before entering the space.

Please note that during non-working hours two rescuers and an attendant must be present, and two rescuers must be on standby during the entry.

2. Inspect:

- Inspect the confined space before entry
- Ensure that there are no atmospheric hazards present
- All hazardous energy and/or hazardous substances shall be isolated or locked out before a worker may enter the confined space.
- Workers shall not enter any space where more than 20% of the LEL is present.
- You must test the area with an air monitor before entering the space.
- All entrants must don a harness and be on a lifeline always.
- Your rescue plan must be noted on the permit

3. Don your PPE

- Basic PPE is to be worn always
- PPE shall be determined by a hazard assessment before work begins.
- All entry personal is required to have a communication device and wear a harness.
- Does your task require additional PPE?

4. Entering the confined space

- Is your work going to introduce any new hazards into the confined space?
- Attendant must be in constant contact with the confined space entrants.
- Attendant must be stationed directly outside of the space.

5. Exiting the Space

- Once the work /task is complete, notify the contact person that the process is complete. Contact this person from outside the space.

City of Melfort

Safe Work Procedures

13. Safety and Driving

Title: Safety and Driving	
Revision Number: 1	**Date: December, 2017**

Motor Vehicle Safety

As per legislation all commercial vehicles shall keep a copy of their records for no less than 4 years. This includes all inspections, work orders, reports and incident information.

1.0 City owned Vehicles

Company owned Vehicles are:

a) **Assigned Vehicles**:
Certain employees have assigned vehicles and t is understood that a portion of the vehicle use will be for personal use. When the vehicle is driven for personal use, only the employee will be permitted to operate the vehicle. No one under the age of 21 will be permitted to operate the vehicle, unless approved by management.

b) **Shop Vehicles**:
Employee's authorised be their supervisor who have satisfied the requirements of the Motor Vehicle Safety Program are permitted to operate a shop vehicle. The use of shop vehicles for personal use is not encouraged and must be approved by management.

Personal Vehicles on Company Business

Employees who drive their personal vehicles on company business are subject to the requirements of this program including:

a) Maintain auto liability insurance with a combined limit of 1,000,000 for bodily injury and property damage.
b) Maintain Current Saskatchewan Government Insurance
c) Maintain their own vehicle in a safe operating condition when driving on company business.
d) No business use exclusion on personal insurance policy.

Unauthorized use of vehicles

Assigned drivers and other authorised employees will not allow an unauthorised individual to operate a company vehicle. Discipline action can be taken. In unauthorised use results in an incident/accident, the responsible employee will be required to make restitution for the damages.

Contractors and Temporary Hire Employees

Contractors and temporary employees will be treated as company employees and will comply with the Cities HSEM system. Failure to meet all requirements shall result in termination or loss of driving privileges.

2.0 Driver Safety Regulations

Safety Belts

The driver and all occupants are required to wear safety belts when the vehicle is in operation or while riding in the vehicle. The onus is on the driver to ensure all occupants comply. Children under 70lbs shall be in a secured, DOT approved child seat.

Impaired Driving

The driver must not operate a vehicle under the influence at any time when his/her ability to do so is impaired, affected influenced by alcohol, illegal drugs, prescribed, or over the counter medications, illness, fatigue or injury.

Traffic Laws

Drivers shall abide by the federal, provincial and local laws and ordinances.

Vehicle condition

Drivers are responsible for ensuring the vehicle is maintained and in safe driving condition. Drivers of daily rentals should check for obvious defects before leaving the rental office/lot and; if necessary, request another vehicle.

Distracted Driving

The City of Melfort endorses, follows and its policies are consistent with distracted driving legislation. The use of hand held cellular phones while driving is strictly prohibited. An external speaker, hands free operation or head set with hands free operation is acceptable. Texting, emailing, and using any other electronic equipment such as but not limited to laptop, tablet, musical device, iPod, mp3 player, reading of printed materials, grooming, is strictly prohibited.

Parking

Drivers shall ensure that drive pull-through parking techniques are employed in parking lots where practical, when not operators should back into the parking spot. When backing up the driver shall use a spotter in large vehicles, such as a fire truck, loader, truck and trailer, heavy equipment.

Motor Cycles

Employees are prohibited from using motorcycles when traveling on company business.

3.0 General Safety Rules

Employees are **not permitted** to:

1. Pick up hitchhikers
2. Accept payment for carrying passengers or similar devices.

3. Push or pull another vehicle or tow trailer without management approval/
4. Transport flammable liquids or gasses unless a DOT or Underwriters Laboratories approved container is used.
5. All cargo must be secured and check regularly during transport.
6. Use of burning flares is discouraged, preferred method being reflective triangles or pylons.
7. Assist disable motor vehicles or accident victims beyond their capabilities. The driver is encouraged to provide the care they are trained for, call the proper authorities. Divers and occupant's personal safety and well-being is their priority.

Company and Personal Property

Employees are responsible for company property such as computers, work papers and other equipment assigned to the more under their control. The City of Melfort is not responsible, nor will it reimburse employees for lost, stolen or damaged personal property.

4.0 Vehicle Incidents

All vehicle incident shall be reported to the proper authorities, SGI, your manager/ supervisor as soon as the employee is safe and able to do so. The investigation into the incident shall follow the Incident Investigation element of the HSEMS system. All vehicle incidents shall be done on the long form incident report.

4.1. Employee Accident Incident Reporting procedure:

1. Call for medical attention if anyone is hurt.
2. If possible, move the vehicle to a safe location out of the way of traffic.
3. Secure the manes and addresses of drivers and occupants od any vehicles involved.
4. Secure the insurance policy, licence plate, drivers licence number, name a d address of the operator of all vehicles involved.
5. Do not discuss fault with, sign any documentation, except with the City of Melfort.
6. Immediately notify your supervisor/manager.
7. Do not have the vehicle repaired until you have authorisation from your supervisor/manager.

Where there is Theft or Damage to your vehicle only:

1. If you did not witness the damage to the vehicle; you must notify SGI, local police as soon as possible.
2. Immediately notify your supervisor/manager.
3. Do not have the vehicle repaired until you receive authorisation from your supervisor/manager.
4. Send a copy of the police report along with a relevant information to you supervisor/manager.

5.0 Circle Check

Circle checks on all pieces of mobile equipment are necessary to ensure the unit is safe to operate both from the personnel standpoint and for the equipment; that is, all fluids must be at the correct level and all components must be intact.

- Vehicles are to be inspected the first shift of each week and documented, with a circle check to be completed before each shift.
- All repairs to vehicles must be completed by a qualified person and noted on the inspections checklist.

Check for personnel in the cab area and around the equipment.
Before the operator commences the pre-start checks, the operator should check the cab area for other operators and others who may be working around the equipment.

Visual check
The operator should walk completely around the equipment looking underneath the equipment, in the engine compartment, and in the cab.

Front Tires
Conduct the following checks on the front tires:
Visually check the tires for deep cuts, separations and embedded rocks, nails, or any other foreign material.
Check for tire bulges at the road surfaces which indicate low air pressure.
Check the rims for cracks and breaks.
Check the valve stems for wear and cuts.

Fluid Levels
Check all the fluid levels at the beginning of the shift with the equipment on level ground. Refer to the manufacturer's requirements to ensure the proper procedure is followed.
If the fluid level is low, notify your supervisor. Do not operate the equipment until the appropriate fluid level is brought up to operational level.

Fluid Leaks
Look for fluid leaks while checking the fluid levels. There may be fluid lines or gaskets that are leaking. Make a visual check to see if fluid is running down the side of the engine block or any other areas while the engine is running.

Fan Belts, Blower Belts, Alternator Belt etc.
Check that all belts are in place, tight, and in good condition.

Lights
Turn on all equipment lights to see they are working properly including; headlights, clearance lights, and back-up lights. All faulty lights will be replaced prior to using equipment.

Glass
Check that the windshield, windows and mirrors are clean and free of cracks.

Wheel Chocks
Ensure that the truck is equipped with two-wheel chocks mounted in a readily accessible place.

Seat Belts
Check that the truck has seat belts. It is important that the operator should use them.

Fire Extinguishers
Every piece of equipment must be equipped with adequate fire extinguishers in good condition. Faulty fire extinguishers must be replaced immediately.

Back Up Alarm

Check that the backup alarm is working correctly.

City of Melfort

Safe Work Procedures

14. Elevated Work Platforms

Title: Elevated Work Platforms	
Revision Number: 1	**Date: December, 2017**

Protecting workers from injuries associated with operation of man lift and scissor lifts

Note: Only trained, competent and ticketed workers can use these lifts.

1. Erect warning devices.
2. Erect barricades and warning signs
3. Ensure Flag person on site.
4. Swamper (Ground person) to be utilized and identified.
5. Ensure means of communication between operator and swamper.
6. Fall arrest protection in place.
7. Do not use hand-held devices (cell phone, two-way radio etc.) while operating the piece of equipment.

Guidelines

1. Read and follow manufacturer operator's instructions.
2. Ensure that the regular maintenance, inspection and current engineered documentations are being completed and up to date.
3. Perform job site inspection and walk around inspection of the equipment. This must be completed before each use.
4. Workers must perform a pre-operational inspection and complete the corresponding checklist before operating equipment before use. This is to be performed daily.
5. Ensure that any deficiencies are noted and repaired before using the equipment. Never use a machine that is not in good working order.
6. Hub City requires all workers to complete a Field level risk assessment (FLRA) before using any elevated platform. Care shall be taken to look for specific hazards such as live electrical, overhead objects, falling objects, work site hazards such as excavations, poor roadways, and pathways.
7. Ensure that all seatbelts and safety devices are in place and being used.
8. Ensure back up alarms and safety lights are in good working order before beginning.
9. Be aware of power line proximity.
10. Ensure correct weight loads are considered.
11. Do not overload the machine at any time.
12. No elevated platform is to be left unattended while running. Ensure the machine is de-energized and the keys removed when not in use.
13. While operating any elevated platform, the operator shall not use any hand-held device(s) while the equipment is in motion.
14. When the PME is not in use the wheel shall be chocked and the keys removed.

City of Melfort

Safe Work Procedures

15. Hammer Drill

Title: Hammer Drill	
Revision Number: 1	**Date: December, 2017**

Protecting workers from injuries associate with the use of a Hammer Drill. Operators of the Hammer Drill, must be trained by a qualified person, demonstrate operational competency. Operators should be wearing the recommended personal protective equipment and be familiar with the emergency response plans.

Guidelines:

1. Set Up:
   - Ensure the area you are working in is free of debris and obstructions
   - Erect a barricade if the job obstructs the area
2. Inspect:
   - Inspect the machine for signs of damage. Include the cords and chuck
   - Inspect the drill bit for any signs of damage or slippage
   - Check casing for damage cracks and missing screws
   - Inspect area for cables, conduits or pipes behind walls, etc. before drilling
3. Don your PPE
   - Basic PPE is to be worn always
   - Hard hat, safety glasses, CSA boots, gloves and hearing protection
4. Running the Hammer drill
   - Check your bit is tight and is the right tool for the job
   - Ensure all guards are fitted, secure and functional. Do not operate if the machine is missing any of these.
   - Ensure that the chuck key has been removed before drilling
   - Use a safe working position, avoid bending if possible
   - Provide the sound working platform if on scaffold
   - Use fall protection if required
5. Clean up
   - Switch off the machine when work is complete and unplug.

- Leave the machine in a safe, clean and tidy state.

City of Melfort

Safe Work Procedures

16. Ladders

Title: Ladders	
Revision Number: 1	**Date: December, 2017**

Protecting workers from injuries associate with the use of all portable ladders. Operators of the tool must be trained by a qualified person, demonstrate operational competency. Operators should be wearing the recommended personal protective equipment and be familiar with the emergency response plans.
Note: The City of Melfort is a 10 foot tie off rule, if your feet are at or exceed 10 feet you must be 100 % tied off, with a corresponding fall protection plan.
General:

1. Ladders must be used only for the purpose for which they were designed. Step ladders must not be used as straight ladders. The small half, of extension ladders is not to be separated and used as straight ladders. Only CSA certified ladders shall be used.
2. No ladder is made by fastening cleats across a single rail or post.
3. No wooden ladder or stepladder is painted with any substance other than a transparent coating.
4. Only fibreglass ladders are approved for electrical work.
5. Anyone using a ladder is responsible to check ladders before using them. Ladders found defective or lacking in any safety device must not be used, and supervision notified.
6. The ladder shall be placed at the proper angle of one horizontal unit to every four vertical units, so that the slope of the ladder is on a 1:4 ratio.
7. A ladder shall extend at least one metre above the intended landing point, whenever used as a means of access.
8. Straight ladders must be equipped with approved non-slip safety feet. The base of the ladder must be secured, when safety feet are inadequate on a slippery surface or when a tie-off rope cannot be used.
9. If the top section of a portable ladder needs to be secured (when base is un-secured) against accidental movement, then: All straight, extension, and step ladders shall utilize a tie-off rope or an extension stabilizer. *Note: Roof ladders require peak support hooks.*
10. Extended ladders should not be left unattended, unless tied off at the top.
11. Block, lock or guard ladders in doorways or passageways to prevent accidental movement or jostling. *(In high traffic areas, set up cones or other visible barricade...or have second person spot the ladder base.)*

12. User must face ladder when ascending or descending. Grip it firmly and use the three-point contact method when you are moving up or down.

13. Only one person permitted on a ladder at one time, and to always keep one hand free to hold on.

14. Keep reaching distance "short". No attempt should be made to reach too far* in any direction while on a ladder. *(*Also known as the "belt buckle rule"... the worker does not extend any part of the workers body except for the workers arms beyond the side rails of the ladder.)*

15. Workers shall not stand higher than the third rung (or step), from the top of any portable ladder or step ladder.

16. A worker on a ladder must not carry any object or load that could cause the worker to lose balance and fall. Do not carry heavy or bulky tools/equipment, up or down ladders. *(Use hand lines to raise and lower such material/s.)*

17. Ladders must be maintained free of oil, grease, and other slip hazards.

18. When not in use, ladders must be stored in a designated area.

19. Ladders may not exceed more than 6 meters in height; unless is has legs that are legs that are securely held in position by means of metal braces or equivalent ridged support; and when in use, has a front section slope at an angle of 1 horizontal to 6 vertical (1:6).

Guidelines Step Ladders:

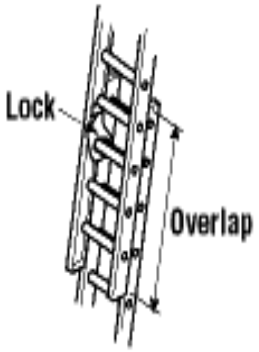
1. Set Up:
   - Clear the area for housekeeping
   - Ensure you have proper lighting
   - Ensure you have the right quality -Grade one ladders only
   - Check the weight rating to ensure you can use it for your task.
   - Ensure your ladder is tall enough as no work is to be done from the top two rungs.
   - Set up in the fully open position
   - Check for uneven floor and sharp edges
   - Ensure that you are not near any electrical conductive areas. If so choose a non-conductive, rated ladder for this task.
2. Inspect:
   - Ensure that the ladder is set up and in good condition.
   - No damage to the rails, rungs or feet.
   - No twisted area, only use ladders in true good condition
   - Ensure area and ladder are free from trip hazards including ice and snow.
3. Don your PPE
   - Basic PPE is to be worn always
4. Basic operation
   - Right ladder for the right job
   - Do not use as a scaffold
   - Make sure that the feet are not damaging the floor they are on
   - Never "walk" a ladder
   - Keep the spreader bars locked
5. Clean up

- Cords and material can be trip hazards
- Ensure all materials are removed when done
- Wipe ladder down if needed.

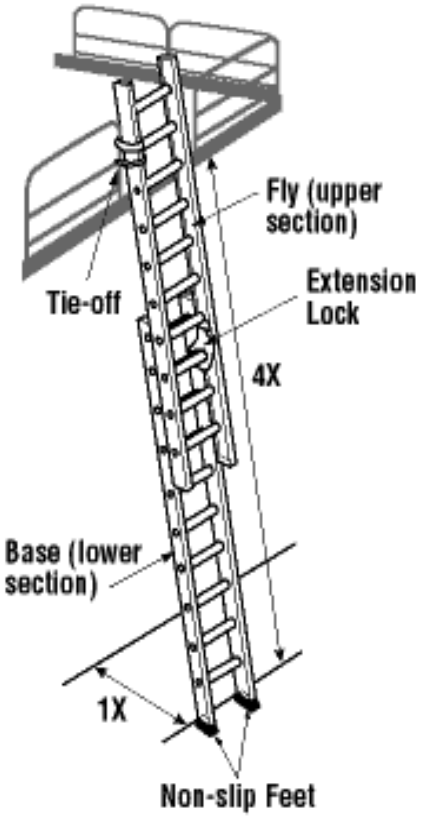
Extension Ladders

1. Set up

- Place ladders on a firm, level surface and ensure the footing is secure.
- Erect extension ladders so that the upper section rests on (e.g., in front of) the bottom section. This means the bottom section "faces" a wall or other supporting surface (see figures below).
- Place the ladder feet so that the horizontal distance between the feet and the top support is 1/4 of the working length of the ladder. The ladder will be leaning at a 75^0 angle from the ground.
- Raise and lower ladders from the ground. Ensure that locking ladder hooks are secure before climbing.
- Erect ladders so that a minimum of 1 m (3 ft) extends above a landing platform. Tie the top at support points.



- Where a ladder cannot be tied off at the top, station a person at the foot to prevent it from slipping. This method is only effective for ladders up to 5 m (16 ft) long. The person at the foot of the ladder should face the ladder with a hand on each side rail and with one foot resting on the bottom rung.
- Leave all tie-off devices in place until they must be removed before taking the ladder down.
- Maintain the minimum overlap of sections as shown on a ladder label. Refer to safety regulations.



2. Inspect:
   - Ensure that the ladder is set up and in good condition.

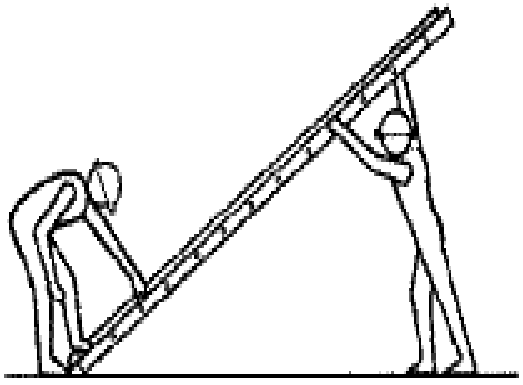
- No damage to the rails, rungs or feet.
- No twisted area, only use ladders in true good condition
- Ensure area and ladder are free from trip hazards including ice and snow.

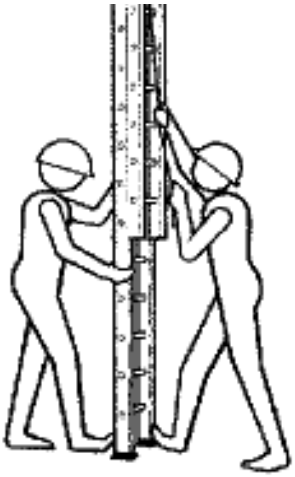
3. PPE
    - Basic PPE is required
    - Additional PPE may be required do to task
4. Basic Operation
    - Do not use ladders near electrical wire.
    - Do not set up or take a ladder down when it is extended.
    - Do not overextend. Maintain minimum overlap of sections.
    - Do not climb higher than the fourth rung from the top of a ladder.
    - Do not use ladders on ice, snow or other slippery surfaces without securing ladders' feet.
    - Do not extend top section of a ladder from above or by "bouncing" on a ladder. Do not leave ladders unattended.

What should you do to avoid overexertion while setting up an extension ladder?

When setting up an extension ladder, use the following method to avoid straining muscles or losing control of a ladder. Any heavy ladder or where conditions complicate the task, then have two persons set up a ladder, step by step, as follows:

- Lay a ladder on the ground close to intended location.
- Brace ladder base using helpers' feet.
- Grasp the top rung with both hands, raise the top end over your head and walk toward the base of a ladder. Grasp the centre of the rungs to maintain stability.
- Move the erect ladder to the desired location. Lean it forward against the resting point.





City of Melfort

Safe Work Procedures

17. Machine Guarding

Title: Machine Guarding	
Revision Number: 1	**Date: December, 2017**

When machines are not properly guarder or locked out during maintenance, repair and other activities workers can be exposed to many hazards.

Note: For full procedures regarding Lockout Tag Out please refer to the Lock Out Tag Out manual. Tampering with Safeguards is prohibited.

Guidelines:

1. Set Up:
   - Before beginning any work check that you have the correct permits and procedures.
   - This will include but not be limited to running, cleaning oiling, adjusting, repairing or completing maintenance on.

2. Inspect: All equipment with moving parts.
   - Ensure that you review the equipment SWP and the manual
   - Ensure that you Never remove any guards to operate the equipment
   - Never operate the equipment when the safety guards are missing.
   - Note all moving exposed parts must be guarded.
   - Ensure that the LOTO procedure are in place before working on any equipment

3. Don your PPE
   - Basic PPE is to be worn always
   - Hard hat, safety glasses, CSA boots, gloves and hearing protection
   - Lock Out Tag Out is your Engineering Control and must be in place when working on equipment.

4. Working Procedures for Lock Out Tag Out
   - Refer to the Lock Out Tag Out manual for full LOTO procedures
   - Refer to the Manufactures instructions and the SWP for the specific equipment
   - Discuss with your supervisor for all concerns with equipment

5. Clean up
   - Run for a few minutes to avoid clean up
   - Refuel for next use

City of Melfort

Safe Work Procedures

18. MIG Welder

Title: MIG Welder	
Revision Number: 1	**Date: December, 2017**

Protecting workers from injuries associate with the use of the MIG welder. Operators of the tool must be trained by a qualified person, demonstrate operational competency. Operators should be wearing the recommended personal protective equipment and be familiar with the emergency response plans.

Guidelines:

1. Set Up:
   - Clear the area for housekeeping
   - Ensure that you have adequate lighting
   - Turn on air ventilation for safe use of equipment
   - Set up your screens or proper welding curtains
   - Keep area dry
2. Inspect:
   - Inspect the welder before use, Grounding clamp and torch cables.
   - The power cord for exposed wire or frayed insulation
   - All electrodes and work cables for exposed wire or frayed insulation
   - All cylinders for cracks in hoses, are they properly secured away from heat or welding surface.
3. Don your PPE
   - Basic PPE is to be worn always
   - Welding Helmet, CSA boots, gloves and hearing protection
   - Ensure you have the correct visor for the welding you are doing
4. Basic operation
   - Carefully clean off the object to be welding, remove grease, any loose debris and dust
   - Open gas until pressure reaches 25psi on flow meter
   - Hook ground clamp onto object to be welded. Inspect for ground. Ensure the clamp and torch cables are on the same side of the body.
   - Plug in welding machine. Keep cord away from sharps and heat.
   - Conduct test to achieve wire feed speed, adjust as needed.
5. Clean up
   - Turn off gas and then pull trigger to get out all excess gas
   - Turn off machine, unplug
   - Unhook grounding clamp
   - Clean area and remove waste.

City of Melfort

Safe Work Procedures

19. PME – Powered Mobile Equipment

Title: PME	
Revision Number: 1	**Date: December, 2017**

Protecting workers from injuries associated with use of Powered Mobile Equipment

Guidelines: Only trained, competent and ticketed workers can use these lifts.

1. Read and follow manufacturer operator's instructions.
2. Ensure that the regular maintenance, inspection and current engineered documentations are being completed and up to date.
3. Perform job site inspection and walk around inspection of the equipment. This must be completed before each use.
4. Workers must perform a pre-operational inspection and complete the corresponding checklist before operating equipment before use. This is to be performed daily.
5. Ensure that any deficiencies are noted and repaired before using the equipment. Never use a machine that is not in good working order.
6. The City of Melfort requires all workers to complete a FLRA before using any PME. Care shall be taken to look for specific hazards such as live electrical, overhead objects, falling objects, work site hazards such as excavations, poor roadways, and pathways.
   ***Note**: Where falling objects are possible, the City shall use only PME with overhead cabs or not work in these areas.*
7. Ensure that all seatbelts and safety devices are in place and being used.
8. Ensure back up alarms and safety lights are in good working order before beginning.
9. Be aware of power line proximity.
10. Ensure correct weight loads are considered.
11. Do not overload the machine at any time.
12. No PME is to be left unattended while running. Ensure the machine is de-energized and the keys removed when not in use.
13. While operating any PME, the operator shall not use any hand-held device(s) while the equipment is in motion.
14. When the PME is not in use the wheel shall be chocked and the keys removed.
    - Unhook grounding clamp
    - Clean are and remove waste.

City of Melfort

Safe Work Procedures

20. Powder Actuated Tools

Title: Powder Actuated Tools	
Revision Number: 1	**Date: December, 2017**

Protecting workers from injuries associate with the use of powder actuated tools. Operators of the tool must be trained by a qualified person, and demonstrate operational competency. Operators should be wearing the recommended personal protective equipment and be familiar with the emergency response plans. Powder actuated tools operate on the same principle as a gun. A measured powder charge (powder load) drives a steel stud into material such as steel, concrete, wood or brick. The powder load is similar to the cartridge in a gun. If not handled properly a powder actuated tool can be very dangerous. They should be handled with care at all times.

Guidelines:

1. Set Up:
   - Load the tool only when you are about to use it
   - Never point the tool at anyone
2. Inspect:
   - Inspect the machine for signs of damage or excessive wear
   - Check the workspace for hazards
   - Ensure that the tool is cleaned and ready before loading
   - Ensure that all safety shields and guards are in place
   - Remove from service if defective or you are concerned with the condition of the tool.
   - Is the area you're working with been checked for electrical hazards? Is the material your using the powder actuated tool been inspected? Electrical wires can be embedded in concrete.
3. Don your PPE
   - Basic PPE is to be worn always
   - Hard hat, safety glasses, CSA boots, gloves and hearing protection
   - Always use the safety shields and guards supplied.
4. Running the Powder Actuated Tools
   - Check your area is clear, clean and is the right tool for the job
   - Never run a powder actuated tool in an explosive area or near flammables.
   - If you are in a confined space your must have adequate ventilation
   - Ensure all guards are fitted, secure and functional. Do not operate if the machine is missing any of these.
   - Ensure all persons in your area are aware of and wearing the appropriate PPE before using the tool.
5. Clean up
   - Switch off the machine when work is complete and unplug.
   - Leave the machine in a safe, clean and tidy state.

City of Melfort

Safe Work Procedures

21. Pressure Washer

Title: Pressure Washer	
Revision Number: 1	**Date: December, 2017**

Protecting workers from injuries associated with the use of the pressure washer. Operators of the tool must be trained by a qualified person, and demonstrate operational competency. Operators should be wearing the recommended personal protective equipment and be familiar with the emergency response plans.

Guidelines:

1. Set Up:
   - Ensure the area you are working in is free of debris and obstructions
   - Erect a barricade if the job obstructs the area
2. Inspect:
   - Inspect the machine for signs of damage. Include the cords, hoses, casing and gun
   - GFI protected outlet or plug.
   - Inspect Look for loose connections
   - Inspect for Loose broken or missing covers
   - Ensure all connections are made before operation begins
3. Don your PPE
   - Basic PPE is to be worn always
   - Hard hat, safety glasses, CSA boots, gloves and hearing protection
   - Waterproof clothing
   - If using chemicals refer to their MSDS for correct PPE you may need respiratory protection
4. Running the Pressure Washer
   - Do not use extension cords with a pressure washer. Electricity and water don't mix.
   - Turn on power switch and pull trigger and check for pressure
   - Do not direct jet towards your skin -pressure and cleaning agents can cause serious harm
   - Ensure your barricades are in place so no one can enter the work area
   - Modifications to trigger are not permitted
   - Avoid close spray as it can dislodge material and injure
5. Clean up
   - Switch off the machine when work is complete and unplug.
   - Turn machine off to clean out nozzle
   - Flush with clean water when done

City of Melfort

Safe Work Procedures

22. Reciprocating Saw

Title: Reciprocating Saw	
Revision Number: 1	**Date: December, 2017**

Protecting workers from injuries associate with the use of the reciprocating saw. Operators of the tool must be trained by a qualified person, and demonstrate operational competency. Operators should be wearing the recommended personal protective equipment and be familiar with the emergency response plans.

Guidelines:

1. Set Up:
   - Ensure the area you are working in is free of debris and obstructions
   - Erect a barricade if the job obstructs the area
2. Inspect:
   - Inspect the machine for signs of damage. Include the cords and chuck
   - Inspect the sawzall blade for any signs of damage or bends ensure it is “True”
   - Check casing for damage cracks
   - Inspect area for cables, conduits or pipes behind walls, etc. before cutting
3. Don your PPE
   - Basic PPE is to be worn always
   - Hard hat, safety glasses, CSA boots, gloves and hearing protection
4. Running the Hammer drill
   - Check your blade is tight and is the right tool for the job
   - Use a safe working position, avoid bending if possible
   - Provide the sound working platform if on scaffold
   - Do not handle the blade as it may be hot immediately after cutting
   - Keep all hands clear of blade when cutting
   - Unplug the tool when changing blades
5. Clean up
   - Switch off the machine when work is complete and unplug.
   - Leave the machine in a safe, clean and tidy state.

City of Melfort

Safe Work Procedures

23. Snow Blower

Title: Snow Blower	
Revision Number: 1	**Date: December, 2017**

Protecting workers from injuries associate with the use of Snow Blower Operators of the tool must be trained by a qualified person, and demonstrate operational competency. Operators should be wearing the recommended personal protective equipment and be familiar with the emergency response plans.

Guidelines:

1. Set Up:
   - Fill the tank with fuel in a safe area, use absorbent to clean any spills
   - Do not smoke while you are fuelling the snow blower
2. Inspect: While the snow blower is not running
   - Inspect the snow blower for signs of damage or excessive wear
   - Check the impeller to be sure it is not frozen by engaging the clutch while the machine is turned off
   - If it is frozen move the snow blower to an area it can thaw
   - Check the impeller for wear
   - Check the dip stick or crank case for oil
3. Don your PPE
   - Basic PPE is to be worn always
   - Hard hat, safety glasses, CSA boots, gloves and hearing protection
4. Running the snow blower
   - Position the chute away from you and in the desired direction.
   - Be aware of traffic and windows so that you do not cause unintended issues
   - Push the primer 2 or 3 times and apply choke as needed
   - Insert the key and move it to “run”
   - Stand to the side and pull the rope to start or use the electric start if possible.
   - Throttle up
   - Position to the desired speed and engage the clutch to throw snow
   - Stop the machine and turn the key off before removing any clogs
   - To stop the machine: Release the traction clutch (move to neutral). Come to a complete stop. Release the throw clutch and wait till all moving parts have stopped. Turn off Key
5. Clean up
   - Run for a few minutes to avoid clean up
   - Refuel for next use

City of Melfort

Safe Work Procedures

24. Table Saw

Title: Table Saw	
Revision Number: 1	**Date: December, 2017**

Protecting workers from injuries associate with the use of table Saws. Operators of the tool must be trained by a qualified person, and demonstrate operational competency. Operators should be wearing the recommended personal protective equipment and be familiar with the emergency response plans.

Guidelines:

1. Set Up:
   - Set the saw up on a level base or slight lower front
   - Ensure you have enough space to make your cuts without obstruction
   - Install at a height that is comfortable to operate
   - Take into consideration location for noise, dust and water.
2. Inspect:
   - Inspect the saw blade before use
   - Inspect the electrical cord before use
   - Inspect all components (guards, blade, table, etc.) are in place, secure and tightened
   - Ensure your blade is set at the correct height.
   - Ensure the blade and the saw RPM match
   - Ensure the blade is correct for the type of use.
3. Don your PPE
   - Basic PPE is to be worn always
   - Hard hat, safety glasses, CSA boots, gloves and hearing protection
     When cutting, you may need depending on material
   - Dust mask or ½ mask
   - Face shield
   - Hearing protection

Note: Never measure or mark on the table while the saw is running and Never reach into the blade area to remove material!

4. Clean up
   - All scrap material is to be cleaned up as soon as possible
   - Work area must be clear of tripping hazards, etc.

City of Melfort

Safe Work Procedures

25. Working Alone

Title: Working Alone	
Revision Number: 1	**Date: December, 2017**

Guidelines:

Note: Working alone is not allowed when electronic communications such as cell phone is not available.

Working alone during regular hours.

1. Before work is assigned that will take place when the workers is alone, a hazard assessment must be completed. Time of day, is the office open/closed, workers duties, and risk associated shall be the focus.
2. Before work begins the worker must verify with the supervisor that they agree with, understand, and are following the plan in place for working alone.
3. The worker must have a full understanding of how to use an effective means of communication; this can be either the office phone or cellular phone. When necessary a check-in schedule will need to be arranged. The worker will be required to check-in with a pre-designated check-in person at the set times. The time-frame for check-in times must not exceed one hour.
4. A worker may be required to take other precautions, such as:
    - limiting or prohibiting certain specific activities,
    - requiring the worker to have specific minimum training or experience related to the work, and/or
    - ensuring there are emergency supplies for use related to their task.

Procedure for Working Alone after regular Hours

If the work is being scheduled after hours, or a worker is called in, the worker and supervisor shall complete the following:

1. Worker(s) must ensure that they have a means of communication, like a cell phone.
2. The worker(s) must inform their supervisor that they are working alone, how long will be, the expected time frame. Both the supervisor or check-in person, and the worker must also agree upon a time for periodic check-in. This time frame *must not* exceed one hour.
3. Worker(s) are not permitted to complete any high hazard activity while working alone.
4. When developing a plan for working alone consider the following:
    - Consider the worst-case scenario. Ask the question “what if”?

- Task and hazards involved in the work to be performed.
- Likelihood for other persons to be in the area.
- The workers experience level, heath, age, condition,
- Time of shift when task is to be completed
- Emergency response time
- Legislative requirements
- The workers level of comfort with working alone, as well as their knowledge of the task to be completed.

Guidelines for Conducting a Working Alone Assessment

There are many possible scenarios in which workers are going to be working alone. It is essential that employees and their supervisors work together to develop safe work practices for these situations. It is mandatory for the situations to be assessed by both the worker and supervisor to minimize the risk of injury or accident. Supervisors and employees shall evaluate working alone situations together on a case-by-case basis and will consider previous mentioned risk factors to determine if a written plan is needed, or if an acceptable practice will suffice.

City of Melfort HSEMS

Section 5 - Operational Procedures

Confined Space Operational Manual

1. Purpose

Protecting workers from injuries associated with working in and around confined spaces. All confined-space entry personal shall be trained in confined space procedures, required PPE and local permits if required.

2. Scope

This shall apply to all City of Melfort employees, visitors, and all trade contractors who work for The City of Melfort and/or complete work on sites run by The City of Melfort.

3. Responsibilities

All workers directly or indirectly employed by The City of Melfort must be aware of our Health and Safety Manual and its contents.

3.1 Owner/Operator

- Ensure that the infrastructure, management systems, training and resources, and activities required by the overall safety program are in place.
- Responsible to ensure that expectations for safety, health, personal security and environmental issues are communicated.
- Ensure full compliance of regulatory requirements.
- Put the expectations for a safe, healthy, secure and environmentally friendly workplace into action.
- Ensure that the requirements of the management systems and programs are implemented, documented and maintained on a continual basis.
- Responsible and accountable for the activities of the managers.
- Support managers and ensure that they are implementing and enforcing safety.
- Ensure that these requirements are communicated throughout their areas of responsibility.

3.2 Managers

- Ensure that employees are properly trained in the care, use and storage of all PPE being used.
- Ensure employee's PPE have been inspected as per manufacturer specifications.
- Ensure that employees have access to the appropriate PPE.
- Ensure that employees wear their PPE when required.

3.4 Supervisors/Foreman/Crew Leaders

- Be an example for safety and promote safety awareness.

- Correct any unsafe conditions.
- Responsible and accountable for the day-to-day work activities of the workers.
- Notify the manager when training is required.
- Conduct qualitative or quantitative fit tests as required.
- Conduct general training of PPE and their components, maintenance, storage, proper use and limitations as required.
- Monitor the program for compliance.
- Make suggestions for improvement.

3.5 Workers

- Have a clean-shaven face every day that a respirator will be worn (clean-shaven means shaving on a daily basis).
- Inspect, store, maintain, and generally take care of the PPE in their care.
- Inform the supervisor of any damaged equipment or PPE that is not meeting expectations.
- Use the PPE as instructed.
- Report any PPE malfunction to supervisor.
- Participate in and carry out hazard identification and assessments as required.
- When sent to a work area for the first time, carry out the process as required by the work procedure if the assigned work is of a routine nature. If the work is scheduled, look for and read the posted forms to ensure that they are aware of the hazards and that the recommended work procedures or safeguards have been implemented.

3.6 Suppliers and Contractors

- Conduct themselves in a safe manner and co-operate with The City of Melfort services management, supervisors and employees.
- Responsible for following industry practices and the Saskatchewan Employment Act.
- Supply their own PPE and follow all site rules regarding but not limited to PPE.

3.7 Safety Representatives:

- Monitor the use of this program.
- Review any changes made to this program.
- Assist in listing and categorizing all city confined spaces that require entry.
- Be a resource for the confined space workers.
- Review and file all confined space assessment forms and permits.

4. Reference

- CSA 1006-16 Confined Space
- Saskatchewan Legislation

5. Glossary of Terms

Access: a hatch, manway or other portal used to enter and exit a confined space.

Attendant: a worker who is assigned to continuously monitor work in or near the location of a confined space process or operation and who is competent to provide support or react as required to provide for the safety of the entrants and entry team.

Audit: a systematic and documented process for obtaining evidence and evaluating it objectively to determine the extent to which predetermined criteria are fulfilled.

Audit program: a set of one or more audits planned for a specific time and directed toward a specific purpose.

Authority having jurisdiction: a federal, provincial, territorial, or municipal authority responsible for administering legislation related to this Standard.

Bodily enter: the action by which a person passes through an opening into a permit-required confined space. Entry includes ensuing work activities in that space and is considered to have occurred as soon as any part of the entrant's body breaks the plane of an opening into the space.

Competent person: a person who possesses the knowledge, training, and experience to enable him or her to perform an assigned duty.

Confined space: a workspace that:

(a) is fully or partially enclosed;

(b) is not designed or intended for continuous human occupancy; and

(c) has limited or restricted access or egress, or an internal configuration that can complicate first aid, evacuation, rescue, or other emergency response services.

Contaminant:

(a) a harmful or irritating material, or nuisance dust, that is not part of the normal composition of a substance; or

(b) material that varies the normal proportions of components in a mixture such as air.

Controls: protective or preventive measures required for safe entry into a confined space.

Hierarchy of Controls: a system used to minimize or eliminate exposure to hazards. In order of hierarchy, Elimination, Substitution, Engineering Controls, Administrative Controls, Personal Protective Equipment.

Elimination: Physically removing the hazard is most effective form of control.

Substitution: Involves replacing something that produces a hazard with something that does not produce a hazard. The second most effective form of control.

Engineering Controls: Isolation of the hazards, by means of engineering. The third most effective control.

Administrative Controls: Changes in work procedures such as written safety policies, rules, supervision, schedules, and training with the goal of reducing the duration, frequency, and severity of exposure to hazardous chemicals or situations.

Personal Protective Equipment: Protective clothing and other work accessories designed to create a barrier against workplace hazards. It is implemented only after other reasonably practicable means of eliminating a hazard have been attempted.

Emergency response team: a group of persons trained, equipped, and available to respond to confined space emergencies.

Emergency response team leader: a person responsible for the direct supervision of emergency response team operations.

Engulfment: the surrounding and effective capture of a person by a free-flowing substance that can cause harm by suffocation, strangulation, constriction, or crushing.

Confined Space Entrant: a worker who is trained and authorized to enter a confined space.

Entry: the action by which a person passes into a confined space. Entry includes ensuing work or rescue activities in the confined space and is considered to occur as soon as any part of the entrant's body breaks the plane of an opening into the confined space.

Entry supervisor: an individual who has been assigned the responsibility for directing all aspects of a confined space entry and has the authority to effect change.

Entry team: the entry supervisor, attendants, entrants, and air supply attendants assigned to confined space work (with leadership and communications established in accordance with this Standard).

Hazard: a condition or changing set of circumstances that presents a potential for injury, illness, or property damage, including the potential or inherent characteristics of an activity, condition, or circumstance that can produce adverse or harmful consequences.

Hazardous atmosphere: any atmosphere that is oxygen deficient or oxygen enriched, exceeds relevant occupational exposure limits, presents a fire or explosion hazard, or contains an airborne toxic or disease-producing contaminant in concentrations deemed hazardous by a competent person.

Hazardous energy: any electrical, mechanical, hydraulic, pneumatic, chemical, radiation, thermal, gravitational, or other energy that can harm workers.

Immediately dangerous to life or health (IDLH) atmosphere: a hazardous atmosphere that poses an immediate threat to life, can cause irreversible adverse health effects, or can impair a person's ability to escape.

Isolation: interrupting or disconnecting pipes, lines, or energy sources from a confined space by applying control.

Lockout: placement of a lock on an energy-isolating device in accordance with an established procedure, thereby indicating that the energy-isolating device is not to be operated until removal of the lock in accordance with an established procedure.

Mechanical advantage system: equipment, built for human travel that utilizes a mechanism that multiplies the ratio of applied force to torque by a suitable factor to assist in the safe rescue of a worker from a confined space.

Organization: a company, operation, undertaking, establishment, enterprise, institution, or association, or a part or combination thereof, which has its own management. An organization can be incorporated or unincorporated, public or private.

Permit: A permit is an authorization to provide consent and a team's understanding that the confined space entry has been assessed, controls in place and that emergency response plans are in place.

Permit system: a system that incorporates permits for the preparation and completion of work that is to be performed in a space, including return of the space to service following termination of the work.

Program: a confined space management program.

Rescue: activities directed toward locating endangered persons in an emergency and removing those persons from harm.

Risk: a combination of a hazardous event's likelihood of occurrence and potential severity of harm.

Risk assessment: a comprehensive evaluation of the probability and degree of possible injury or damage to health in a hazardous situation, undertaken to select appropriate controls.

Worker: a person employed by or under the day-to-day control of an organization.

ESP: external service provider

IDLH: immediately dangerous to life or health

LEL: lower explosive limit

LFL: lower flammable limit

OHS: occupational health and safety

6. Legislation

Occupational Health and Safety Regulations, 1996, Section 266

In this part:

(a) **"confined space"** means an enclosed or partially enclosed space that:
- (i) is not primarily designed or intended for human occupancy, except for the purpose of performing work; and
- (ii) has restricted means of entrance and exit;

(b) **"hazardous confined space"** means a confined space that is or may become hazardous to a worker entering the confined space due to:
- (i) the design, construction or atmosphere of the confined space;
- (ii) the materials or substances in the confined space;
- (iii) the work activities or processes used in the confined space; or
- (iv) any other conditions relating to the confined space;

(c) **"isolate"** means to physically interrupt or disconnect pipes, lines and sources of energy from a confined space.

(Section 267) "Where a worker may be required or permitted to work in a confined space, an employer, in consultation with the committee, shall identify…."

7. Program /Procedure

Note: THE CITY OF MELFORT Workers are not trained past Awareness and can only perform work in a confined space Category I and Category II.

THE CITY OF MELFORT Workers shall only act as an Attendant on Low risk Confined Space worksites and are not trained in rescue procedures for this task.

All THE CITY OF MELFORT workers shall receive training in confined space awareness and Fall protection before entering any confined space.

7.1 Confined Space Categories

Category I

The space has

- limited access and egress, no physical or atmospheric hazards, or
- any work activity will not create physical hazards or change the atmosphere within the space I.

  Example – Psychological Hazards - Building crawl spaces.

Category II

The space has all the characteristics of Category I plus any physical hazards such as:

- high voltage – electrical vault
- falling from heights – over 3 meters or 10 feet
- mechanical – grain silo augers, agitators
- engulfment – grain silo
- water – drowning
- chemical – residues, glycol expansion tank
- crushing – Air suspension tables
- difficult entry
- fumes created from work being completed by The City of Melfort or other Contractors (such as welding).

Category III

The space has all the characteristics of Category I and II with the addition of atmospheric hazards.

Note: THE CITY OF MELFORT Employees are not trained to enter Confined Space Level III environment and shall not complete work in these areas.

Common atmospheric hazards in confined spaces are:

- Flammable gas, vapour, or mist more than 10% (OSHA), or 20% (OH&S) of its Lower Explosive Limit (LEL); NOTE: Presence of any amount of flammable gas, vapour or mist can be a concern, because some chemicals can present a respiratory or Immediate danger to life and health(IDLH) situation at

far lower concentrations than low (10-20%) LEL readings. Therefore, if there are any detectable flammable gas, vapour, or mist readings, have the entrant evacuate the Confined Space until it is understood what is causing the readings.

- Airborne combustible dust at a concentration that meets or exceeds its LEL;
  - This concentration may be approximated as a condition in which dust obscures vision at 5 feet or less.
- Atmospheric oxygen concentration below 19.5%, or above 23.0% (OH&S), or 23.5% (OSHA)
- H2S – Hydrogen Sulphide – 10 ppm
- Effects of Hydrogen Sulfide
    - 0.01-1.5 ppm - detectable odour
    - 10 ppm – Work exposure limit, 8-hour average
    - 50 – 100 ppm - Eye/respiratory irritation
    - 90 - 100 ppm - Loss of sense of smell
    - 100 - 300 ppm - Extreme irritation
    - 350 ppm – Immediate danger to life and Health.
    - 500 – 700 ppm - Unconscious/death ½ hour
    - 700 – 1000 ppm - Death in minutes
- CO - Carbon Monoxide – 25 ppm
- Effects of Carbon Monoxide
    - 25 ppm – maximum time of exposure in an 8-hour period.
    - 200 ppm - Slight headache – 3 hours
    - 400 ppm - Headache – 2 hours
    - 600 ppm - Headache, discomfort – 1 hour
    - 1200 ppm – Immediate Danger to life and Health.
    - 1000/2000 ppm - Confusion, nausea, headache – 2 hours
    - 1000/2000 ppm - Staggering – 1.5 hours
    - 1000/2000 ppm – Increase heart rate, reduced perfusion, can impair cardiac function. 30 min
    - 2000/2500 ppm - Unconsciousness – 30 min
    - 4000 ppm - Fatal – 1 min
- Methane or other O2 displacing gases – All sewage vessels and lift stations
- Any other atmospheric condition that is immediately dangerous to life or health (IDLH)

Example: storm sewer system – oxygen deficiency, CO, Methane, sewage runoff, H2S.

8. Confined Space Roles

8.1 Rescue Team: These members are on site in case anything goes wrong within the confined space.

1. Must know all rigging systems, rescue equipment, self-contained breathing apparatus and supplied air breathing apparatus as well as related PPE
2. Must have First Aid training

3. Must be able to recognize the hazards, and the signs and symptoms of someone who is exposed to said hazards.
4. Must understand how to run confined space ventilation methods.
5. Know the Entrants physical limitations.
6. Must understand the hazards associated with confined space and specifically with the space being entered.
7. Shall determine and write the rescue plan with the other team members before the space is entered.
8. Review permits before entrance to the confined space is granted.
9. Complete truck/equipment checks.

8.2 Attendants: The confined space attendant is an extremely important and safety-sensitive position. The attendant must have confined space awareness training.

1. Must know the hazards that may be faced during the confined space procedure.
2. Must know the behavioral effects of exposure (physical conditions and mental state).
3. Possess a valid First Aid certificate.
4. Must maintain accurate entrant identification and must always be aware of who is in the space.
5. Must remain outside the entrance, and shall not leave for any amount of time.
6. Be in constant communication with entrants.
7. Monitors all activity both inside and outside of the space.
8. Assists in the on-site procedures as directed by the lead rescuer.
9. Calls for 9-1-1 if required.
10. Controls and fills out the permit and returns permit to safety representative.
11. Controls the space and does not allow unauthorised entry.
12. Assists in the set-up and take-down of all equipment.
13. Ensures they are aware of and prepared for execution of the entry and rescue plans.

8.3 Entrant: The Entrant holds the highest risk in any confined space entry.

1. Needs direct authorization from supervisor and attendant in order to enter the space.
2. Must know the hazards of confined space entry, and the focused hazards of the immediate space they are entering.
3. Must know how to use all the required PPE.
4. Must know the procedures for communication with the attendant.
5. Must know how to exit the space if necessary (under their own power).

All experienced members must engage in the mentor program while on site. During set up, take down and access/egress they should be helping the new members understand all team roles. The attendant, while important, is the entry-level position on the team, and should be mentored.

9. Confined Space Procedures

9.1 Permit Requirements

Category I: No permit required, Entrants must follow confined space entry procedures and working-alone policies.

Category II: Permit required, attendant required, rescue team must be made aware of confined space entry. Confined space entry procedure for Category II must be followed.

Category III: Permit required, attendant and rescue team member required, confined space Category III procedures must be followed.

9.2 Confined Space Category I

The space has:

- limited access and egress, no physical or atmospheric hazards, and,
- work activity will not create physical hazards or change the atmosphere within the space.

Example – Psychological Hazards - Building crawl spaces.

Guidelines: No Permit or Job Hazard Analysis Required by The City of Melfort

1. Set Up:
    - Review and follow the working-alone procedure.
    - Ensure that your check-in times do not exceed 20 minutes.
    - You must ensure that your communication device is working before entering the space and then again once you are in the space.
    - Complete a hazard assessment of the space to ensure it is a Category I confined space and that no hidden danger goes unnoticed.
    - Review Confined Space Assessment document before entering the space.
2. Inspect:
    - Inspect the confined space before entry.
    - Ensure that there are no physical or atmospheric hazards present.
    - Do you need an air monitor to ensure? If so, follow SWP Safe work procedures for Category II.
3. Don your PPE
    - Basic PPE is to be worn always.
    - Hard hat, safety glasses, CSA boots, gloves and hearing protection.
    - Does your task require additional PPE?
4. Entering the confined space
    - Is your work going to introduce any new hazards into the confined space?
    - Entrants must always have a contact device such as a radio.
    - Entrants must have informed at least one other worker that they are entering the space.
    - Entrants must not exceed more than 20 minutes between check in times with “buddy” as per working alone policy.
    - If you need to exit the space and re-enter you must inform your person of contact.
    - Ensure you are completing the check-in times.
5. Exiting the Space
    - Once the work/task is complete, notify the contact person that the process is complete. Contact this person from outside the space.

9.3 Confined Space Category II

A Category II confined has:

- limited access and egress, with physical but no atmospheric hazards, or
- work activity will not create or change the atmosphere within the space.

Examples of hazards in a category II confined space are not limited to; high voltage, falling from heights, mechanical hazards, engulfment, water, chemical, crushing and difficult entry.

Guidelines: The City of Melfort requires a permit to be completed for all Category II Confined Spaces

1. Set Up:
   - A local permit from The City of Melfort must be completed by all workers involved in the Category II confined space.
   - You must ensure that your communication device is working before entering the space, and then again once you are in the space.
   - You need an attendant who is trained in confined space awareness. The attendants job is to monitor the space and workers. They cannot enter the space even in case of emergency. The attendant must be stationed outside of the confined space.
   - You must eliminate the possibility of atmospheric hazards before entering the space.
   - The Rescue Team must be notified when and where the confined space is being entered. The rescue team is then to be on standby.
2. Inspect:
   - Inspect the confined space before entry.
   - Ensure that there are no atmospheric hazards present.
   - All hazardous energy and/or hazardous substances shall be isolated or locked out before a worker may enter the confined space.
   - You must test the area with an air monitor before entering the space.
   - Workers shall not enter any space where more than 10%f the LEL is present for a flammable gas, vapour, or mist.
   - Your rescue plan must be noted on the permit.
3. Don your PPE
   - Basic PPE must always be worn.
   - PPE for the space is determined by hazard assessment for the current work as well as the Confed Space Assessment document.
   - All entry personal are required to have a communication device and don a harness.
   - Does your task require additional PPE?
   - Are you introducing new hazards into the space?
4. Entering the confined space
   - Is your work going to introduce any new hazards into the confined space?
   - Ensure that all communication devices are tested and working.

- The Entrants are required to always have a multi-gas detector their person.
- The multi-gas detector needs to be bumped before entering the space.
- Ensure that all Lock Out/Tag Out procedures are in place as per the LOTO manual in this program.
- The attendant must be in constant contact with the Entrants.
- Attendant must be stationed directly outside of the space.
- Tested and effective communication device such as a radio must be in place.

5. Exiting the Space
    - Once the work/task is complete, notify the contact person that the process is complete. Contact this person from outside the space.

9.4 Confined Space Category III

A confined space Category III has all the hazards of Category I and Category II, but with the addition of atmospheric hazards. While the City of Melfort has defined this category, our workers shall not enter a confined space Category III environment.

All respiratory hazards are controlled using ventilation. Where ventilation is not practicable, entrants must wear supplied air respiratory protective devices.

If an area cannot be adequately ventilated to decrease the hazard level to a confined space Category II level, workers are not allowed to enter the space.

The City of Melfort does not condone its workers entering a confined space Category III.

Guidelines: The City of Melfort requires a permit to be completed for all Category III Confined Spaces

1. Set Up:
    - A local permit by The City of Melfort to be completed by all workers involved in the Category III confined space.
    - You must ensure that your communication device is working before entering the space, and then again once you are in the space.
    - You need an attendant who is trained in confined space awareness. The attendant's job is to monitor the space and the workers. They cannot enter the space even in case of emergency. The attendant must be stationed outside of the confined space.
    - You need a rescue team member present with the addition of an on-duty rescue team on standby before entering the space.
    - Ensure that all Lock Out/Tag Out procedures are in place as per the LOTO manual in this program.
    - Rescue equipment must be on-site before entering the space.
    - The confined space assessment document must be reviewed by all participants before entering the space.
    - If purging the area does not eliminate all hazards, you must don a SCBA or SABA before entering the space.
    - Please note that work taking place after regular business hours wo rescuers and an attendant must be present, and two rescuers must be on standby during the entry.
2. Inspect:

- Inspect the confined space before entry.
- Ensure that there are no atmospheric hazards present.
- All hazardous energy and/or hazardous substances shall be isolated or locked out before a worker may enter the confined space.
- You must test the area with an air monitor before entering the space.
- Workers shall not enter any space where more than 10%of the LEL is present for a flammable gas, vapour, or mist.
- All entrants must don a harness and be on a lifeline always.
- Your rescue plan must be noted on the permit.

3. Don your PPE
    - Basic PPE is to be worn always.
    - PPE shall be determined by a hazard assessment before work begins.
    - All entry personal is required to have a communication device and wear a harness.
    - Does your task require additional PPE?
4. Entering the confined space
    - Is your work going to introduce any new hazards into the confined space?
    - Attendant must be in constant contact with the confined space entrants.
    - Attendant must be stationed directly outside of the space.
5. Exiting the Space
    - Once the work /task is complete, notify the contact person that the process is complete. Contact this person from outside the space.
    - Entrants must ensure before doffing equipment they are in a secure area to ensure no other persons are exposed to possible trapped gases that could be present in clothing.
    - Once the Entrants have exited the space they must doff/remove all gear before removing SCBA/SABA as gases can be trapped in clothing.

City of Melfort HSEMS

Operational Manuals

Fall Protection Operational Manual

1. Purpose

Protecting workers from injuries associate with working in and around heights. All persons working at heights shall be trained in fall protection, required PPE, and local permits if required.

2. Scope

This shall apply to all The City of Melfort employees, visitors and all trade contractors who work and/or complete work on sites run by The City of Melfort. The City of Melfort requires all workers to participate in the fall protection program when working at heights greater than 3 meters.

3. Responsibilities

All workers directly or indirectly employed by The City of Melfort must be aware of and adhere to our Health and Safety Manual and its contents.

3.1 Owner/Operator

- Ensure that the infrastructure, management systems, training and resources, and activities required by the overall safety program are in place.
- Ensure that a written fall protection program and appropriate safe work procedures are in place.
- Ensure workers and supervisors have been supplied with appropriate equipment.
- Know and comply with the legislation.
- Ensure the fall protection systems are being used.
- Ensure all training records are kept and up to date.

3.2 Managers

- Ensure that a written fall protection program and appropriate safe work procedures are being used.
- Ensure workers received adequate training.
- Know and comply with the legislation.
- Ensure the fall protection systems are being used.
- Ensure that the fall protection procedures and SWP are understood as well as followed.
- Investigate any hazards or potential hazards and make recommendations.
- Ensure all workers are aware of the hazards.

3.4 Supervisors/Foreman/Crew Leaders

- Ensure that the fall protection procedures and Safe Work Procedures are understood as well as followed.
- Know and comply with the legislation.

- Investigate any hazards or potential hazards and make recommendations.
- Ensure all workers are aware of the hazards.
- Ensure all workers assigned work understand the hazards and have adequate knowledge and experience to deal with said hazard.
- Know local and site rules and ensure workers are aware of and following site rules.

3.5 Workers

- Are responsible for their own safety and the safety of others around them.
- Weather appropriate specialized PPE required for Fall Arrest.
- Review and follow the Fall Protection/Prevention Program and Safe Work Procedures.
- Inspect and maintain Fall Protection equipment.
- Identify and recognize potential hazards.
- Know how to use all equipment necessary to complete the task safely.
- Know and comply with legislation.

3.6 Suppliers and Contractors

- Conduct themselves in a safe manner and co-operate with The City of Melfort management, supervisors and employees.
- Responsible for following industry practices and the Saskatchewan Employment Act.
- Supply their own PPE and follow all site rules.

4. Reference

- CSA standard 259
- Saskatchewan Employment Act
- Saskatchewan Regulations, 1996

5. Legislation

Occupational health and Safety Regulations, 1996, Section 116(2)

116(2) An employer or contractor shall ensure that workers use a fall protection system at a temporary or permanent work area where:

(a) a worker may fall three metres or more: or

(b)there is a possibility of injury if a worker falls less than three metres.

(3) An employer or contractor shall ensure that a worker at a permanent work area is protected from falling by a guardrail or similar barrier if the worker may fall a vertical distance of more than 1.2 meters and less than three meters.

6. Glossary of Terms

Anchor: a secure point of attachment for lifelines or lanyards that can withstand the loads (fall restraint 800 lbs & fall arrest 5,000 lbs).

Control Zone: the area between an unguarded edge and a defined line that is set back a safe distance of 2 metres.

Exceptional Hazard: an additional hazard over and above the normal hazard of falling to the surface below. For example, falling onto a moving conveyor, onto protruding rebar, or into water.

Fall Distance: the distance from the point where the worker would fall to the point where the fall would be arrested.

Fall Arrest: stopping a fall that has occurred before the worker hits the surface below.

Fall Restraint: the use of work positioning systems to prevent workers from falling from the position in which they are working or travel restriction system to prevent workers from travelling to an edge from which they may fall.

Free Fall: the distance from the point where the worker would begin to fall to the point where the fall arrest system begins to cause the deceleration of the fall.

Full Body Harness: a configuration of connected straps to distribute a fall-arresting force over at least the thigh, shoulders and pelvis, with provisions for attaching a lanyard, lifeline or other components.

Horizontal Lifeline: a rail, wire rope or synthetic cable that is installed in a horizontal plane between two anchors and used for attachment of a worker's lanyard or lifeline while permitting the worker to move horizontally.

Lanyard: a flexible line of webbing, rope, or cable used to secure a safety belt or full body harness to a lifeline or anchor.

Lifeline: a line from a fixed anchor or between two horizontal anchors, used for attachment of a worker's lanyard, safety belt, full body harness or other device.

Personal Fall Protection System (Personal Fall Arrest System)**:** a fall protection system which uses a full body harness to secure each worker to an individual anchor by means of lanyards, vertical lifelines, or other connecting equipment.

Portable Ladder: any ladder that is not fixed in place, and including stepladders.

Shock Absorber: a component whose primary function is to dissipate energy and limit deceleration forces which are imposed on the body during a fall arrest.

Swing Fall Hazard: the hazard of swinging and colliding with an obstruction or the ground following a fall by a worker connected to a lifeline at an angle to the anchor's location.

Vertical Lifeline: a length of rope or synthetic cable with a manufactured termination at the top that must reach the ground vertically. Only one person may use a vertical lifeline at a time.

7. Program /Procedure

Important:

- Never use fall protection components that are not CSA approved or equivalent.
- All Fall protection must be inspected before use.
- Any Fall protection equipment that has been in a dynamic event or stressed must be removed from service until inspected by a competent person.
- As Clients needs may exceed or differ from those of The City of Melfort contracting, managers, supervisors and workers must confirm with Client requirements before donning fall protection equipment.
- All defective equipment must be removed from service and tagged out as per The City of Melfort Preventative Maintenance program.
- Guardrails shall be used whenever reasonably practicable.

7.1 Training

For all employees who will be exposed to fall hazards in the work area shall be provided training. This training shall include but not be limited to:

- a description of the hazards in the work area;
- procedures for using fall protection and protection system;
- equipment limitations;
- prevention control and fall arrest systems;
- hierarchy of control;
- fall protection distance calculations;
- swing fall hazards;
- inspection, storage and care procedures for the equipment;
- maintenance of the equipment;
- demonstrate competence in all equipment workers shall encounter.

Training shall be refreshed at intervals that shall not exceed three years.

7.2 Equipment

Appropriate fall protection devices will be provided by The City of Melfort to its employees, for potential fall hazards. Selection of the equipment will be based on the fall protection evaluation. Appropriately authorized people who can evaluate fall protection requirements will conduct evaluations.

Fall-protection devices will be the only devices(s) used for controlling falls, will not be used for other purposes, and will meet the following requirements:

- capable of withstanding the environment to which they are exposed for the maximum period that exposure is expected;
- capable of withstanding the ultimate load of 5,000 lbs. for the maximum period that exposure is expected;
- fall protection devices will be standardized whenever possible;
- meet the site and client's needs as they may differ from the needs of The City of Melfort.

7.2.1 Inspection and Maintenance

To ensure that fall protection systems are ready and able to perform their required tasks, a program of inspection and maintenance will be implemented and maintained. The following, as a minimum, will comprise the basic requirements of the inspection and maintenance program.

- All fall-protection equipment will be inspected before each use and a documented inspection by the user at intervals not to exceed 12 months, or in accordance with the manufacturers' guidelines. In addition, all harnesses will be replaced every five (5) years from the date of issuance.
- Webbing: Grasp the webbing with your hands 6 in. (1 50 mm) to 8 in. (200 mm) apart. Bend the webbing in an inverted "U". The resulting surface tension makes damaged fibers or cuts easier to see. Follow this procedure the entire length of the webbing, inspecting both sides of each strap. Watch for frayed edges, broken fibers, pulled stitches, cuts, burns and chemical damage.
- D-Rings/Back Pads: Check D-rings for distortion, cracks, breaks, and rough or sharp edges. The D-ring should pivot freely. D-ring back pads should also be inspected for damage.
- Attachment of Buckles: Attachments of buckles and D-rings should be given special attention. Note any unusual wear frayed or cut fibers or distortion the buckles or D-rings.
- Tongue/Grommets: The tongue receives heavy wear from repeated buckling and unbuckling. Inspect for loose, distorted or broken grommets. Webbing shall not have additional punched holes.
- Tongue Buckle: Buckle tongues shall be free of distortion in shape and motion. They should overlap the buckle frame and move freely back and forth in their socket. The roller shall turn freely on the frame. Check for distortion or sharp edges.
- Friction and Mating Buckles: Inspect the buckle for distortion. The outer bars and center bars must be straight. Pay special attention to corners and attachment points of the center bar.
- Visual Indications of Damage to Webbing and Rope: The following indications refer to nylon and polyester webbing:
    - Heat: In excessive heat, webbing becomes brittle and has a shriveled brownish appearance. Fibers will break when flexed. Harnesses made of these materials should not be used at temperatures above 180 degrees Fahrenheit or -17 to 27 degrees Celsius.
    - Chemical damage can be seen in changes in color usually appearing as a brownish smear or smudge. Transverse cracks appear when bent over a mandrel. Loss of elasticity.
    - Molten Metal or Flame: Webbing strands fuse together. Hard shiny spots appear. Hard and brittle feel.
    - Paint and Solvents damage can be seen if paint that penetrates and dries restricts movement of fibers. Drying agents and solvents in some paints cause chemical damage.
- Any fall protection equipment subjected to a fall or impact load will be discarded immediately and not re-used. New replacement equipment will be reissued.

7.3 Hierarchy of Controls

Preplanning will assist in effective prevention of injuries and incidents. The most desirable measures are those which provide an alternative approach to the work by implementing engineering controls and eliminating any fall hazard potential. When elimination is not possible, prevention measures become necessary. Selecting the appropriate fall prevention measure(s) can only be determined after assessing the location of work and the type of construction activity performed.

Preventing falls involves providing proper access to the work location, protecting unguarded openings and leading edges, practicing good housekeeping, and engineering-out hazardous exposures. The following is a list of fall prevention measures that should be implemented to avoid fall hazards:

a) Engineering Controls

- Implement engineering controls into the design process by interacting with designers, fabricators, and material suppliers to build safety measures into the structure, material, or equipment utilized during the construction process.
- Maximize the pre-assembly of structural components on the ground.
- Use mechanical pin extractors to disconnect rigging from the ground.
- Design holes and/or attachments for stanchions, lifelines, and retractable devices on structural components to permit assembly on the ground and provide protection at elevation.

b) Determining Alternative Approaches to the Work

- Question whether the construction activity can be performed alternatively without employee exposure to a fall hazard.

c) Providing Proper Access

- Includes correct installation and proper use of ladders, scaffolds, stair-towers, and stairways.
- Attach fall arrest systems (lifelines) to bridge steel and formwork before erection to accommodate safe access.

d) Providing Guardrail Protection

Designate the following work locations as requiring guardrail protection:

- elevated work platforms (such as on formwork);
- scaffolds;
- openings/holes in bridge decks, floors or other unprotected surfaces; and
- unprotected sides of ramps/stairways/platforms.

Additional fall prevention measures include using elevating equipment, performing work on the ground, practicing good housekeeping, protecting openings/holes, isolating areas below elevated work, and discussing fall prevention measures with employees.

7.4 Procedures

Workers shall complete a Fall Protection Control plan before any work requiring fall protection commences. This fall protection shall include:

- site-specific information such as location, description and work area,
- task to be performed,
- site-specific hazards.
- Type of fall protection to be used
- Equipment inspection checklist
- Site requirements
- Description of fall protection system to be used
- Rescue procedures in place in case of emergency
- Worker(s) Sign-Off.

8. Forms

8.1 Harness Inspection Form

Name of inspector:
Date of inspection:
Harness model:
Manufacture date:
Serial number:

Component	**Pass (P) or Fail (F)**	**Notes:**
Webbing – check for cuts, abrasions, frayed edges, chemical burns, discoloration, holes, paint,		
Should straps		
Chest straps		
Leg straps		
Back straps		
Stitching- check for cut or pulled stitching		
Shoulders straps		
Chest straps		
Leg straps		
Back straps		
Hardware- check for sharp edges, burrs, cracks, bending or corrosion		
Side D-rings		
Back D-rings		
Front D-ring		
Buckles		
Grommet		
Label and tags- check to make sure that all labels have appropriate ANSI or CSA markings, and are legible and securely attached		
Tags and labels		

Planning is the key to success in preventing incidents and injuries.

Site specific Information:

Address:	Start Date:
Site description:	Employer:
Work area:	
Task associated with plan:	

Site Specific Hazards:

Working height: (max)	Roof slope:
Risk Factors such as : High voltage, obstructions, electrical, water, etc…	
Ground hazards: vehicles, people, site conditions	
Other comments:	

Type of Fall Protection to be used

☐ Guardrails	☐ Fall restraint	☐ Fall arrest

Equipment Inspection

Item	Comment	Item	Comment
☐ Harness		☐ Vertical lifelines	
☐ Anchors		☐ Ladders	
☐ Lanyards		☐ Ladder hoist	
☐ Rope grabs		☐ Toe boards	

Fall Protection Systems

Describe how the system is assembled:

Rescue Plan

Describe how you will rescue the worker

Worker(s) Sign-Off

Name:	Signature:	Company

City of Melfort HSEMS

Operational Manuals

Lock Out Tag Out Operational Manual

1. Purpose

The purpose of the lockout/tagout (LOTO) program is to protect personnel from injury caused by unexpected and sudden release of hazardous energy. This will be accomplished by establishing procedures for appropriate lockout and tagout of equipment which is capable of storing hazardous energy including, but not limited to: electrical, chemical, mechanical, hydraulic/pneumatic, or thermal. These procedures must be followed before any work begins that would place any employee in danger, such as servicing/maintenance, or installation of equipment or systems.

2. Scope

This program covers the installation, inspection, removal and maintenance of equipment both in the shop and on site. This program is for the lockout/tagout of circuits, tools equipment and machines. Under this program, employees will utilize procedures for affixing appropriate City of Melfort. Lockout devices or tagout devices to energy isolating devices, and to otherwise disable machines or equipment before working on these systems.

3. Responsibilities

All workers directly or indirectly employed by The City of Melfort must be aware of and adhere to the Health and Safety Manual and its contents.

3.1 Owner/Operator

- Ensure that the infrastructure, management systems, training and resources and activities required by the overall safety program are in place.
- Ensure that expectations for safety, health, personal security and environmental issues are communicated.
- Ensure full compliance of regulatory requirements.
- Put the expectations for a safe, healthy, secure and environmentally friendly workplace into action.
- Ensure that the requirements of the management systems and programs are implemented, documented and maintained on a continual basis.
- Responsible and accountable for the activities of the managers.
- Support managers and ensure they are implementing and enforcing safety.
- Ensure that these requirements are communicated through their areas of responsibility.

3.2 Managers

- Ensure employees are properly trained in the Lock Out and Tag Out (LOTO) Procedures.

- Ensure employees have been trained for the task assigned and understand how to perform LOTO properly.
- Ensure employees have access to the appropriate equipment for LOTO.
- Ensure that they are properly cleaned, maintained and stored.
- Ensure employees wear their respirators when required.

3.3 Supervisors/Foreman/Crew Leaders

- Be an example for safety and promote safety awareness.
- Correct any unsafe conditions.
- Are responsible and accountable for the day-to-day work activities of the workers.
- Notify the manager when training is required.
- Ensure that the needed equipment for LOTO is on site.
- Review LOTO procedures with workers and ensure they are following it.
- Conduct general refresher training with regards to the City of Melfort LOTO program.
- Monitor the program for compliance.
- Make suggestions for improvement.

3.5 Workers

- Understand the LOTO procedure and how to apply it.
- Use the one lock, one key, one tag per person system in every task they are completing with regards to LOTO.
- Inform the supervisor if they do not understand the task or cannot perform the task.
- Follow the LOTO procedures as instructed.
- Report any LOTO malfunctions or failures to supervisor.

3.6 Suppliers and Contractors

- Conduct themselves in a safe manner and co-operate with City of Melfort services management, supervisors and employees.
- Supply all their own LOTO equipment. If they do not have a LOTO policy or program, to follow the direction of the City of Melfort Supervisor.
- Responsible for following industry practices and the Saskatchewan Employment Act.

4. Reference

- The Saskatchewan Occupational Health and Safety Regulations
- The City of Melfort Asbestos Removal Training Manual

5. Legislation

The Saskatchewan *Occupational Health and Safety Regulations, 1996*, specifies minimum requirements for machine safety, which includes locking out machines prior to performing work on them.

According to Section 139(1) of the *Regulations*,

Before a worker undertakes the maintenance, repair, test or adjustment of a machine other that a power tool, an employer or contractor shall ensure that the machine is locked out and remains locked out during that activity if not doing so would put the worker at risk.

Under Section 139(3) of the regulations, *employers are required to provide written lockout processes to each worker who is required to work on a machine.*

The Saskatchewan Occupational Health and Safety Regulations are available in the Ministry of Labour Relations and Workplace Safety website, http://www.lrws.gov.sk.ca/

6. Glossary of Terms

Authorized Individual: A person who is qualified to engage in hazardous energy control because of acquired knowledge, training, and experience, and has been assigned to engage in such control.

Blind: A device used in process piping applications as a means of gaining a guaranteed temporary block of pipe-flow in a non-energized system.

Block and Bleed Valve: A device used to isolate or block the flow of fluid in a system, so the fluid upstream from the valve does not reach other components of the system that are downstream. The block and bleed valve is used to bleed off or vent the remaining fluid from the system on the downstream side of the valve.

Control: The power to direct, regulate, or restrain hazardous energy.

De-energized: The complete absence of hazardous energy. Disconnected from all sources of energy and not containing residual or stored energy.

Energized: Connected to an energy source, or containing residual or stored energy.

Energy Isolating Device: A device that physically prevents the transmission or release of an energy source to a machine, equipment or process, including but not limited to: a manually operated electrical circuit breaker; a disconnect switch; manually operated switches by which the conductors of a circuit can be disconnected from all ungrounded supply conductors and, in addition, no pole can be operated independently; a line valve; a block (e.g. blind flange, block valve); any similar device used to block or isolate energy.

Push Buttons: Selector switches and other control circuit type devices are not considered energy isolating devices.

Hazard: A potential source of harm to an individual.

Hazard Assessment: A systematic process by which jobs or tasks are broken down into key functional steps and the hazards associated with each step identified. A key component of the hazard assessment

is the determination of appropriate control measures to protect individuals from identified hazards. A hazard assessment is also sometimes referred to as job safety analysis.

Hazardous Energy: Any electrical, mechanical, hydraulic, pneumatic, chemical, thermal, including gravity or any other source of energy of potential harm to an individual.

Jerry-Rigged: Organized or constructed in a crude or improvised manner.

Lockout: The placement of a lock or tag on an energy isolating device in accordance with an established procedure, thereby indicating that the energy isolating device is not to be operated until removal of the lock or tag in accordance with an established procedure.

LOTO: Refers to the process of Lock Out and Tag Out.

Lockout Device: A mechanical means of locking that uses an individually-keyed lock to secure an energy isolating device in a position that prevents energization of a machine, equipment, or a process.

Personal Lock: A lock provided by the employer for use by a worker to ensure personal lockout protection.

Personal Tag: A tag that is used in conjunction with a lock. It gives the details of the job and the worker who has locked out the machine, equipment or process.

Process: The act of taking something through an established and usually routine set of procedures or steps to convert it from one form to another.

Risk Assessment: A comprehensive evaluation of the probability and degree of possible injury or damage to health in a hazardous situation, undertaken to select appropriate safeguards.

Supervisor: An individual in authority who oversees or directs the work or activities of other staff.

In this standard, equipment, machines and processes will hereafter collectively be referred to as equipment.

Table: Types of hazardous energy.

Category	Hazardous Energy Sources	General Isolation Methods
Electrical	Power transmission lines Generators Machine power cords Conductors Motors Capacitors Solenoids Batteries	Turn off equipment and ground Turn off power at main disconnect Lock and tag main disconnect Fully discharge all capacitive systems
Mechanical	Blades Flywheels Materials in supply lines of bins or silos Springs Actuators Counterweights Raised loads Top or movable part of a press or lifting device Augers Reciprocating motions Pinch points	Turn off equipment Ensure all power sources are disconnected Review entire cycle of mechanical motion Release all stored energy where possible Stop and block any possible machine part movements Block material from moving into area or work and blank as required Lock and tag energy sources
Pressurized Liquids and Gases	Supply lines Storage tanks and vessels	Turn off equipment Ensure all power sources are disconnected Depressurize system Bleed off excess liquids or gases Isolate all inlet and outlet piping by disconnecting, inserting blinds, or use of a double block and bleed device Lock and tag valves and other energy sources

Category	Hazardous Energy Sources	General Isolation Methods
Hydraulic	Presses Rams Cylinders Hammers Shears Punches Drives Hose and line failure	Turn off equipment Ensure all power sources are disconnected Bleed off liquids Isolate all inlet and outlet piping by disconnecting, inserting blinds, or use of a double block and bleed device Lock and tag valves and other energy sources
Pneumatic	Air lines Pressure reservoirs Accumulators Air surge tanks Rams Cylinders Tools	Turn off equipment Ensure all power sources are disconnected Block valves upstream and downstream Bleed off air Isolate all inlet and outlet piping by disconnecting, inserting blinds, or use of a double block and bleed device Lock and tag valves and other energy sources

Lockout Devices

There are several tools and devices that may be used for the lockout of equipment. All lockout devices used shall be appropriate for the intended function and able to withstand the usage environment. Homemade or jerry-rigged lockout devices are not permitted.

Examples of common types of lockout devices are presented in Table 2. The list presented is not considered a complete list of available lockout devices.

Table 2: Common lockout devices

Lockout Device	Example*
Lock – A lock is a device used to lock out energy sources from equipment or components of that equipment.	
Hasp – A device that permits the attachment of multiple locks to a piece of equipment.	
Cable – A lockout device intended for unusual energy isolating devices that are difficult to lockout.	
Circuit breaker pole lockout device - Locks levers in off position to isolate and prevent breaker use.	
Plug lock – A device used to enclose and secure an electrical plug so that it cannot be connected to an electrical source.	
Wall switch lockout - Locks switch in either on or off position.	
Push button cover – A device to cover push button switches.	
Valve lock – A device that isolates and secures valves from being opened.	

Lockout Device	Example*
Ball valve lock device - A device that isolates and secures valves from being opened.	
Pneumatic lock – A device used to isolate and secure equipment from compressed air energy sources.	
Gas cylinder cap – A device to prevent valve opening.	
Lock box – A device used to minimize the number of locks used when several individuals are working on the same piece of equipment or machinery.	
Lockout tags – Are labels attached to lockout devices to provide additional information and warnings about the equipment/machinery that have been locked out.	
Warning tags – Are labels attached to machines or equipment to provide additional information and warnings.	
Energy isolation labels – Identification labels for energy isolation points on machines, equipment and processes.	

*Images Courtesy of Hansen Supply

7. Program /Procedure

7.1 EQUIPMENT AND HARDWARE

- Each employee working on lockout of equipment shall have his/her own lock, there shall be only one key for each lock on site. This is to prevent someone from being able to remove a lock.
- Locking devices shall be of durable construction capable of withstanding exposure to the atmosphere in which they are to be installed.
- Locking devices shall be of substantial construction capable of preventing removal without the use of excess force or special tools.
- Locking devices shall be identified with a hazard warning tag with a legend such: DO NOT START, DO NOT OPERATE, etc. The tag shall also contain the employee's name, date, and company name.
- City of Melfort employees shall not work on live, energized or running equipment.

7.2 REQUIREMENT AND RESPONSIBILITIES

Sequence: Before proceeding with work on any equipment, the authorized personnel performing the work shall utilize the following safety measures, in the order they are listed.
NOTE: "HOT WORK" on electrical circuits is ONLY permitted as a last resort.
Application of lockout device:

- Identify and locate the specific circuit, tool, or equipment to be worked on.
- Become familiar with the types and magnitudes of energy, the hazards of the energy, and the means to control the energy on the circuit, tool, or equipment.
- Notify all affected personnel before shutting down, and ensure the proper shutdown procedure is used.
- All energy isolating devices needed to control the energy to the machine or equipment shall be physically located and operated in such a manner as to isolate the machine from the energy sources.

NOTE: There are times when equipment movement is necessary and lockout/tagout is not practical. Contact your supervisor if this happens.

- Lockout devices shall be affixed in a manner that will hold the energy isolating device in the open (OFF) position. Place hazard warning identification tag on lockout device.
- Following application of locking devices, all potentially hazardous stored energy shall be relieved. This shall be done by disconnection, restraining, landing hydraulic devices or otherwise rendered safe.
- Before starting work on any circuit, tool, or equipment that has been locked out, verify that isolating and deactivation of the equipment has been accomplished effectively. Attempt to operate equipment. Check electrical circuits with the approved test equipment to ensure the lockout is effective.
- De-installation of existing tools, lighting or equipment require that each connected breaker serving the tool, fixture or equipment be provided with a lock and a tag.
- Circuits that are to be installed or worked on that are powered from breakers located in sub-panels with lockable door fronts will be locked out by installing a breaker-handle locking clamp and hazard tag on the breaker involved.

7.3 REMOVAL OF LOCKOUT DEVICE

When the work is completed and the circuit, tool or equipment is ready to return to operation, the following steps shall be taken:

- Check the machine and the immediate area to ensure all tools, equipment and nonessential items have been removed, and the machine components are operational.
- Check the work area to ensure all personal have been safely positioned and informed that the machine is about to become operational.

- Verify the controls are in neutral.
- Remove the lockout devices from the equipment. **ONLY the employee, who installed the device shall remove the locking device!**
- Notify the affected personnel that the equipment is energized and ready to operate.

7.4 REMOVAL OF LOCKS

ONLY the employee who installed the lock shall remove the lock from an energy-isolating device. When the employee is not available to remove his/her lock(s), the lock(s) may be removed under the direct supervision of a City of Melfort supervisor providing he or she has:

- verified that the employee who applied the lock is not at the facility;
- made every responsible effort to contact and inform the employee that the lock is being removed;
- thoroughly examined the machine and surrounding area to ensure removal of work tools, materials and equipment and that the machine components are operational;
- taken positive steps to ensure the employee is made aware of the lock removal before returning to work;
- inspected all work that has been performed to ensure completion and that the equipment can be re-energized.

7.5 SHIFT CHANGES

In cases where equipment must remain locked out between shifts, the employee will ensure that the lockout device is on the isolating device prior to leaving the job.

When equipment will be out-of-service for an extended period of time, there will be multiple shifts working, or other extenuating circumstances, the field supervisor in charge may develop an alternate lock-out procedure for that equipment. The alternate lock-out procedure must be approved by the owners or safety department, discussed fully with each crewmember, and documented before the beginning of the work.

At the point of the shift change, the employee coming on the job will reinitiate the lockout/tag out procedure.

7.6 EMPLOYEE TRAINING

THE CITY OF MELFORT is responsible for informing and training employees on this program. Employees will receive training on the following:

- Sources, types and magnitudes of hazardous energy available at the equipment where work will take place.
- Purpose, means, methods and procedures of energy isolation and control.
- Working with other trades or services that may need access to the same equipment.

7.6.1 Training shall take place as follows:

- at the time of hire
- annually, or whenever procedures change
- whenever starting a job on new equipment that will require LOTO
- when it is believed that employees violate procedures or failure to understand them

Please: Because we value your life, we take the failure of LOTO very seriously and consider this a cardinal safety sin. Failure to comply will result in formal City of Melfort disciplinary procedures.

City of Melfort HSEMS

Operational Manuals

Hydrogen Sulfide (H2S) Operational Manual

1. Purpose

The purpose of this program is to establish minimum requirements for site specific H2S safety, which will enhance safety in the occupational setting where hydrogen sulfide is present or recognized as being potentially present.

2. Scope

This program sets forth accepted practices for Hydrogen Sulfide (H2S). This program applies to all The City of Melfort employees, temporary employees, and any contractors working for The City of Melfort. When work is performed on a non-owned or operated site, the operator's program shall take precedence.

3. Responsibility

3.1 Owner /Operator

- Review the Facilities Health and Safety manual prior to distribution
- Support the implementation of the Health and Safety Program.
- Assign responsibility for the implementation and day-to-day functioning and maintenance of the program and activities.
- Ensure that (1) the overall safety program contains processes for hazard identifications and risk assessments, (2) that they are done are in compliance with the Occupational Health and Safety Regulations, (3) that the program is effective in creating a safe and healthy workplace, and (4) that work is carried out with due regard for the environment.

3.2 Managers

- Ensure that a hazard identification and risk assessment process is developed and implemented in the respective areas of responsibility and that this process becomes a part of all assigned work.
- Assign responsibility for the ongoing functioning and maintenance of the program and activities.
- Ensure that (1) all hazard identifications and risk assessments done are in compliance with Occupational Health and Safety Regulations and other requirements, (2) that the program is effective in creating a safe and healthy workplace, and (3) that work is carried out in an environmentally friendly manner.
- Monitor and review the program, activities and completed forms to ensure that these are in compliance with the requirements and functioning effectively.
- Ensure that training and sufficient resources are made available for the functioning of the program.

3.3 Supervisors

- Assign work as required and ensure that the hazard identification and risk assessment process is completed as required by this element.
- Assign appropriate responsibilities to Supervisors and Assistant Supervisors as required to ensure that work can be performed safely.
- Ensure that supervisors, assistant supervisors and workers are thoroughly familiar with the requirements of this element and that they have been trained to perform this task.
- Monitor the program to ensure that the process is being completed and documented as required by this element. This shall include the following of the work procedure, intervening, and coaching as required to meet this operational procedure.
- Ensure that completed forms are posted at the work sites and that they are returned and filed for retention as required.
- Ensure that hazards are identified and that appropriate work procedures and other safeguards are selected and implemented to ensure that hazards are eliminated or controlled.

3.5 Workers

- Participate in and carry out duties as required.
- When sent to a work area for the first time, carry out the process as required by the work procedure if the assigned work is of a routine nature.
- If the work is scheduled, look for and read the posted forms to ensure that they are aware of the hazards and that the recommended work procedures or safeguards have been implemented.
- If the work is hazardous then worker shall preform a hazard assessment and reference any and all safe work procedures and operational procedures concerning this.

3.6 Suppliers and Contractors

- Conduct themselves in a safe manner and co-operate with The City of Melfort services management, supervisors and employees.
- Responsible for following industry practices and the Saskatchewan Employment Act.

4. Definitions

Contingency Plan: a site-specific written document that provides an organized plan for alerting and protecting the public within an area of exposure following the accidental release of potentially hazardous atmospheric concentrations of hydrogen sulfide.

Exposure Level: permissible exposure level of hydrogen sulfide is 10 PPM for up to 8-hours, time-weighted average.

Gas Detector Instrument: an instrument/detector to measure levels of H2S. Instruments may be electronically or manually operated.

4.1 Specific information on H2S

Hydrogen Sulfide (H2S) is an extremely deadly, toxic gas that in its pure state is colorless and is heavier than air. Additionally:

- It is the second most toxic gas known to man, ranking behind hydrogen cyanide and ahead of carbon monoxide.

- It has the odor of rotten eggs at low concentrations.
- In higher concentrations, it rapidly paralyzes the olfactory nerves (sense of smell).
- It is soluble in water
- It is flammable, and poses a definite threat of explosion.

Parts Per Million (PPM): parts of vapor or gas per million parts of contaminated air by volume.

Personal H2S Monitor: an electronic instrument worn on the person that is set to alarm at 10 PPM of H2S.

Possible Locations of H2S: While clients are required to notify The City of Melfort of known H2S locations most of the time H2S can be located in drilling operations, recycled drilling mud, water from sour crude wells, blowouts, tank gauging, during routine field maintenance involving hydrocarbons, tank batteries and wells.

Venting: the process of discharging a material into the atmosphere through a series piping and/or venting devices, to facilitate the proper and safe dispersion of toxic materials and to minimize personnel exposure.

Physical Effects of Hydrogen Sulfide

- H2S paralyzes the sense of smell. **Do not rely on smell to detect H2S – rely strictly on instruments designed to measure concentrations of H2S**.
- Hydrogen sulfide is a very dangerous and deadly gas - it is colorless and heavier than air.
- It can accumulate in low places and in small concentrations. It has a strong, pungent, odor similar to rotten eggs. In higher concentrations it can deaden the sense of smell (olfactory nerve).
- Exposure to certain concentrations of H2S can cause serious injury or death.

Toxic Effects of Hydrogen Sulfide

CONCENTRATION	PHYSICAL EFFECT
.01 PPM	Can smell odor.
10 PPM	Obvious and unpleasant odor. Beginning eye irritation. ANSI permissible exposure level for 8 hours (enforced by OSHA).
100 PPM	Immediately Dangerous to Life or Health (IDLH). Kills smell in 3-15 minutes; may sting eyes and throat. May cause coughing and drowsiness. Possible delayed death within 48 hours of initial exposure.
200 PPM	Kills ones sense of smell shortly after exposure, stings eyes and throat. Respiratory irritation. Death after 1-2 hours exposure.
500 PPM	Dizziness; breathing ceases in a few minutes. Need prompt rescue breathing (CPR). Self-rescue impossible because of loss of muscle control.
700 PPM	Unconscious occurs almost immediately, death will result if not rescued promptly.
1000 PPM	Unconscious at once, followed by death within minutes.

5. Procedures

General

As per THE CITY OF MELFORT's written confined space procedures and employees shall be trained and made aware of owner's contingency plan provisions while on other sites.

Each person entering a H2S designated location, regardless of the concentration, shall wear a personal H2S monitor that is set to alarm at 10 PPM, and shall carry a 5-minute escape pack with them at all times.

When work requires opening any equipment on location that has the potential of releasing concentrations of H2S at 100 PPM or higher, two or more H2S trained persons shall be present and follow the following procedures prior to and during the opening of the equipment.

- Each person entering the H2S location shall don a personal monitor with a H2S sensor prior to entry.
- A safety meeting will be held with everyone on location to discuss the work plan, the responsibilities of each person, and the site-specific contingency plan.
- Each person shall have either a self-contained breathing apparatus (SCBA) or a supplied airline respirator equipped with a 5-minute escape pack that shall be worn when opening the equipment to the surrounding atmosphere.
- At least one person (per two workers), equipped with a SCBA will act as a stand-by person and may not participate in the work being performed until the atmosphere has been tested and found to have no H2S present in quantities over 10 PPM. The stand-by person shall be stationed up-wind, within 100 feet clear view of the workers. Stand-by must be out of the Hot Zone if not on air.
- If an operator or other third party provides the stand-by person, it will be the responsibility of the City of Melfort manager/supervisor in charge to verify that the person has been H2S, CPR, and First Aid trained, and that they have been provided with the proper respiratory equipment.
    - Only City of Melfort employees may wear City of Melfort equipment.
    - If City of Melfort employees must use client or other third-party equipment, the equipment must be inspected to ensure it is safe to use and meets City of Melfort's requirements.

After the equipment has been locked and tagged out (as per The City of Melfort Lockout/Tagout Program), opened, and the H2S concentration has been cleared to less than 10 PPM, the stand-by person will no longer be required to be out of hot zone. Work may then be performed without respiratory equipment, except for the required 5-minute escape pack.

Safe Work Procedures

- Maintain compliance with permit requirements of The City of Melfort and any requirements by the client.
- Verify that proper safety equipment is available, functioning properly, and used properly.
- Check and remain aware of wind conditions and direction.
- Perform a thorough check of the downwind area prior to the start of any potentially hazardous work activity. Consider non-work persons as they will not be aware of the potential threat.
- Check for other personnel and ignition sources.

- Ventilate work areas by venting and purging lines and vessels prior to beginning any work activities. (Ensure that the type of ventilation corresponds with the product-density of H2S vs the density of air)
- Keep all non-essential personnel away from work areas.
- Immediately vacate the area when any H2S monitor sounds and do not re-enter without proper respiratory protection.

Equipment

The following equipment shall be provided and used as required by this program:

- Personal H2S monitor set to alarm at permissible exposure limit of 10 PPM. Fixed monitors may be present as well at the same alarm setting.
- Portable H2S gas testing instrument, either electronic or manual pump operated, capable of testing the suspected concentrations of H2S in the system.
- Each testing instrument must be capable of testing the suspected concentrations of H2S by using the manufacturer's recommended calibrated tube or other means of measuring the concentration of gas.
- Testing instruments shall be calibrated periodically according to the manufacturer's recommendation, and at least annually.
- Calibration kits with regulator for calibrating the personal monitor.
- Calibration gas cylinder for testing the personal monitor.
- NIOSH-certified self-contained breathing apparatus (air pack) with a minimum of a 30-minute air supply or airline respirator with escape SCBA should be used.
- A SABA or SCBA with a full-face, air-supplied, positive-pressure hose-line respirator, with 5-minute escape pack attached.
- Respirator wearers requiring corrective eyewear will be fitted with spectacle kits compatible with the respirator manufacturer requirements.
- Respirators and their components, including all fittings of hoses, shall not be interchanged, as this would violate the approval rating of said respirator or related equipment.

Medical

Each employee shall have completed a fit test. Those employees who have identified on the fit test form a need for medical evaluation by a physician or licensed health care professional shall complete the evaluation before wearing a respirator. The City of Melfort respiratory program can be referenced for more information.

Each employee will successfully complete the medical questionnaire before being allowed to be fit tested with a respirator.

Training

Employees required to work on H2S locations will be trained. Training shall consist of:

- physical and chemical properties of H2S
- sources of H2S
- signs and symptoms of H2S exposure, acute and chronic toxicity
- symptomatology of H2S exposure
- work procedures
- personal protective equipment required working around H2S

- use of contingency plans and emergency response
- burning, flaring, and venting of H2S
- Provincial and federal regulatory requirements
- H2S release dispersion models
- rescue techniques, first aid, and post exposure evaluation
- use, care, and calibration of personal monitors and gas detection instruments
- respirator inspections and record keeping

Each respirator wearer will complete Respiratory Protection training and a Respirator Fit Test before entering any H2S location.

Employees and other personnel visiting H2S locations who will not be involved in the work shall be briefed on the following prior to entering:

- site-specific sources of H2S
- health hazards of H2S
- routes of egress
- emergency assembly areas
- applicable alarm signals and
- how to respond in the event of an emergency.

Monitors and Gas Detector Calibration

- Each personal H2S monitor shall be calibrated before use.
- Those monitors that do not require calibrating shall be bump-checked with calibration gas to test alarms monthly, or prior to use if not used routinely.
- All personnel using a monitor must fully understand how to use the monitor and why they are wearing it.

City of Melfort HSEMS

Operational Manuals

Trench/Excavation Operational Manual

1. Purpose

Protecting workers, citizens, visitors and contractors from injuries associated with working in and around trenches, excavations, and open holes.

2. Scope

This shall apply to all City of Melfort employees, visitors, and trade contractors who work for The City of Melfort and/or complete work on sites run by The City of Melfort.

3. Responsibilities

All workers directly or indirectly employed by The City of Melfort must be aware of and adhere to our Health and Safety Manual and its contents.

3.1 Owner/Operator

- Ensure that the infrastructure, management systems, training and resources and activities required by the overall safety program are in place.
- Ensure that expectations for safety, health, personal security, and environmental issues are communicated.
- Ensure full compliance of regulatory requirements.
- Put the expectations for a safe, healthy, secure, and environmentally friendly workplace into action.
- Ensure that the requirements of the management systems and programs are implemented, documented and maintained on a continual basis.
- Responsible and accountable for the activities of the managers.
- Support managers and ensure they are implementing and enforcing safety.
- Ensure that these requirements are communicated through their areas of responsibility.

3.2 Managers

- Ensure employees are properly trained in the care, use, and storage of all PPE being used.
- Ensure employee's PPE have been inspected as per manufactures specifications.
- Ensure employees have access to the appropriate PPE.
- Ensure employees wear their PPE when required.

3.3 Supervisors/Foreman/Crew Leaders

- Be an example for safety and promote safety awareness.

- Correct any unsafe conditions.
- Responsible and accountable for the day-to-day work activities of the workers.
- Notify the manager when training is required.
- Conduct qualitative or quantitative fit tests as required.
- Conduct general training of PPE and their components, maintenance, storage, proper use and limitations as required.
- Monitor the program for compliance.
- Make suggestions for improvement.

3.5 Workers

- Inspect, store, maintain, and generally take care of the PPE in their care.
- Inform the supervisor of any damaged equipment or PPE that is not meeting expectations.
- Use the PPE as instructed.
- Report any PPE malfunction to supervisor.
- Follow all Trench and Excavation guidelines and procedures.
- Ensure the safeguarding of open areas before leaving for extended time periods, such as end of shift, lunch or breaks.
- Responsible to participate in and carry out hazard identification and assessments as required.
- When sent to a work area for the first time, carry out the process as required by the work procedure if the assigned work is of a routine nature. If the work is scheduled, look for and read the posted forms to ensure that they are aware of the hazards and that the recommended work procedures or safeguards have been implemented.

3.6 Suppliers and Contractors

- Conduct themselves in a safe manner and co-operate with The City of Melfort services management, supervisors and employees.
- Follow City of Melfort Permit process and Trench/excavation procedures.
- Responsible for all hazard control during all open excavations/trench work.
- Responsible for following industry practices and the Saskatchewan Employment Act.
- Supply their own PPE and follow all site rules.

3.7 Safety Representatives:

- Monitor the use of this program.
- Review any changes made to this program.
- Assist in the evaluation of Trench/Excavations.
- Be a resource for the workers.
- Review and file all Trench/Excavation assessment forms and permits.

4. Reference

- CSA
- Saskatchewan Legislation

5. Legislation

Sections 257 to 265 Inclusive

Excavations, Trenches, Tunnels and Excavated Shafts

Interpretation

257 In this Part:

(a) "sheeting" means the members of a shoring system that retain the earth in position and, in turn, are supported by other members of the shoring system, and includes uprights placed so that individual members are closely spaced, in contact with or interconnected to each other;

(b) "shoring" means an assembly of structural members designed to prevent earth or material from falling or sliding into an excavation;

(c) "spoil pile" means material excavated from an excavation, trench, tunnel or excavated shaft;

(d) "temporary protective structure" means a structure or device in an excavation, trench, tunnel or excavated shaft that is designed to provide protection from cave-ins, collapse, sliding or rolling materials, and includes shoring, boxes, trench shields and similar structures;

Application of Part

258 This Part applies to excavations, trenches, tunnels and excavated shafts other than excavations, trenches, tunnels and excavated shafts that are governed by *The Mines Regulations*.

4 Oct 96 cO-1.1 Reg 1 s258.

Locating underground pipelines, etc.

259(1) An employer or contractor shall accurately establish the location of all underground pipelines, cables and conduits in an area where work is to be done and shall ensure that those locations are conspicuously marked:

(a) before commencing work using power tools or powered mobile equipment on an excavation, trench, tunnel, excavated shaft or borehole; or

(b) before breaking ground surface with any equipment to a depth that may contact underground utilities.

(2) Where an operation is to be undertaken involving the disturbance of soil within 600 millimeters of an existing pipeline, cable or conduit, an employer or contractor shall ensure that the pipeline, cable or conduit is exposed by hand digging or other approved method before mechanical excavating is allowed to begin within that area.

(3) Where an operation mentioned in subsection (2) exposes a pipeline, cable or conduit, an employer or contractor shall ensure that the pipeline, cable or conduit is supported to prevent any damage during backfilling and any subsequent settlement of the ground.

(4) Where there is contact with or damage to an underground pipeline, cable or conduit, an employer or contractor shall immediately:

(a) notify the owner of the pipeline, cable or conduit that contact or damage has occurred; and

(b) take steps to protect the health and safety of any worker who may be at risk until any unsafe condition resulting from the contact or damage is repaired or corrected.

4 Oct 96 cO-1.1 Reg 1 s259.

Excavating and trenching

260(1) An employer or contractor shall ensure that:

(a) before excavating or trenching begins, where the stability of a structure may be affected by an excavation or trench, the structure is supported by a temporary protective structure designed by a professional engineer and constructed, installed, used, maintained and dismantled in accordance with that design;

(b) all loose material is scaled or trimmed from the side of an excavation or trench where a worker is required or permitted to be present;
(c) equipment, spoil piles, rocks and construction materials are kept at least one meter from the edge of an excavation or trench;
(d) an excavation or trench that a worker may be required or permitted to enter is kept free from any accumulation of water; and
(e) the slope of a spoil pile adjacent to an excavation or trench has a slope at an angle not steeper than one horizontal to one vertical, or 45° measured from the horizontal.
(2) Subject to subsections (3) and (4), where a wall of an excavation or trench is cut back, an employer or contractor shall ensure that:
(a) in the case of type 1 or type 2 soil, the walls are sloped to within 1.2 meters of the bottom of the excavation or trench, with a slope at an angle not steeper than one horizontal to one vertical, or 45° measured from the horizontal(b) in the case of type 3 soil, the walls are sloped from the bottom of the excavation or trench, with a slope at an angle not steeper than one horizontal to one vertical, or 45° measured from the horizontal; and
(c) in the case of type 4 soil, the walls are sloped from the bottom of the excavation or trench, with a slope at an angle not steeper than three horizontal to one vertical, or 19° measured from the horizontal.
(3) Where an excavation or trench contains more than one type of soil, the soil must be classified as the soil type with the highest number.
(4) Subsection (2) does not apply to an excavation or trench that is cut in sound and stable rock.
(5) Where an excavation or trench is to be made in the vicinity of an overhead power line, an employer or contractor shall ensure that the work is carried out in a manner that will not reduce the original support provided for any overhead power line pole, unless permission has previously been obtained from the utility company responsible for the overhead power line.
(6) An employer or contractor shall ensure that no powered mobile equipment or vehicle is operated, and that no powered mobile equipment, vehicle or heavy load is located, near an excavation or trench so as to affect the stability of the walls of the excavation or trench.
4 Oct 96 cO-1.1 Reg 1 s260; 31 Jan 97 SR 6/97 s11.

Temporary protective structures
261(1) An employer or contractor shall ensure that a temporary protective structure to be used pursuant to this Part:
(a) is designed, constructed, installed, used, maintained and dismantled to provide adequate protection to a worker who is in an excavation, trench, tunnel, excavated shaft or borehole and to a worker who installs, uses, maintains or dismantles the temporary protective structure; and
(b) extends at least 300 millimeters above the wall of the excavation, trench, tunnel, excavated shaft or borehole to prevent material from falling in.
(2) An employer or contractor shall ensure that:
(a) all drawings and instructions necessary to safely construct, install, use, maintain and dismantle a temporary protective structure required pursuant to this Part are kept at the site of the excavation, trench, tunnel, excavated shaft or borehole; and
(b) where required by this Part, a professional engineer certifies that the temporary protective structure, if constructed and installed as drawn and used, maintained and dismantled as instructed, will provide adequate protection to a worker who constructs, installs, uses, maintains or dismantles the temporary protective structure(3) Freezing the ground by artificial means is acceptable as an alternative or partial alternative to installing a temporary protective structure in an excavation, trench, tunnel, excavated shaft or borehole if the freezing is:
(a) designed by a professional engineer to control the ground condition so as to ensure the safety of workers; and
(b) performed in accordance with the professional engineer's specifications and instructions.
(4) Natural freezing of the ground is not acceptable as an alternative or partial alternative to the installation of temporary protective structures.
4 Oct 96 cO-1.1 Reg 1 s261.

Protection against cave-in of excavations

262(1) Where a worker is present in an excavation that is more than 1.2 meters deep and is required to be closer to the wall or bank than the distance equal to the depth of the excavation, an employer or contractor shall ensure that the worker is protected from cave-ins or sliding material by:
(a) cutting back the upper portion of the walls of the excavation in accordance with subsection 260(2);
(b) installing a temporary protective structure; or
(c) a combination of cutting back the walls to the slope specified in subsection 260(2) and installing a temporary protective structure that extends at least 300 millimeters above the base of the cut-back.
(2) Subject to subsection (3), an employer or contractor shall ensure that a temporary protective structure required by clause (1)(b) or (c) is:
(a) designed and installed using shoring made of number 1 structural grade spruce lumber having the dimensions set out in Table 17 of the Appendix for the type of soil and the depth of the excavation or made of material of equivalent or greater strength; or
(b) designed by a professional engineer and constructed, installed, used, maintained and dismantled in accordance with that design.
(3) An employer or contractor shall ensure that a temporary protective structure in an excavation more than three meters deep is designed and certified as safe by a professional engineer and installed, used, maintained and dismantled in accordance with that design.
4 Oct 96 cO-1.1 Reg 1 s262.

Protection against cave-in of trenches
263(1) Where a worker is present in a trench that is more than 1.2 meters deep, an employer or contractor shall ensure that the worker is protected from cave-ins or sliding material by:
(a) cutting back the upper portion of the walls of the trench in accordance with subsection 260(2);
(b) installing a temporary protective structure; or
(c) a combination of cutting back the walls to the slope specified in subsection 260(2) and installing a temporary protective structure that extends at least 300 millimeters above the base of the cut-back.
(2) An employer or contractor shall ensure that a temporary protective structure required by clause (1)(b) or (c) is:
(a) designed and installed using shoring made of number 1 structural grade spruce lumber having the dimensions set out in Table 17 of the Appendix for the type of soil and the depth of the trench or made of material of equivalent or greater strength; or
(b) designed by a professional engineer and constructed, installed, used, maintained and dismantled in accordance with that design.
(3) An employer or contractor shall ensure that a temporary protective structure in a trench more than six meters deep in type 1, type 2 or type 3 soil or in a trench more than four meters deep in type 4 soil is designed and certified as safe by a professional engineer and installed, used, maintained and dismantled in accordance with that design.
(4) An employer or contractor shall ensure that:
(a) shoring is installed and removed in a manner that protects workers from cave-ins and structural collapses and from being struck by shoring components;
(b) shoring components are securely connected together to prevent sliding, falling, kick outs or other possible failure; and
(c) individual components of shoring are not subjected to loads that exceed the loads the components were designed to bear.
(5) Where a worker is in a trench that is more than 1.2 meters deep, an employer or contractor shall ensure that a competent worker is stationed on the surface to alert the worker in the trench about the development of any potentially unsafe conditions and to provide assistance in an emergency.
(6) Where a worker is required to enter a trench, an employer or contractor shall:
(a) install ladders, stairways or ramps to provide a safe means of entrance to and exit from the trench; and
(b) ensure that the ladder, stairway or ramp is located not more than eight meters from a worker working in the trench.
(7) An employer or contractor shall ensure that workers are instructed in and comply with the requirements of this section.

4 Oct 96 cO-1.1 Reg 1 s263.

Excavated shafts and tunnels

264(1) An employer or contractor shall ensure that:

(a) during excavating, the walls of an excavated shaft or tunnel are retained by temporary protective structures that are adequate:

(i) for the type of soil; and

(ii) to prevent collapse or cave-in of the walls of the excavated shaft or tunnel;

(b) during the excavating of an excavated shaft that is three meters or more deep or of a tunnel, the walls of the shaft or tunnel are retained by temporary protective structures designed and certified by a professional engineer to be adequate for the protection of workers in the shaft or tunnel and constructed, installed, used, maintained and dismantled in accordance with that design;

(c) a solid or wire mesh fence at least one meter high, or other equally effective means of preventing material from falling into an excavated shaft or the surface opening of a tunnel, is provided around that shaft or opening; and

(d) substantial gates that are not less than one-meter high are installed in every opening in a fence provided pursuant to clause (c) and the gates are kept closed except when being used.

(2) A worker who opens a gate mentioned in clause (1)(d) shall close the gate after the worker no longer has a need to keep the gate open.

(3) An employer or contractor shall provide suitable equipment to keep a tunnel or excavated shaft free from any accumulation of water.

4 Oct 96 cO-1.1 Reg 1 s264.

Boreholes, belled areas of excavated shafts

265(1) An employer or contractor shall ensure that:

(a) a worker who is required or permitted to enter a borehole is protected by the installation of a casing that is designed by a professional engineer and constructed, installed, used, maintained and dismantled in accordance with that design; and

(b) the casing mentioned in clause (a) extends and remains at least 300 millimeters above the surface of the ground to prevent material from falling into the casing.

(2) An employer or contractor shall not require or permit a worker:

(a) to enter the belled area of an excavated shaft unless the worker is protected by a temporary protective structure that is designed by a professional engineer and constructed, installed, used, maintained and dismantled in accordance with that design; or

(b) to remain in a belled area of an excavated shaft where the worker may be exposed to falling materials.

(3) An employer or contractor shall ensure that the worker precedes or accompanies each load of excavated material to the surface.

4 Oct 96 cO-1.1 Reg 1 s265.

6. Glossary of Terms

Aluminum Hydraulic Shoring: An engineered shoring system made of aluminum that uses cross braces, vertical rails and horizontal rails.

Benching: A method of protecting workers from cave-ins by excavation the sides of and excavation to form one or a series of horizontal levels or steps usually with vertical or near-vertical surfaces between levels.

Cave -In: The separation of a mass of soil or rock material from the side of an excavation or the loss of soil from under a trench shield or support system, and its sudden movement into the excavation, either by falling or sliding, in sufficient quantity so that it could entrap, cover or otherwise injure and/or immobilize a person.

Cross Braces: The horizontal members of a shoring system installed perpendicular to the sides of the excavation, the ends pf which bear against either uprights or ales.

Excavation: Any man-made cut, cavity, trench or depression in an earth surface, formed by earth removal.

Faces or Slides: The vertical or inclined earth surfaces formed as a result of excavation work.

Failure: The breakage, displacement or permanent deformation of a structural member or connection so as to reduce its structural integrity and its supportive capabilities.

Kick-out: The accidental release of or failure of a cross brace.

Protective Barricade: Provides a physical barrier to protect people from hazards, such as floor openings or excavations.

Protective System: A method of protecting workers cave-ins, from material that could fall or roll from an excavation face or into an excavation, or from the collapse of adjacent structures. Protective systems include support systems, sloping, and benching systems, shield systems, and other systems that provide necessary protection.

Project Representative: Within this HSEMS system, the project representative, is any person(s) who represent the City of Melfort and their interests. This person(s), are assigned to the project to act as their eyes and ears on the project and has the authority to speak on the owners behalf.

Ramp: An inclined walking or working surface that is used to gain access to one point from another, constructed from earth or structural materials such as steel or wood.

Engineer: A person who is registered as a professional engineer with APEGS and in the province of Saskatchewan. An engineer who is registered in any Province is deemed to be a “registered professional engineer” within the meaning of this standard and approved designs for “manufacturing protective systems” or “tabulated data” to be used in interprovincial commerce.

Sheeting: The members of a shoring system that retain the earth in position and in turn are supported by other members of the shoring system.

Shield: A structure that is able to withstand the forces imposed on it by a cave -in and thereby protects workers within the structure. Shields can be permanent structures or can be designed to be portable and moved along as the work progresses. Additionally, shields can be either pre-manufactured or job-built in accordance with applicable standards. Shields used in trenched are usually referred to as “trench boxes” or “trench shields”.

Shoring: A structure such as a metal, hydraulic, mechanical, or timber shoring system that supports the sides of an excavation and which is designed to prevent cave-ins.

Sloping: A method of protecting workers from cave-ins by excavating to form sides of an excavation that are inclined away from the excavation to prevent cave-ins. The angle of incline required to prevent a cave-in varies with differences in such factors as the soil type, environmental conditions of exposure, and application of surcharge loads. Refer to legislative jurisdictional requirements as needed.

Soil: see soil type section for full definitions;

- Type One soil means cohesive soils such as clay, soil with an excessive clay content.
- Type Two soil is cohesive soil, but clay content is lower. It includes silt, candy loam, and dry rock that is not stable.
- Type Three soil is granular solid such as gravel, sand and loamy sand.
- Type Four is very loose even when compacted.

Stable Rock: Natural solid mineral material that can be excavated with vertical sides and will remain intact while exposed. Unstable rock is considered to be stable when the rock material on the side or sides of the excavation is secured against cave-in or movement by rock bolts or by another protective system that has been designed and registered by a professional engineer**.**

Structural Ramp: A ramp built of steel or wood usually used for vehicle access. Ramps made of soil or rock are not considered structural ramps.

Support System: A structure such as underpinning, bracing, or shoring, which provides support to an adjacent structure, underground installations, or the sides of an excavation**.**

Trench: A narrow excavation (in relation to its length) made below the surface of the ground. In general, the depth is greater that the width, but the width of a trench (measure at the bottom) is not greater than 15 feet (4.6 m). If forms or other structures are installed or constructed in an excavation so as to reduce the dimension measured from the forms or structure to the side if the excavation to 15 feet (4.6m) or less (measured from the bottom of the excavation), the excavation is also considered to be a trench.

Uprights: The vertical members of a trench shoring system placed in contact the earth and usually positioned so that the individual members do not contact each other. Uprights placed so that individual members are closely spaced in contact with or interconnected to each other are often called “sheeting”.

Wales: Horizontal members of a shoring system placed parallel to the excavation face whose sides bear against the vertical members of the shoring system or earth.

Warning Barricade: Erected to call attention to specific hazards, but provides no physical protection from the hazard.

7. Trench/Excavation Requirements

Prior to starting any excavations, underground clearances must be obtained. The Trade Contractor will provide written safe working procedures and review these with the Project Superintendent regarding any excavations to be done. All excavations must be adequately shored, caged or sloped where necessary and must be properly covered, or guarded when left before the work has been completed. Proper notification must be given to the Occupational Health & Safety Division when the depth of the excavation will exceed 5.0 metres and is intended for Workers to enter. Daily Trench/Excavation Inspection is required.

7.1.1 Project Hazard Assessment

A project hazard assessment shall be completed before any excavation/trenching project begins. Consideration for the following must take place traffic, Health Hazards, Underground Utilities, Weather Conditions, Cave-ins, Barriers, Physical Hazards.

7.1.2 Traffic Control Plan

A traffic plan must be considered to ensure all traffic is re-routed to provide protection to workers and those in traffic.

- Shall include consideration for weight of traffic and vibrations. This information shall determine safety requirements for shoring equipment and trench boxes.
- Shall include consideration for site/work equipment such as excavation equipment, trucks, heavy haulers, cranes, hoes, etc.
- Barriers must be in place before excavation begins for any open excavation in a secured or unsecured site.
  (1) Secured sites such as fenced in construction areas or city controlled areas soft barriers such as wooden barriers, and Snow fencing are acceptable.
  (2) Unsecured sites require more protection and Jersey barriers, or other more concrete barriers are required to provide protection from traffic, pedestrian, visitor access control.
  (3) Barriers that are present in areas with traffic shall require beacons, flashing lights or other similar high vis markers.
  (4) Night security may be required by contractors on excavations.

7.1.3 Overhead Hazards

Overhead hazards are a concern for the equipment used during the excavations. Electrical power lines are the main hazard, but other obstructions can be present and should be reviewed. All hazards shall be reviewed and dealt with before excavation or trenching begins.

7.1.4 Utilities Connection Equipment

Contractors shall not tamper with, shut down, or make tie-ins to any existing life safety devices without approval from The City of Melfort and its representative. This includes but is not limited to electrical power circuits, sprinkler systems, and other utilities.

Prior to installation of electrical equipment, maintenance, or repair of machines, equipment tanks, vessels or other appurtenances which may release any form of energy, the above referenced items must be tagged out and locked out to prevent incidents to any personnel, property, or process. All lockouts/tag outs must be positive and must prevent incidental operation and/or release of energy. In addition, all lockouts must be verified by The City of Melfort or its representative and all personnel who will be doing the work in and around the equipment requiring lockout. Symbolic lockouts will not be regarded as adherence to this process. Refer to the of Melfort's safe Operating Procedures for documented Lock Out/Tag Out methods.

7.1.6 Underground Hazards Locating Underground Piping, Electrical and Other Utility Services

Refer to *OH&S Regulations* **Section 259**.

The underground electrical circuits within the site may not be identified. Special caution must be exercised when excavating in the area of underground electrical circuits. Their location must be thoroughly reviewed by The City of Melfort representatives. Subcontractors must present the City of Melfort project coordinator with written documentation that they have had all services identified prior to any ground work.

7.1.7 Creation Hazards from Equipment, work, exposure,

Surface Hazards

Water Runoff from adjacent work, weather or incidental possibilities such as firefighting. Water runoff can be extremely hazardous in trench /excavations.

Soil piles must be at least 3 feet from the edge, but piles should be placed as from the edge as possible. Spoil piles must be sloped at 45 degrees or less and have all loose material removed from the surface. Soil piles are to be checked regularly this may include hourly inspections during rainy times.

Barricades are required for all excavations to provide protection for pedestrians, vehicles and traffic. Barricades shall be accompanied with corresponding signage.

- *Soft Barriers* are wooden barricades, snow fencing secured with metal poles designed for the fence.
- *Hard Barriers* are solid pre-constructed barriers such as Jersey barriers or engineered systems.

Equipment

All heavy equipment and loads will be placed no closer than the distance equal to the depth of the trench measured from the near edge of the trench bottom. Surface cracks and soil stability must also be considered during the hazard assessment for placing heavy equipment or loads near the trench, regardless of this minimum separation distance.

Worker Access

Where workers are required to enter excavations over 4 feet in depth, there shall be a minimum of two points of egress. As per legislation there shall be no distance greater than 25 feet between egress points. Ladders and ramps can be used for points of egress. These areas are to be kept free from obstruction, and in good working order. Ladders must extend 1 meter past the lip of the excavation/trench. Ramps must be of a reasonable slope so that any worker can easily walk up the ramp.

8. Soil Assessment and Slopes

Each soil type determines what precautionary measures are required and what regulations must be adhered to. Always defer to the higher standard when assessing soil type.

8.1 Soil Types

8.1.2 Type 1 Soil means soil that most closely exhibits the following characteristics:

(i) is hard in consistency, very dense in compactive condition and, if a standard penetration test is performed, has a standard penetration resistance of greater than 50 blows per 300 millimeters;
(ii) can be penetrated only with difficulty by a small, sharp object;
(iii) has a dry appearance;
(iv) has no signs of water seepage;
(v) can be excavated only by mechanical equipment;
(VI) does not include previously excavated soils;
4 Oct 96 cO-1.1 Reg 1 s257.

8.1.3 Type 2 Soil means soil that most closely exhibits the following characteristics:

(i) is very stiff in consistency, dense in compactive condition and, if a standard penetration test is performed, has a standard penetration resistance of 30 to 50 blows per 300 millimeters;
(ii) can be penetrated with moderate difficulty by a small, sharp object;
(iii) is difficult to excavate with hand tools;
(iv) has a low to medium natural moisture content and a damp appearance after it is excavated;
(v) has no signs of water seepage;
(vi) does not include previously excavated soils;
4 Oct 96 cO-1.1 Reg 1 s257.

8.1.4 Type 3 Soil means soil that most closely exhibits the following characteristics:

(ii) is stiff in consistency, compact in compactive condition and, if a standard penetration test is performed, has a standard penetration resistance of 10 to 29 blows per 300 millimeters;
(iii) can be penetrated with moderate ease by a small, sharp object;
(iv) is moderately difficult to excavate with hand tools;
(v) exhibits signs of surface cracking;
(VII) exhibits signs of localized water seepage; or
(VIII) is previously excavated soil that does not exhibit any of the characteristics of type 4 soil;

8.1.5 Type 4 Soil means soil that most closely exhibits the following characteristics:

(A) is firm to very soft in consistency, loose to very loose in compactive condition and, if a standard penetration test is performed, has a standard penetration resistance of less than 10 blows per 300 millimeters;
(B) is easy to excavate with hand tools;
(C) is cohesive soil that is sensitive and, on disturbance, is slightly reduced in internal strength;
(D) is dry and runs easily into a well-defined conical pile;
(E) has a wet appearance and runs easily or flows;
(F) is granular soil below the water table, unless the soil has been dewatered;
(G) exerts substantial hydraulic pressure when a support system is used; or
(ii) is previously excavated soil that exhibits any of the characteristics set out in paragraphs (i)(A) to (G);
(H) "upright" means a vertical member of a shoring system that is placed in contact with the earth and usually positioned so that the vertical member does not contact any other vertical member;
(I) "wale" means a horizontal member of a shoring system that is placed parallel to the excavation face and whose sides bear against the vertical members of the shoring system or the earth.
4 Oct 96 cO-1.1 Reg 1 s257.

8.2.1 Soil Type assessment

Soil types are well defined and need to be assessed before a Trench/Excavation takes place as well at regular intervals when the area is occupied. Soil Assessment must be done by a competent person and at times may require a geotechnical report and or engineering assessment.

8.2.1 Daily and Interval Inspections

These shall be completed by the supervisor:

- at the start of each day before workers enter the area;

- after the lunch time break when occupied by workers;
- throughout the day, when there are poor soil conditions or adverse weather like rain storms or seeping water.

8.3 Inspect the shoring, bracing and sheeting

Ensure to check for stress on the equipment and for leaks if using hydraulic or pneumatic equipment.

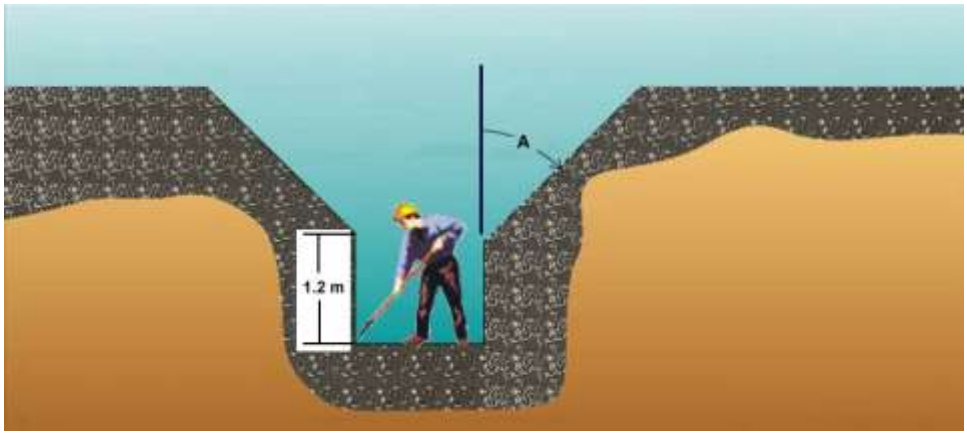
1. Check the surface of the area walls for cracks.
   Cracks often occur before cave-ins. Cracks that are horizontal or vertical can be signs of a failed wall.
2. Check for loose Material, spoil piles, equipment, or anything that may fall into the open area or compromise the wall integrity.
3. Check for Water.
   Wet areas, pooling, or signs of water in the bottom of the Trench/Excavation can be signs of damage or stress to the area.
4. Inspect trench boxes, cages, and shields before positioning them in an area, as well as while they are use.

Look for cracks in the welds, wood, structural areas, and lifting lugs.

8.4 Soil Slopes

Type 1 and Type 2 Soil

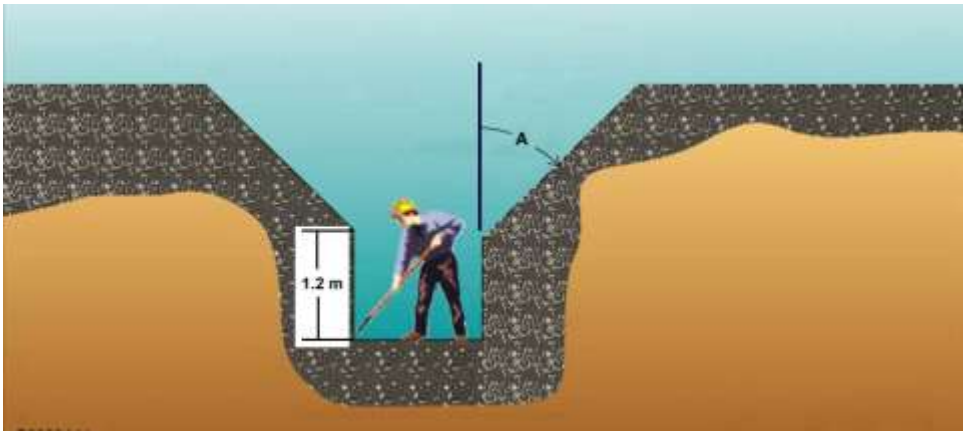
(A) must be a 45-degree Angle.

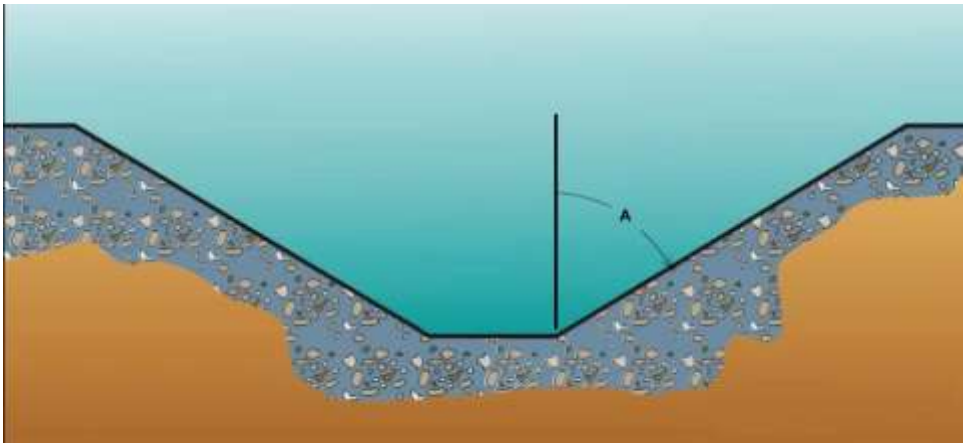


Type 3 Soil

There are two acceptable cuts that can be done.

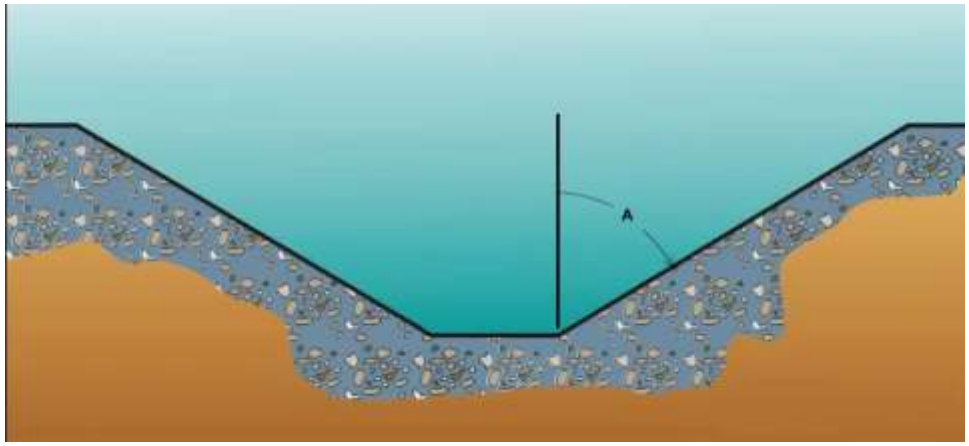
(A) is 45-degree angle.





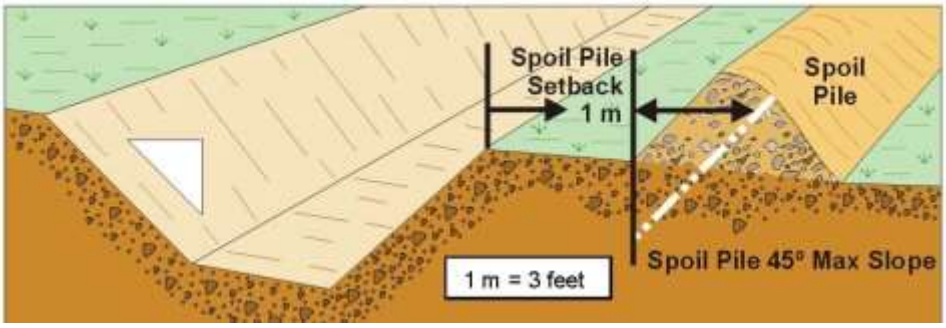
Type 4 Soil

This is the only acceptable Cut. (A) represents a 45-degree angle.



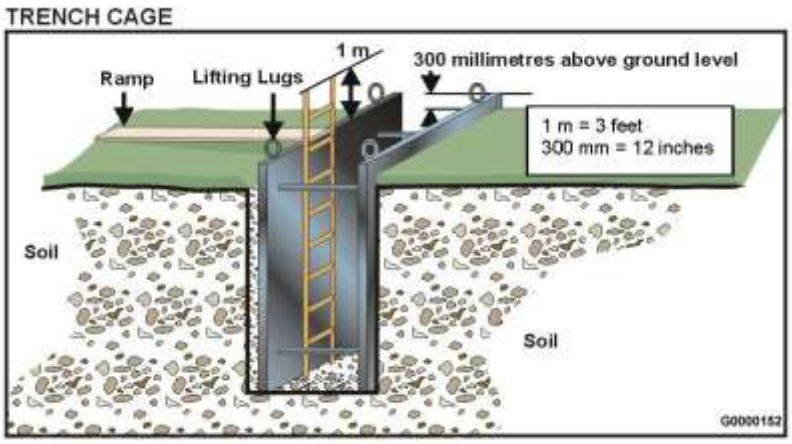
8.4.1 Spoil Piles

- Spoil piles are to be determined as to size and placement before excavation begins. This will determine the space needed to store the material.
- As per legislation the spoil piles shall be at least 1 meter back from the trench/excavation and the pile cannot exceed 45 degrees from the vertical.



8.5 Trench Cage, Box or Shielding

This is used for portability, short term and temporary work. Boxes, cages or any other type must be inspected before use and before each shift. The City of Melfort only allows for the use of the Engineered Trench boxes, cages, shielding and shoring equipment.



8.5.1 Trench and Excavation Access/Egress points

During all times there is to be clear and easy access to an egress point in any trench/excavation more than 1.2 meters deep. These access/egress points cannot exceed more than 8 meters between each point. All ladders shall follow the City of Melfort's safe ladder procedure.

When creating ramps or steps, they must be in line with Saskatchewan Regulations and must have signage and a curb if used by equipment.

8.6 Maintenance of Excavation/Trench

Excavations and trenches often shed dirt, soil, and other material into the base of the excavation. Regular scaling may be required when excavation/trenches are open for long periods of time.

9. Daily Checklist for Excavation/Trenching

Date:	
Time of inspection:	
Trench or excavation:	
Soil Type:	
☐ Type 1 ☐ Type 2 ☐Type 3 ☐ Type 4	
Slope Ratio _____.	
Shoring inspected?	☐ YES ☐ NO ☐ NA
Shoring Installed as per design?	☐ YES ☐ NO ☐ NA
Barricades erected?	☐ YES ☐ NO ☐ NA
Water removed/seepage controlled?	☐ YES ☐ NO ☐ NA
Traffic control in place?	☐ YES ☐ NO ☐ NA
Spoil Pile 1.2 meters from edge.	☐ YES ☐ NO ☐ NA
Walls inspected for cracks?	☐ YES ☐ NO ☐ NA
Inspected for caving or sloughing?	☐ YES ☐ NO ☐ NA
Areas of unusually weak soil?	☐ YES ☐ NO ☐ NA
Has Weather been considered (Rain, Snow)	☐ YES ☐ NO ☐ NA
Is the excavation/trench work being done near an existing structure?	☐ YES ☐ NO ☐ NA
Does there need to be engineering to ensure worker or structure safety.	☐ YES ☐ NO ☐ NA
Atmospheric Checks Required? ☐ YES ☐ NO	If yes see next section

Atmospheric Testing and Monitoring

Time								
Acceptable entry conditions	>19.5% < 23%	O2						
	<1% LEL	COM						
	<10 ppm	H2S						
	<25 ppm	CO						
Tester initials								
Device number:		Calibration date: _____ Bump tested: ☐ Yes ☐ No			Pump bump tested ☐ YES ☐ No			

City of Melfort HSEMS

Section 6 - Personal Protective Equipment

1. Purpose

The City of Melfort is committed to the use of appropriate personal protective equipment (PPE) to minimize injuries to workers. This section lays out The City of Melfort's PPE requirements for all of its work areas. For specific PPE use please refer to the project hazard assessments, job hazard analysis, field level risk assessments, operational procedures, and safe work practices and procedures for specific details.

2. Scope

This applies to all workers, contractors and visitors to any work sites. These groups must wear appropriate PPE as outlined in our Health and Safety Program and any MSDS (SDS) relevant to the site.

3. Responsibilities

All workers directly or indirectly employed by The City of Melfort must be aware of and adhere to our Health and Safety Manual and its contents.

3.1 City Manager

- Ensure that the infrastructure, management systems, training and resources and activities required by the overall safety program are in place.
- Ensure that expectations for safety, health, personal security and environmental issues are communicated.
- Ensure full compliance of regulatory requirements.
- Put the expectations for a safe, healthy, secure and environmentally friendly workplace into action.
- Ensure that the requirements of the management systems and programs are implemented, documented and maintained on a continual basis.
- Responsible and accountable for the activities of the managers
- Support managers and ensure they are implementing and enforcing safety
- Ensure that these requirements are communicated through their areas of responsibility

3.2 Managers

- Ensure employees are properly trained in the care, use and storage of all PPE being used.
- Ensure employee's PPE have been inspected as per manufactures specifications.
- Ensure employees have access to the appropriate PPE.
- ensure employees wear their PPE when required.

3.3 Supervisors/Foreman/Crew Leaders

- Be an example for safety and promote safety awareness.
- Correct any unsafe conditions.
- Are responsible and accountable for the day-to-day work activities of the workers.
- Notify the manager when training is required.
- Conduct qualitative or quantitative fit tests as required.
- Conduct general training of PPE and their components, maintenance, storage, proper use and limitations as required.
- Monitor the program for compliance.
- Make suggestions for improvement.

3.4 Workers

- Have a clean-shaven face every day that a respirator will be worn (clean shaven means shaving at least once a day).
- Inspect, store, maintain, and generally take care of the PPE in their care.
- Inform the supervisor of any damaged equipment or PPE that is not meeting expectations.
- Use the PPE as instructed.
- Report any PPE malfunction to supervisor.
- Participate in and carry out hazard identification and assessments as required.
- When sent to a work area for the first time, carry out the process as required by the work procedure if the assigned work is of a routine nature. If the work is scheduled, look for and read the posted forms to ensure that they are aware of the hazards and that the recommended work procedures or safeguards have been implemented.

3.6 Suppliers and Contractors

- Conduct themselves in a safe manner and co-operate with The City of Melfort management, supervisors and employees.
- Responsible for following industry practices and the Saskatchewan Employment Act.
- Supply their own PPE and follow all site rules regarding but not limited to PPE.

4. Reference

- Saskatchewan Legislation Act and Regulations
- Saskatchewan Employment Act

5. Legislation

24 An employer, contractor or supplier shall ensure that equipment and personal protective equipment that is required by theses regulation to be approved by a names agency has the seal, stamp, logo or similar identification mark of the agency indicating that approval affixed to
(a) the equipment or personal protective equipment

(b) the packaging with which the equipment or personal protective equipment is constrained.
Oct. 96 c)-1.1 Reg s24

86 (1) Where it is not reasonably practicable to protect the health and safety of workers by design of the plant or work process, suitable work practices or administrative controls, an employer or contractor shall ensure that every worker wears suitable and adequate personal protective equipment. Oct. 96 c)-1-1 Reg. 1 s86

General responsibilities

87*(1) Where an employer or contractor is required by these regulations or any other*

regulations made pursuant to the Act to provide personal protective equipment, the employer or contractor shall:

(a) supply approved personal protective equipment to the workers at no cost to the workers; (b) ensure that the personal protective equipment is used by the workers; (c) ensure that the personal protective equipment is at the worksite before work begins; (d) ensure that the personal protective equipment is stored in a clean, secure location that is readily accessible to workers; (e) ensure that each worker is aware of the location of the personal protective equipment and trained in its use; (f) inform the workers of the reasons why the personal protective equipment is required to be used and of the limitations of its protection; and (g) ensure that personal protective equipment provided to a worker: (i) is suitable and adequate and a proper fit for that worker; (ii) is maintained and kept in a sanitary condition; and (iii) is removed from use or service when damaged.

(2) Where an employer or contractor requires a worker to clean and maintain personal protective equipment, the employer shall ensure that the worker has adequate time during normal working hours without loss of pay or other benefits for this purpose.

(3) Where reasonably practicable, an employer or contractor shall make appropriate adjustments to the work procedures and the rate of work to eliminate or reduce the danger or discomfort to the worker that may arise from the worker's use of personal protective equipment.

(4) A worker who is provided with personal protective equipment by an employer or contractor shall: (a) use the personal protective equipment; and (b) take reasonable steps to prevent damage to the personal protective equipment.

(5) Where personal protective equipment provided to a worker becomes defective or otherwise fails to provide the protection it was intended for, the worker shall: (a) return the personal protective equipment to the employer or contractor; and (b) inform the employer or contractor of the defect or other reason why the personal protective equipment does not provide the protection that it was intended to provide.

(6) An employer or contractor shall immediately repair or replace any personal protective equipment returned to the employer or contractor pursuant to clause (5)(a).

4 Oct 96 c)-1.1 Reg 1 s87.

6. Glossary of Terms

Construction: the erection, alteration, renovation, repair, dismantling, demolition, structural maintenance or painting of a structure that includes (but is not limited to):

- land clearing, earth moving, grading, excavation, trenching, digging, boring, drilling, blasting and concreting;
- the installation of any plant and electrical devices.

Plant: includes any machinery, equipment or appliance, as well as physical structure.

Power Tool: a hand-held machine powered by energy other than the energy of a worker.

Standard: Criteria developed to prescribe acceptable practice

Safe Work Practice: a set of positive guidelines helpful to performance of a specific type of work that may not always be done in a set way

Operational Procedure: a step-by-step description of 'how to proceed,' from start to finish, in performing a task properly

dBA: the sound pressure level in decibels measured on the A scale of a sound level meter

Supervisor: a person who is authorized by an employer to oversee or direct the work of workers.

Visitor: any person not normally employed at a work location, including but not exclusive to, City Manager and office Staff, contract workers, service personnel, inspectors, consultants and workers of sub trades

Hierarchy of Controls: a system used to minimize or eliminate exposure to hazards. In order of hierarchy, Elimination, Substitution, Engineering Controls, Administrative Controls, Personal Protective Equipment.

Elimination: physically removing the hazard. The most effective form of control.

Substitution: replacing something that produces a hazard with something that does not produce a hazard. The second most effective form of control.

Engineering controls: isolation of the hazards, by means of engineering. The third most effective form of control.

Administrative Controls: changes in work procedures such as written safety policies, rules, supervision, schedules, and training with the goal of reducing the duration, frequency, and severity of exposure to hazardous chemicals or situations.

Personal Protective Equipment: all clothing and other work accessories designed to create a barrier against workplace hazards, implemented only after other reasonably practicable means of eliminating a hazard have been attempted.

Risk Classification Table: a risk matrix (used to determine risk) adopted by The City of Melfort to ensure consistency when classifying hazards and incidents.

7. Program /Procedure

Although The City of Melfort is able to significantly reduce risk of harm by using the hierarchy of controls to reduce employee exposure to hazards, this does not eliminate all risk. Because of this, we have in place hazard controls that require specific PPE, and this section of our Health and Safety manual to provide further guidance and minimum standards.

PPE selected must always be appropriate for the hazards, maintained and in good condition, kept clean and stored properly. Only Approved and engineered PPE is allowed on site.

7.1 PPE General Rules

There are a number of statutory obligations for both Employer and Employee;

- PPE must be suitable for the risk and the job at hand - If it is not, then report it.
- PPE must not itself create a new risk – If it does, then report it.
- Employees have a duty to wear any PPE provided by your employer.
- Employers have a duty to see that employees wear their assigned PPE.
- Employees have a duty to take care of the PPE and not to abuse it.
- Employees must wear and use the PPE in the way it was intended – therefore it must fit. If it does not - then report it.
- Employees have no right to take the PPE off site unless your employer says you can. Otherwise you must return it to the appropriate storage place after use.
- Employees must understand how to use PPE (e.g. breathing apparatus). If you are unsure ask for training first.
- Employees must be adequately trained.
- Employers must provide PPE that is free of defects and damage (e.g. must not be , broken, missing parts, in need of maintenance or cleaning etc).
- Employees should report any damaged PPE.
- Damaged PPE shall be removed from service until it can be repaired. If the PPE cannot be repaired it must be removed from service and destroyed.

7.2 Selection, Inspection, Use and Care of PPE

7.2.1 Selection

Note: For specialized PPE such as Respiratory, Fall Protection and Confined Space you must refer to the operational procedures.

All workers shall be trained in the selection care and use of PPE.

Each project is different and project supervision, owners and managers are responsible for the requirements of PPE for the project. The PPE requirements shall be decided upon from the Construction Hazard Control checklist done before the start of each project.

For each task, all participants and supervisors must complete a FLRA and possibly a JHA. These hazard assessments shall assist those preforming work to select the proper PPE. The hazard assessment process, along with specific site requirements, shall determine the selection of PPE.

7.2.2 Inspection of PPE

PPE includes all clothing and other work accessories that create a barrier against workplace hazards. Examples include safety goggles, blast shield, hard hat, hearing protectors, gloves, respirators, aprons and work boots.

PPE is to be inspected before each use. Workers at The City of Melfort record this on their FLRA cards. Inspection shall include but not be limited to:

- visual inspection,
- proper fit testing,
- ensuring the equipment has been inspected by a third party when required ex: Fall Protection equipment such as anchors and Self Retracting Lanyards.

7.3 Head Protection

The accepted “Hard Hat” will be: American National Standards (ANSI) approved class A, B, C ANSI Z89.1 or greater.

All City employees shall wear hard hats in (but not limited to) the following circumstances:

- when working at a construction site,
- while conducting, maintenance work,
- when entering, or working in or near (as part of the entry) confined spaces,
- when working on a traveled roadway or adjacent areas which include boulevards, ditches, median strips, sidewalks, traffic islands and while directing traffic,
- when working in a facility’s mechanical room doing construction work or in any area of a facility where renovations, repairs, or construction is taking place,
- while operating or in the immediate area of overhead cranes/hoists, backhoes, loaders, fork lifts, bucket trucks, mobile lifts and scaffolds,
- in all posted hardhat areas,
- in areas where Element 6 Hazard Assessment deemed necessary.

7.3.1 Inspection and Care of head protection

- Do Not cut the tension bands or side impact protection inside the hard hat.
- Inspect your hard hat regularly for cracks, breaks, chips which could compromise the intended personal protection. (Exchange if required)
- Do Not drop or throw hard hats or intentionally compromise its overall protection capacity.
- Do Not affix any glued stickers to hard hats. (1st aider ID sticker exempted)
- Do Not drill any vent holes into the hard hat.
- Store hard hats in a clean, dry area, area which provides protection from damage.
- Hard hats can be adjusted to fit your head and should be snug and secure.
- Wash hard hat periodically with mild soap and warm water, let dry

7.4 Eye/Face Protection

Minimum standard includes eyewear covered in CSA's Z94.3 standard and covers equipment designed to protect the eyes and face from such hazards as flying objects and particles, splashing liquids, molten metal, ultraviolet and infrared radiation

Appropriate eye and face protection in the form of safety glasses, goggles and/or face shields/screens shall be worn by all employees in (but not limited to) the following circumstances:

- when using emery or buffing wheels, or chipping hammers,
- when using pneumatic drills or jackhammers,
- when chipping steel, concrete, stone, brick, tile or any other hard materials,
- when sandblasting, welding, soldering or spray painting,
- when operating chain saws, concrete saws, wood chippers or line trimmers,
- when handling/transporting chemicals when there is a possibility of splashing,
- when drilling at/or above head level,
- when performing electric or acetylene welding and gas torch work,
- when there is a danger of electrical arc flash,
- when required by the material safety data sheet,
- when working outdoors for extended periods of time as required by their normal job duties (glasses with additional UV protection are required),
- in work areas/shops involved in the repair/maintenance of City of Melfort vehicles and powered equipment by utility and maintenance workers,
- in work areas where eye and face protections has been deemed necessary by the Hazard Assessment.

Workers who currently wear prescription glasses are required to wear approved over-the-glass safety glasses or safety glasses with prescription inserts.

Note: Contact Lenses Are Not Considered Eye Protection

7.4.1 Inspection, Use, and Care of Eye Protection

- Inspect regularly for damage, scratches, etc. Replace lenses if required. Replacement lenses are quick and easy to change.
- Do not modify in any manner that would compromise the intended protection.
- Do not use ammonia, alkaline cleaners, or any abrasive cleaners on protective eyewear

- Nose bridge must fit the facial profile with no gaps and should be snug and close fitting.
- Adjust temple lengths and lens inclination for your best comfort.
- Clean regularly with mild soap and warm water.
- Keep eyewear in a box, plastic bag, or some type of protective storage container.

7.5 Hearing Protection

Note: The City of Melfort has a noise program that can be found in section 7.8 in this manual.

- Proper hearing protection shall consist of ear muffs, earplugs, or communication headsets which meet CSA Standard Z94.2.
- Hearing protection must be worn when the occupational noise exposure is or is believed to be between 80 dBA L_{ex} to 85 dBA L_{ex} or higher. Single ear plug/dual headphone listening devices are not permitted while conducting maintenance and construction work. These devices may contribute to hearing loss and inattention while working.
- Hearing protection must also be worn in areas where the Hazard Assessment deems necessary.

7.5.1 Inspection and Care of Hearing Protection

Ear muffs / ear plugs should be kept in a clean, dry area or in some type of protective storage container.

Ear plugs:

- To use: (1) Roll plugs between thumb and forefinger (2) Reach behind your head and gently pull ear back to fully open the ear canal (3) Insert plug securely, hold in place until plug fully expands.
- Dispose of all used ear plugs into the proper waste receptacles.
- Ear plugs can be washed with mild soap and warm water for re-use.

Ear Muffs:

- Ear muffs should be adjusted in a manner that the muff portion completely surrounds the ear, snug to the side of the face.
- Ear muffs can be washed with mild soap and warm water, then left to dry.

7.6 Hand Protection

- Workers shall use hand protection if there is a possibility for hand injury (e.g. pinching, cutting and chemical exposure).
- The OH&S guidelines will determine the type of hand protection that is required for the particular job that the worker is engaged in.
- When the Hazard Assessment deems hand protection necessary.

7.6.1 Care and Use of Hand Protection

- Minimum Grade 3 cut-resistant gloves are required.
- Inspect gloves for wear, damage, and overall condition before use.
- Ensure your gloves are rated for your task.

7.7 Foot Protection

- CSA approved footwear will be supplied and worn by all City of Melfort employees required by their normal job duties.
- All footwear purchased must be CSA Grade 1 Green Triangle with a minimum ankle height of 6 inches.

Exceptions: Employee whose job is primarily in the office environment. The above safety rules shall apply only when entering the areas specified above.

7.7.1 Inspection Care and Use:

- Steel Toe Boots / Shoes CSA, class 1 approved steel toe boots / shoes are mandatory protective wear always.
- Footwear must be worn properly, including lacing, maintained and used in conjunction with engineering controls, and existing company safe work practices / procedures.

Note: There should be a small 'green' tag on your footwear to indicate CSA approval.

- Comfort = Compliance: the better they fit, the more likely it is they will be worn, and as a result, the better they will protect..

7.8 Fall Protection

Note You must refer to the operational procedure for fall protection for selection, care, use of.

- Fall protection will be used for all jobs that require a worker or contractor to work at heights greater than 3 meters.
- The OH&S guidelines will determine the type that is required for the particular job that the worker is engaged in.

7.9 Respiratory Protection

7.9.1 Inspection care and use:

1. Inspection – respiratory protective equipment shall be maintained in accordance with the manufacturer's specifications. It is critical that respiratory protective equipment be inspected before and after each use, and stored in an appropriate manner.
2. Training – all those employees who are required to work in a dangerous atmosphere, will receive adequate training in the use of the appropriate respiratory protection.
3. Selection – selection of the appropriate respirator will consider the contaminants, and the recommended protection as indicated on the applicable MSDS or SDS, or as recommended by an Industrial Hygienist based on your company Respiratory Code of Practice.
4. Fit Test – employees required to wear respiratory protection shall be fit tested on a regular basis. Qualitative testing shall be done yearly by a competent person.

5. Use – only adequately trained and authorized individuals shall use respiratory protection. Applicable SDS or MSDS are to be reviewed as necessary. Determine the need for change-out of consumable parts, such as replaceable cartridges.

6. Storage – respiratory protective equipment is to be stored in such a manner which protects against dust, sunlight, temperature extremes, excessive moisture, and any damaging chemicals.

7. Cleaning – respiratory protective equipment is to be cleaned regularly, by the individual who has used the equipment. The mask or respirator can be washed with mild soap and warm water, and disinfected according to the manufacturer's specifications, or as noted in your company Respiratory Code of Practice.

8. Disposable Dust Masks – dust masks, also known as filter masks, are used to prevent the inhalation of large particles, dust, or irritants when working in dusty workplaces.

   • Only CSA or NIOSH approved dust masks are to be used.

   • Ensure an adequate (snug) seal around the mouth and nose.

   • Dispose of used dust masks in the proper waste receptacles after use.

7.10 Hearing Conservation program

Hearing Loss

The City of Melfort recognizes that working in loud environments over long periods of time can result in hearing loss. The most effective way to avoid noise-induced hearing loss is to protect your ears with proper hearing protection if you cannot stay out of hazardous noise areas. The City of Melfort commits to find ways to reduce hazardous noise as much as possible. If workers must be near loud equipment, it is essential that they protect their ears to avoid long-term hearing damage. Proper hearing protection should always be worn in loud working environments.

The City of Melfort recognizes that the limits of exposure are not to exceed:
- 85 dBA over an 8-hour time period,
- 88 dBA over and 4-hour time period,
- 91 dBA over a 2-hour time period,
- 94 dBA over a 1-hour time period,
- 97 dBA over a 0.5-hour time period,
- 100 dBA over a 0.25-hour time period.

Saskatchewan legislation:

- Occupational Health and Safety Act, 1993 [R.R.S. c.0-1.1, r.1]
- Occupational Health and Safety Regulations, 1996
- Part VIII, Section 109 – 114

7.10.1 Hearing Loss Prevention

There are several varieties of hearing protection available. Choosing the best model for your specific needs is important to your overall safety. Workers should have their hearing checked every year during their annual checkup.

The City of Melfort will work towards mitigating hearing loss by working to reduce the exposure of its workers to hazardous noise levels. The City of Melfort will do this by:

1) Educating its workers on the noise that is presented in their work environment, and:
   a) training its workers in the selection, use and care of hearing protection.
   b) educating the workers on max exposure limits.

2) Elimination: eliminating or modifying the noise source.

3) Substitution:
   - Purchasing control: all new equipment is designed and constructed to achieve the lowest reasonable noise level.
   - The City of Melfort shall also work towards substituting processes or equipment when practicable.

4) Administration:
   - Through the creation of safe work practices and procedures.
   - Through training of workers during the onboarding process on noise and prevention.
   - Through training requirements for all new equipment.

5) Engineering Controls: When reasonably practicable The City of Melfort shall work towards reducing noise by the following means:
   - by eliminating or modifying the noise source;
   - by enclosing the noise source;
   - by installing acoustical sound barriers or sound-absorbing material;
   - when constructing or altering or repairing new places of employment for The City of Melfort City, by striving to achieve the lowest reasonable sound level;
   - when any alteration, renovation or repair to an existing place of employment is made, by attempting to achieve the lowest reasonable noise level.

6) PPE: the last line of defense, used when all other avenues to mitigate noise are exhausted.
   - Education and training to be provided to all employees on the care, selection and use of all PPE, which shall include Hearing Protection.

Earplugs

An earplug is a device worn in the external ear canal. The earplug protects the inner ear by blocking and reducing noise levels. Earplugs can be custom-molded to fit the individual wearer. Earplugs can be made from vinyl, silicone, elastomer formulations, cotton, wax, spun glass wool and slow-recovery closed-cell foam.

Semi-insert Earplugs

A semi-insert earplug is a device worn against the opening of the external ear canal. The semi-insert earplug works in much the same way as plugging your ears with your fingers. Semi-insert earplugs are made in a one-size-fits-all method. The device is held in place with a lightweight headband.

Earmuffs

An earmuff is a device that completely encloses the outer ear and seals against the head with a cushion. Composed of a headband and two ear cups that are usually made of plastic. The headband may be made of metal or plastic. The cushion inside the ear cup is usually made of foam or it may be filled with fluid. Most earmuffs have a lining inside the ear cup to absorb the sound that is transmitted through the shell of the ear cup. Some earmuffs are designed so that the headband can be worn over the head, behind the neck, or under the chin. Some earmuffs are designed to fit over hard hats.

The most effective way to protect against hearing loss, is to wear hearing protection 100% of the time.

Exposure Limits

As the City of Melfort works in a variety of environments, they do not have a set shop or office where a noise survey of relevance can be conducted. Because of this, The City of Melfort has assessed and educated its workers on the creation of noise, and how to mitigate the risks.

Noise Survey of Equipment use by The City of Melfort

Using approved methods, The City of Melfort has determined dBA estimates for the following tools:

Tool Type	*Estimated Rating
1. Concrete Saw, Drill,	91 dBA to 115 dBA
2. Jackhammer, quick cut saw	94 dBA to 110 dBA
3. Hilti TE 70	100 dBA to 110 dBA
4. Generator (indoor use)	98 dBA to 101 dBA
5. Disk Grinding	102 dBA to 116 dBA
6. Air tools	101 dBA to 110 dBA
7. Snow blower	90 dBA to 104 dBA
8. Ventilation Fans (Neg Air)	62 dBA to 67 dBA
9. Drill Press	70 dBA to 110 dBA

∗ Ratings can vary due to indoor/outdoor use, room size, age of equipment, and material tools are being used with. The dBA estimates presented are guidelines: in the case of unknown or questioned the highest level of hearing protection is required (double hearing protection)

∗ The “rule of thumb” is that if you cannot carry on a conversation when you are three feet apart, hearing protection is required.

7.11 Ergonomics

The City of Melfort works towards ensuring its workers are protected in all work environments, this includes working towards the decrease in risk associated with ergonomic hazards in the workplace. We do this through assessment, control and education.

Ergonomics is the science of matching the job to the worker and the tool and products to the user. The City of Melfort shall ensure that workers who may be at risk of developing musculoskeletal injury are instructed in the safe performance of the worker's work, including the use of appropriate work practices and procedures, equipment, and personal protective equipment.

The City of Melfort adopts the Sask. Legislation section 81 (1) definition of Musculoskeletal injury;

81(1) musculoskeletal injury" means an injury or disorder of the muscles, tendons, ligaments, nerves, joints, bones or supporting vasculature that may be caused or aggravated by any of the following: (a) repetitive motions; (b) forceful exertions; (c) vibration; (d) mechanical compression; (e) sustained or awkward postures; (f) limitations on motion or action; (g) other ergonomic stressors.

- *Oct 96 c)-101 Reg 1 s81*

7.11.1 Ergonomic Program

1) Educating its workers on the ergonomic hazards that are presented in their work environment,
   - that workers who may be at risk of developing musculoskeletal injury are instructed in the safe performance of the worker's work, including the use of appropriate work practices and procedures, equipment and personal protective equipment;
   - through educating the workers on signs and symptoms of ergonomic stressors;
   - through informing the workers of the hazards of occupational exposures;
   - with the committee members, regular review of activities that may cause or aggravate musculoskeletal injuries.

2) Elimination: This is done by eliminating or modifying the hazard source.

3) Substitution
   - Purchasing control: all new equipment is designed and constructed to be the ergonomically friendly.
   - The City of Melfort shall also work towards substituting processes or equipment when practicable.

4) Administration:
   - through the creation of and implementation of appropriate work practices and procedures to reduce the harmful effects of an activity;
   - through raining workers during the onboarding process on signs, symptoms, musculoskeletal disorders, and related risks;
   - through training requirements on all new equipment;
   - through implementing work schedules that incorporate rest and recovery periods, changes in workload or other arrangements for alternating work to reduce the harmful effects of an activity.

5) Engineering Controls: When reasonably practicable The City of Melfort shall work towards reducing ergonomic hazards when practicable by:
   - eliminating or modifying the hazard;
   - providing equipment that is designed, constructed, positioned and maintained to reduce the harmful effects of an activity.

5) PPE: this is the last line of defense and is used when all other avenues are exhausted to mitigate ergonomic hazards.
    - Education and training to be provided to all employees on the care, selection and use of all PPE.

Types of Ergonomic Stressors

- Repetitive motions
- Forceful exertions
- Vibration
- Mechanical compressions
- Sustained or awkward postures
- Limitation on motion or action
- Incorrect tool for the work

Reporting

The City of Melfort workers and contractors are required to report all musculoskeletal injuries or concerns about these injuries just as any other incident. Please fill out the incident forms as this ensures investigation so we can investigate and create corrective actions to mitigate the hazard.

Signs and Symptoms

As with any injury, all workers are encouraged to see a health care professional to avoid discomfort or further injury. These are some signs and symptoms to look for, but not a diagnosis;

- Pain which may be dull and aching
- Sharp stabbing pain
- Burning sensation
- Tingling or numbness
- Inflammation
- Stiffness
- Muscle becomes weak or discomfort
- Decreased range of motion

Regular activities that can cause musculoskeletal injury

Lifting, pushing and pulling

Manual materials handling (MMH) means moving or handling things by lifting, lowering, pushing, pulling, carrying, holding, or restraining. MMH is also the most common cause of occupational fatigue, low back pain and lower back injuries.

Lighting

Whether in industrial or office settings, proper lighting makes all work tasks easier. Appropriate lighting can reduce eye fatigue and headaches, increase the visibility of safety hazards, and decrease the chance of accidents and injuries from momentary low field vision.

Sitting, standing

Continuous standing or sitting while working is a common source of discomfort and fatigue. Frequent changes of body positions, a well-designed workstation, taking rest breaks, and stretching all help to avoid health problems

Slips, trips and falls

Slips, trips and same-level falls can result from unintended or unexpected change in the contact between the feet and the ground or walking surface. This shows that good housekeeping, quality of walking surfaces, selection of proper footwear, and appropriate pace of walking are critical for preventing fall accidents.

Shiftwork

Shiftwork can disrupt workers' family and personal lives and lead to health problems including chronic fatigue and gastrointestinal disorders. Many experts have also blamed rotating shifts for the "human error" connected with some accidents.

Tools

For many workers, tools are a necessary part of getting the job done. Select tools that are right for the task, provide training on their proper use, and ensure that they're always inspected and well-maintained.

Office

Working in an office may seem harmless but musculoskeletal injuries can develop over time, especially for workers who spent most their time sitting and typing in front of a computer.

City of Melfort HSEMS

Section 7 - Preventative Maintenance

1. Purpose

To ensure that all City of Melfort personnel understand equipment maintenance, equipment inspection, and the associated verification system.

2. Scope

This applies to all City of Melfort employees, site visitors and contractors.

3. Responsibilities

All workers directly or indirectly employed by City of Melfort must be aware of and adhere to our Health and Safety Manual and its contents.

3.1 City Manager

- Ensure that the infrastructure, management systems, training and resources and activities required by the overall safety program are in place.
- Responsible to ensure that expectations for safety, health, personal security and environmental issues are communicated.
- Ensure full compliance of regulatory requirements.
- Put the expectations for a safe, healthy, secure and environmentally friendly workplace into action.
- Ensure that the requirements of the management systems and programs are implemented, documented and maintained on a continual basis.
- Responsible and accountable for the activities of the managers.
- Support managers and ensure they are implementing and enforcing safety.
- Ensure that these requirements are communicated through their areas of responsibility.

3.2 Managers

- Ensure employees are properly trained in the care, use and storage of all equipment being used.
- Ensure the equipment has been inspected as per manufacturer specifications.
- Ensure employees have access to the appropriate PPE as per manufacturer specifications.

3.3 Supervisors/Foreman/Crew Leaders

- Be an example for safety and promote safety awareness.
- Correct any unsafe conditions.
- Are responsible and accountable for the day-to-day work activities of the workers.
- Notify the manager when training is required.
- Conduct general training of basic equipment and including but not limited to, maintenance, storage, proper use and limitations as required.
- Monitor the program for compliance.
- Make suggestions for improvement.

3.5 Workers

- Follow all Health and Safety Manual requirements
- Inspect, store, maintain, and generally take care of the equipment in their care.
- Inform the supervisor if any equipment is damaged or does not meeting expectations.
- Use the equipment as instructed.

3.6 Suppliers and Contractors

- Conduct themselves in a safe manner and co-operate with City of Melfort services management, supervisors and employees.
- Responsible for following industry practices and the Saskatchewan Employment Act.
- Supply their own equipment and follow all site rules regarding but not limited to PPE.

4. Reference

- Saskatchewan Employment Act
- Saskatchewan Occupational Health and Safety Regulations, 1996
- The commercial Vehicle and Driver Regulations, 2004

5. Legislation

Vehicle maintenance and inspection
7 *Every carrier must maintain the following for each of the carrier's registered commercial vehicles:*
a copy of work orders describing any repairs performed on the commercial vehicle; a copy of: on-road and terminal inspection reports prepared by a peace officer or an employee of the administrator respecting the commercial vehicle; any report respecting the commercial vehicle prepared by any person in the course of conducting a periodic vehicle inspection; any report prepared in other jurisdictions that provides comparable information to the information required in subclauses (i) and (ii); a copy of monthly reports prepared as part of the carrier's system of regular and continuous inspections and maintenance for all of the carrier's commercial vehicles; a copy of any notice of any defect received from any manufacturer of the commercial vehicle and records establishing that any defects have been corrected.

12 Mar 2004 cH-3.1 Reg 22 s7. Commercial vehicle and driver regulations

Insurance
8 *Every carrier must maintain a written record of the carrier's existing public liability insurance coverage for all of the carrier's commercial vehicles.*

12 Mar 2004 cH-3.1 Reg 22 s8. Commercial vehicle and driver regulations

Record retention
9 *Every carrier must maintain every record required pursuant to these regulations during the year to which the record relates and for an additional four years.*

12 Mar 2004 cH-3.1 Reg 22 s9. Commercial vehicle and driver regulations

Location of records
10 Every carrier must keep all records required to be maintained pursuant to these regulations at the carrier's registered office in Saskatchewan.

6. Glossary of Terms

Delivery Trucks: a vehicle used for the express purposes of bringing something to somewhere or someone.

Engineered Inspection: inspection that involves the measurements, tests, and gauges applied to certain characteristics regarding an object or activity.

GORY: is an acronym used to colour code the quarterly inspection of all non-motorized equipment such as vehicles, skid steers, scissor lifts and zoom booms.

Inspection: a formal exercise or evaluation of a specific site, product or area, object or activity.

Maintenance: qualified workers will maintain all tool and equipment in accordance with the manufactures maintenance requirements.

Motor Vehicles: a road vehicle powered by an internal combustion engine or electric motor.

Preventative maintenance (or **preventive maintenance**): maintenance that is regularly performed on a piece of equipment to reduces the likelihood of it failing.

7. Preventative Maintenance Policy Program /Procedure

7.1 Equipment Inspection

All equipment is to be inspected regularly as per City of Melfort Health and safety manual and legislative policies. As of January 1, 2017, City of Melfort has adopted the quarterly tool and tag system: GORY; Green Orange, Red, Yellow.

Equipment is to include powered tools, safety equipment, electrical equipment, lifting equipment, slings, shackles, chockers etc.

All equipment must be inspected and repaired by a qualified and competent person. This repair must also be recorded and documented. Workers shall use coloured zip ties to mark that the equipment has been inspected for that quarter. Unmarked tools shall be removed from service until they can be inspected and tagged.

Green -Jan 1 to March 31st
Orange- April 1 to June 30th
Red – July 1st to September 30th
Yellow – Oct. 1st to December 31st.

General Inspection is not written down, but you must thoroughly inspect the equipment, addressing the following issues, at minimum:

- Is the tool in working order?
- Are all guards, safety equipment, and shut offs in working condition?
- Are there nicks, cuts and or abrasions that may affect the equipment?
- Are electrical cords in good condition?
- Has regular maintenance been completed?
- Are the engineered certifications or "Stamps" still in place?
- Are you concerned with the tool? Should it be inspected by a specialist?

7.2 Tool Tag Out

If a piece of equipment does not meet the inspectors, manufactures or the user's standards than it must be marked for service or **TAGGED OUT.** Under no circumstances shall tools or equipment in need of inspection or repair remain in service.

To tag-out a tool, use a red tag and complete the following:

- Write down what is wrong with the tool.
- Write your name and date on the tag.

8. Motor Vehicle Safety Program

As per legislation, all commercial vehicles shall keep a copy of their records for no less than 4 years. This includes all inspections, work orders, reports and incident information.

All workers who operate motorized vehicle equipment shall provide a copy of their licence and a driver abstract for the past 5 years. Operators shall be required to provide a new driver abstract every two years and notify their supervisors of any suspension of their licence that may take place.

8.1 City owned Vehicles

1. Company owned Vehicles
   a) **Assigned Vehicles**:
      Certain employees have assigned vehicles and it is understood that a portion of the vehicle use will be for personal use. When the vehicle is driven for personal use, only the employee will be permitted to operate the vehicle. No one under the age of 21 will be permitted to operate the vehicle, unless approved by management.
   b) **Shop Vehicles**:
      Employees authorised by their supervisor, who have also satisfied the requirements of the Motor Vehicle Safety Program, are permitted to operate a shop vehicle. The use of shop vehicles for personal use is not encouraged and must be approved by management.

Personal Vehicles on Company Business

Employees who drive their personal vehicles on company business are subject to the requirements of this program including:

- Maintain automobile liability insurance with minimum coverage of $1,000,000 for bodily injury and property damage.
- Maintain current Saskatchewan Government Insurance. There must be no business use exclusion on the insurance policy.
- Maintain their own vehicle in a safe operating condition when driving on company business.

Unauthorized use of vehicles

Assigned drivers and other authorised employees will not allow an unauthorised individual to operate a company vehicle. In unauthorised use results in an incident/accident, discipline action can be taken, and the responsible employee will be required to make restitution for the damages.

Contractors and Temporary Hire Employees

Contractors and temporary employees will be treated as company employees and will comply with the City's HSEM system. Failure to meet all requirements shall result in termination or loss of driving privileges.

8.2 Driver Safety Regulations

Safety Belts

The driver and all occupants are required to wear safety belts when the vehicle is in operation or while riding in the vehicle. The onus is on the driver to ensure all occupants comply. Children under 70 lbs shall be in a secured, DOT approved child seat.

Impaired Driving

The driver must not operate a vehicle under the influence at any time when his/her ability to do so is impaired, affected influenced by alcohol, illegal drugs, prescribed, or over the counter medications, illness, fatigue or injury.

Traffic Laws

Drivers shall abide by the federal, provincial and local laws and ordinances.

Vehicle condition

Drivers are responsible for ensuring the vehicle is maintained and in safe driving condition. Drivers of daily rentals should check for obvious defects before leaving the rental office/lot and; if necessary, request another vehicle.

Distracted Driving

The City of Melfort endorses, follows and ensures its policies are consistent with distracted driving legislation. The use of hand-held cellular phones while driving is strictly prohibited. An external speaker, hands-free operation or head set with hands-free operation is acceptable. Texting, emailing, and using any other electronic equipment such as (but not limited to) laptop, tablet, musical device, iPod, mp3 player, reading of printed materials, grooming, is strictly prohibited.

Parking

Drivers shall ensure that “pull-through parking techniques” are employed in parking lots when practical. This is when the driver tries to ensure they are pulling out of the space rather than backing out. When this is not practical, operators should back into the parking spot. When backing up, the driver shall use a spotter for large vehicles such as a fire truck, loader, truck and trailer, heavy equipment.

Motorcycles

Employees are prohibited from using motorcycles when traveling on company business.

General Safety Rules

- Do not pick up hitchhikers.
- Do not accept payment for carrying passengers or similar devices.
- Do not push or pull another vehicle or tow trailer without management approval.
- Do not transport flammable liquids or gasses unless a DOT or Underwriters Laboratories approved container is used.
- Do not transport un-secured cargo, and check secured cargo regularly during transport.
- Use of burning flares is discouraged, preferred method being reflective triangles or pylons.
- Do not assist disabled motor vehicles or accident victims beyond your capabilities. The driver is encouraged to provide the care they are trained for, and to call the proper authorities.

Company and Personal Property

Employees are responsible for company property such as computers, work papers and other equipment assigned to them. The City of Melfort is not responsible for, nor will it reimburse employees for lost, stolen or damaged personal property.

8.3 Vehicle Incidents

All vehicle incident shall be reported to the proper authorities, SGI, your manager/ supervisor as soon as the employee is safe and able to do so. The investigation into the incident shall follow the Incident Investigation element of the HSEMS system. All vehicle incidents shall be done on the long form incident report.

Employee Accident Incident Reporting procedure:

1. Call for medical attention if anyone is hurt.
2. If possible, move the vehicle to a safe location out of the way of traffic.
3. Secure the names and addresses of drivers and occupants of any vehicles involved.
4. Secure the insurance policy, licence plate, drivers licence number, name and address of the operator of any vehicles involved.
5. Do not discuss fault, or sign any documentation, except with the City of Melfort.
6. Immediately notify your supervisor/manager.
7. Do not have the vehicle repaired until you have authorisation from your supervisor/manager.

Where there is theft or damage to your vehicle:

1. Damage to the vehicle shall be reported to SGI, and local police as soon as possible.
2. Immediately notify your supervisor/manager.
3. Do not have the vehicle repaired until you receive authorisation from your supervisor/manager.
4. Send a copy of the police report along with a relevant information to you supervisor/manager.

Vehicle Maintenance

Proper selection and maintenance of equipment are important. These choices can help reduced incidents, injury, and costs from vehicle and equipment. A well implemented vehicle maintenance program is and worker participation are the biggest factors in this.

Preventive Maintenance:

This is performed on a mileage and time basis. This is typically oil/filter changes, lubrication, tightening belts, engine tune ups, brake work, tire rotation, hose inspection, radiator maintenance and similar.

Demand Maintenance:

Is only performed when the need arises. Some vehicle parts are replaced when they fail, such as light bulbs, window glass, wiring, air lines, etc. These are also components that are replaced when found on inspection to be injured or in disrepair, such as tires, UV joints, bushings, batteries etc. Since these situations are identified through periodic vehicle inspection, they can be classified within the preventative maintenance program.

Emergency Maintenance:

Involves a vehicle breakdown while in use or transit. These situations often occur when the PM program is not utilized, or something is missed. These can be avoided by following the PM program and hold the largest risk for users.

8.4.1 Circle Check

Circle checks on all pieces of mobile equipment are necessary to ensure the unit is safe to operate both from the personnel standpoint and from the equipment standpoint; that is, all fluids must be at the correct level and all components must be intact.

- Vehicles are to be inspected the first shift of each week and documented, with a circle check to be completed before each shift.
- All repairs to vehicles must be completed by a qualified person and noted on the inspections checklist.

Check for personnel in the cab area and around the equipment.
Before the operator commences the pre-start checks, the operator should check the cab area for other operators and others who may be working around the equipment.

Visual check
The operator should walk completely around the equipment looking underneath the equipment, in the engine compartment, and in the cab.

Front Tires
Conduct the following checks on the front tires:

- Visually check the tires for deep cuts, separations and embedded rocks, nails, or any other foreign material.
- Check for tire bulges at the road surfaces which indicate low air pressure.
- Check the rims for cracks and breaks.
- Check the valve stems for wear and cuts.

Fluid Levels
Check all the fluid levels at the beginning of the shift with the equipment on level ground. Refer to the manufacturer's requirements to ensure the proper procedure is followed.
If the fluid level is low, notify your supervisor. Do not operate the equipment until the appropriate fluid level is brought up to operational level.

Fluid Leaks
Look for fluid leaks while checking the fluid levels. It is possible that fluid lines or gaskets are leaking.
Make a visual check to see if fluid is running down the side of the engine block or any other areas while the engine is running.

Fan Belts, Blower Belts, Alternator Belt etc.
Check that all belts are in place, tight, and in good condition.

Lights
Turn on all equipment lights to verify that they are working properly (applies to headlights, clearance lights, turn signal, brake, and back-up lights).
All faulty lights will be replaced prior to using equipment.

Glass
Check that the windshield, windows and mirrors are clean and free of cracks.

Wheel Chocks
Ensure that the truck is equipped with two-wheel chocks mounted in a readily-accessible place.

Seat Belts
Check that the truck has seat belts. It is important that the operator should use them.

Fire Extinguishers
Every piece of equipment must be equipped with adequate fire extinguishers in good condition. Faulty fire extinguishers must be replaced immediately.

Back Up Alarm
Check that the backup alarm is working correctly.

8.5 Weekly Vehicle Checklist

Date: ____/____/_____ Time: ____: ____ AM [__] PM [__]

Car Owner's Name: _____

Vehicle Make: _____Model: _____ Year: _____

Odometer Reading: _____

Please check any item that needs attention and then include additional details under the comments section below.

Start the engine and test the following:

Unusual Noises:		
Noises	OK [__]	Needs Attention [__]
Gauges:		
Fuel	OK [__]	Needs Attention [__]
Temperature	OK [__]	Needs Attention [__]
Dashboard Warning Light	OK [__]	Needs Attention [__]
Lights:		
Headlights	OK [__]	Needs Attention [__]
Break Lights	OK [__]	Needs Attention [__]
Turn Signals	OK [__]	Needs Attention [__]
Hazard Lights	OK [__]	Needs Attention [__]
Other:		
Wipers	OK [__]	Needs Attention [__]

Fans	OK [__]	Needs Attention [__]
Breaks	OK [__]	Needs Attention [__]
Parking Break	OK [__]	Needs Attention [__]
Mirrors	OK [__]	Needs Attention [__]
Horn	OK [__]	Needs Attention [__]
Exhaust	OK [__]	Needs Attention [__]
Tires:		
Proper Inflation	OK [__]	Needs Attention [__]
Adequate Tread	OK [__]	Needs Attention [__]
Spare Inflated	OK [__]	Needs Attention [__]
Leaks:		
Oil	OK [__]	Needs Attention [__]
Other	OK [__]	Needs Attention [__]
Safety Equipment:		
Extinguisher	OK [__]	Needs Attention [__]
First Aid Kit	OK [__]	Needs Attention [__]
Flares	OK [__]	Needs Attention [__]
Spare Bulbs	OK [__]	Needs Attention [__]
GPS	OK [__]	Needs Attention [__]
Seat Belts	OK [__]	Needs Attention [__]

Comments:

_____

_____

_____

Condition of Vehicle Following the Inspection:

[__] Acceptable: The vehicle may be driven without further inspection.

[__] Requires Attention: The vehicle may be driven and it should be serviced in the next week.

[__] Requires Immediate Attention: The vehicle should not be driven until it has been serviced.

_____

Driver's Signature

_____

Inspector's Signature

Repairs Made by a qualified person?

☐ Yes ☐ No Person Name _____. Position (ex. Mechanic) _____

City of Melfort HSEMS

Section 7 - Inspection and Audit

1. Purpose

To ensure that The City of Melfort worksites and safety programs are in use and effective.

2. Scope

This affects all City of Melfort workers, site visitors, contractors and owners on all worksite.

3. Responsibilities

All workers directly or indirectly employed by The City of Melfort must be aware of our Health and Safety Manual and its contents.

3.1 City Manager

- Conduct one monthly formal inspection of a worksite.
- Conduct one monthly formal inspection of the office and workshop.
- Participate in the yearly COR Audit process.

3.2 Managers

- Ensure employees are properly trained in the inspection and audit process.
- Complete one monthly formal inspection of the worksite.
- Complete one monthly formal inspection of the office and workshop.
- Participate in the COR audit process.
- Review site inspection and corrective action for trends.
- Provide inspection training to all workers and supervisors.

3.3 Supervisors/Foreman/Crew Leaders

- Conduct one weekly formal inspection of the worksite they are supervising. If there is more than one worksite, one must be completed for each site.
- Conduct daily informal inspections of the worksite(s).
- Review all site inspections and corrective actions.
- Look for and report on trends to management.
- Complete corrective action plans for their jobsites when needed.

3.4 Workers

- Participate in inspection when requested.

- Participate in external and internal auditing processes such as COR and ISN.

3.5 Suppliers and Contractors

- Submit one inspection per week, per site that they are on.
- Participate in the COR audit process when needed.

4. Reference

- Saskatchewan Construction Safety Association
- Saskatchewan Workplace Safety
- Saskatchewan employment Act, 2013
- Occupational health and Safety Regulations, 1996

5. Legislation

General Duties
Inspection of place of employment
28(1) An employer, contractor or owner shall enable members of a committee or a representative to inspect a place of employment at reasonable intervals determined by the committee or the representative and employer.
(2) On written notice by the committee or the representative of an unsafe condition or a contravention of the Act or any regulations made pursuant to the Act, the employer, contractor or owner shall:
(a) take immediate steps to protect the health and safety of any worker who may be at risk until the unsafe condition is corrected or the contravention is remedied; (b) as soon as possible, take suitable actions to correct the unsafe condition or remedy the contravention; and (c) inform the committee or the representative in writing of: (i) the actions that the employer, contractor or owner has taken or will take pursuant to clause (b); or (ii) if the employer, contractor or owner has not taken any actions pursuant to clause (b), the employer's, contractor's or owner's reasons for not taking action.
4 Oct 96 c)-1.1 Reg 1 s28.

6. Glossary of Terms

Informal Inspection: an unorganized and non-recorded event of walking the worksite to look for hazards.

Formal Inspection: an organized examination or evaluation exercise. The City of Melfort notes this as the act of formally walking and inspecting their worksites and recording these actions.

Audit: an official inspection of an organizations accounts, typically by an independent body.

COR or Certificate of Recognition Certificate of Recognition: *an occupational health and safety program designation verifying that a company has a fully-implemented health and safety program that meets national standards.*
COR is the national standard in safety recognition in the safety industry and its objective is to reduce incidents and their associated human and financial costs. COR certification is now frequently required as a pre-qualification and/or condition of contract by public and private buyers of construction across Canada. A significant number of industry-leading Saskatchewan companies are COR certified. -SCSA

7. Inspections

When conducting a workplace inspection, all aspects of the workplace must be examined. The following is an example of areas to observe and consider:

Equipment and tools

- Are the right equipment and tools used for the work?
- Are equipment and tools used to standards?
- Are more modern, safer equipment and tools available?
- What is the condition of the equipment and tools being used?
- Are equipment guards kept in place and well maintained?
- Are maintenance logs being used to record regularly scheduled maintenance?
- Is the maintenance program enforced, is it keeping equipment and tools up to standards?
- Do operators know correct troubleshooting, repair and maintenance procedures?
- Are lockout and work permit systems in place where needed?
- Are workers (especially new hires) aware of the hazards of their tools and equipment?

Materials

- Are loads heavy or awkward to handle?
- Could loads be redesigned or repackaged for easier handling?
- Is equipment used to handle heavy loads?
- Are workers trained to lift safely?
- Are enough people available to handle loads?
- Are there any other hazards involved in material handling (i.e. cuts, abrasions and slivers)?
- Are work procedures, training standards and equipment in place to control these hazards?
- Can the work areas, workstations, workflow, tools or equipment be re-arranged or redesigned to control any or all the hazards that might be present?

First Aid

- What is your first aid plan?
- Does it meet the Occupational Health and Safety Regulations, 1996, sections 50-63?
- Are workers aware of what to do if they need first aid?
- Is the first aid kit kept well stocked with fresh supplies?
- Is the first aid journal inspected regularly to see what types of injury are being recorded?
- Do you know how to get injured workers to medical attention safely?
- Is there an alternate plan if this does not work?
- Have your plans been tested?
- Is first aid/cardiopulmonary resuscitation (CPR) training provided? Are certificates kept current?

Personal Protective Equipment (PPE) Is proper equipment available?

- What type(s) of PPE is required?
- Is enough PPE readily available?
- Are workers trained in the use of P PE?
- Is there a cleaning and maintenance program for PPE?
- Are workers given time to clean and maintain their PPE after use?

Workplace Environment

Atmosphere

- Are any chemical or other contaminates present (e.g., dusts)?
- Is the general ventilation sufficient?
- Is local exhaust ventilation required?
- Is the ventilation equipment working to capacity?
- Is it maintained to standards?
- Do exhausted pollutants re-enter work space?

Lighting

- Are lighting levels up to standards?
- Is eyestrain a problem?
- Are reflections and other eyestrain hazards controlled?
- Are explosion proof fixtures required?
- Are emergency exits well-lit and identified?

Noise

- Do you know what the noise levels are in your workplace?
- Are noise levels above 85 dBA posted?
- Are engineering controls in place?
- Are hearing protective devices necessary?
- Are the employees involved in the selection of hearing protectors?
- Do workers have a choice of protectors?
- Are ear protectors effective enough to reduce noise entering the inner ear to no more than 85 dBA?
- Are workers trained to use hearing protection properly?

Thermal Stress (Heat and Cold)

- Is it too hot or too cold anywhere in your workplace?
- Has the air temperature, humidity, radiant heat and air movement been monitored?
- Are control measures sufficient?
- Do workers know how to recognize heat stress and hypothermia?

Musculoskeletal Injuries

Does the work involve:

- Repetitive motions?
- Forceful exertions?
- Vibration?
- Mechanical compression?
- Sustained or awkward postures?
- Limitations on motion or action?
- Other ergonomic stressors?

Environment

- What are the elements in the workplace and what is the potential for hazards?
- Are exits blocked?
- Are aisles clear?
- Are walkways, ramps, docks, parking lots, roadways, etc., safe?
- State of the building?
- Weather conditions?
- What is the work environment like — illumination, dust, fumes and vapours, work area design, light, hot and cold conditions, etc.?

Work Practices and Procedures

- Are workers trained in safe work practices?
- Are workers following standard procedures?
- Is there proper use of tools, equipment and PPE available to workers?
- Is the orientation and training (both job specific and safety related) enabling workers to control hazards?
- Are workers and supervisors following the safe work practices and written procedures that they have been taught?
- Is training kept current?

Chemicals

- Are chemicals stored properly?
- Are Workplace Hazardous Material Information System (WHMIS) standards applied?
- Are material safety data sheets (MSDS/SDS) up to date?
- Have workers received training?
- Could safer chemicals be used?

Emergency Plans

- Is there a fire escape plan?
- Are first aid kits and other first aid devices regularly stocked?
- Is emergency equipment maintained?
- Are there sufficient fire protection and emergency response devices, such as fire extinguishers and water supplies?
- Have you listed the types of disasters that might happen (e.g., fires and chemical spills)?
- Is there a written procedure to deal with emergencies?
- Does everyone know what to do? Have plans been tested?

Site inspection Form

Location:		**Date & Time:**	
Company:		**Inspector(s):**	

Item #	Hazard Class	Location	Hazard Observed/Recommendation Given	Substandard Action	Substandard Condition	Corrective Actions		
						Action Taken	Responsibility	Completion Date

Risk Category	Definition	Level of Investigation
Critical	Class “A” Incident. Likely to cause permanent disability, loss of life or body part, extensive loss of structure, equipment or material.	Manager, Supervisor and OHC committee member. Incident Long Form needed.
Serious	Class “B” Likely to cause permanent disability, loss of life or body part, extensive loss of structure, equipment or material.	Supervisor, employee and OHC committee member. Incident Long Form needed.
Minimal	Class “C” Incident. Serious injury or illness, resulting in temporary disability or property damage that is disruptive but not extensive.	Investigation by Supervisor Incident short form must be completed.

Inspection Suggested Checklist		
Site Access	Protective Equipment	Guardrails
Ladders	Containment Area	Fire protection
Asbestos Process	SWP	Operational Procedures
Fire Protection	E.R.P.	First Aid Equipment
Public Protection	Housekeeping	Fall Protection
Scaffolds	Power Tools, Equipment	LOTO
Extension Cords	Gas Cylinders	Worker Education
Traffic Control	Welding	PPE
Temporary Power Supply	Signage	Material Storage/Laydown
Trenches/Excavation	Confined Space	Control Plan

Comments:

8. Government Inspections and Audits

Inspections from Regulatory bodies are to be welcomed and expected, and The City of Melfort shall permit any such inspections, without obstruction, provided they have the appropriate authorization and identification.

All workers must inform their supervisor immediately of the inspection, and the appropriate Health and Safety personal should assist the inspector as needed.

Inspectors shall wear the appropriate PPE and sign on to the hazard assessment specific to the area or task. Their safety is our responsibility.

Once the inspectors have completed their task, a meeting of all appropriate parties shall ensue to understand and address any concerns raised during the inspection.

Managers are responsible for implementing any corrective actions that are required based on the inspection, and these must be completed as soon as reasonably practicable.

No information given by the inspectors shall be posted or discussed until reviewed by the managers, Occupational Health and Safety Committee, and other appropriate parties.

9. Audits

9.1 External COR auditing

The City of Melfort follows the HCSA COR Audit process and shall complete the audits as prescribed.

9.2 Internal Audit for Continual Improvement.

This tool is designed to create a snap-shot of how the HSEMS is being used and implemented both by city workers and by projects that the city is involved in. This is not designed to replace the yearly COR audit but to ensure that The City of Melfort is utilizing its HSEMS and meeting its goals.

9.2.1 City of Melfort HSEMS System

This is to be completed every six months by the City of Melfort Health and Safety representatives(s) to ensure compliance. Findings from this audit shall be discussed with the OHC and Management in order to create effective change and continual improvement.

9.2.2 External Projects

This is to be completed within the first month and then every six months thereafter:

9.2.3 Minor Projects or projects run internally

This is to be used to ensure document control process is in place.

Lead Auditor:	Audit Dates:
Audit Team Members:	
Date of Last audit:	Last Lead Auditor:

1. Leadership	Notes	Pass/Fail
Are policies signed and up to date?		
Are policies posted?		
Are workers aware of policies?		

2. Hazard I.D and Controls	Notes	Pass/Fail
2.1 Are the workers completing their FLRA		
2.2 Is there evidence the JSA/JHA's are being used and understood?		
2.3 Hazard I.D and Control lists are in place?		
2.4 Fall protection Program in place?		
2.5 Fall protection Task plans?		
2.6 MSDS Present? Available?		

3.Project Basics:	Notes	Pass/Fail
3.1 Is the PHA complete?		
3.2 Are the PHA Controls in place?		
3.3 Do all workers have a current city orientation?		
3.4 Do all workers have a site orientation if required?		

3.5 Does the site have a posted emergency contact list?		
3.6 Are the appropriate PPE signs in place?		

4. Safe work practices and Procedures	Notes	Pass/Fail
4.1 Do the practices reflect the task?		
4.2 Do the procedures reflect the task?		
4.3 Are workers following the SWP/ Procedures?		

5. Operational Procedures	Notes:	Pass/Fail
5.1 Are O.P being utilized?		
5.2 Are workers aware of O.P?		
5.3 Are workers following O.P?		

6. PPE	Notes	Pass/Fail
6.1 Evidence workers are using appropriate PPE?		
6.2 Evidence PPE is being regularly inspected?		
6.3 Is PPE being supplied?		
6.4 Machine Guarding in place?		

7. Preventative Maintenance	Notes	Pass/Fail
7.1 Is GORY being followed?		
7.2 Engineered reports for hoisting equipment? Cranes?		

7.3 Is there a site delivery plan? (project only)		
7.4 Are operators trained and signed off on?		
7.5 Are daily equipment checks being done?		
7.5 Is equipment being repaired?		

8. Inspections and Audits	Notes	Pass/Fail
8.1 Are regular worksite Inspections taking place?		
8.2 Are workers taking part in Inspections?		
8.3 Are management/supervisors participating in Inspections?		
8.4 Are corrective actions being done?		
8.5 Does the OHC participate in Inspections?		
9. Incident Investigations	**Notes**	**Pass/Fail**
9.1 Is their evidence that incidents are being reported?		
9.2 Is there evidence that incidents are being investigated?		
9.3 Are the investigations presenting accurate root causes and corrective actions?		
9.4 Are the corrective actions being followed?		
9.5 Are the incidents being reported within the time frame to the U of S?		
9.6 Is the Class A protocol being followed?		

9.7 Is their evidence of disciplinary actions when required?		

10. Training	Notes	Pass/Fail
10.1 Are the workers trained for their tasks?		
10.2 Are the supervisors trained?		
10.3 Are training records on site and accurate?		
10.4 Are the supervisors trained in workplace inspections and health and safety responsibilities?		
10.5 Are tailgates/Safety meetings occurring regularly?		
10.6 Are safety meetings relevant?		
10.7 Does Management participate in Safety meetings?		

11. Emergency Preparedness	Notes	Pass/Fail
11.1 Are the First Aid Attendants Posted?		
11.2 Current Evacuation Drill Complete		
11.3 Date of Last Drill?		
11.4 All emergency Exits Marked?		
11.5 Are workers aware of muster points?		
11.6 Is there a first aid kit present?		
11.7 Are there Fire Ext. present? Are they tagged and inspected?		
11.8 Are Exists kept Clear?		

12. Injury Management	Notes	Pass/Fail
12.1 WCB Records being kept?		
12.2 Is their evidence that the back to work program is being utilized?		
12.3 Are workers aware of RTW program?		

13. Sub-Contractor Management	Notes	Pass/Fail
13.1 Have all sub trades signed off on acknowledgement forms.		
13.2 Has the City received copies of all H&S manuals of trade's onsite?		
13.3 Are the trades submitting the monthly required inspections?		
13.4 Are the corrective actions being followed?		
13.5 Is there evidence that the prime is in control of the site trades?		
13.6 Are there site meetings?		
13.7 Are site Safety Meetings? Are they posted?		
13.8 Have contractors received City orientated?		

14. Office Safety	Notes	Pass/Fail
14.1 Are office staff following HSEMS?		
14.2 Are office staff participating in safety meetings?		
14.3 Are ergonomic issues being addressed?		

15. Specialty	Notes	Pass/Fail
15.1 Steel Erection Plan?		
15.2 Site Trends projected		
15.3 Are OH&S meetings occurring?		
15.4 Are the OHS minutes kept and posted?		
15.5 Is there Coram at the OHC meetings?		

16. Site Physical Conditions	Notes	Pass/Fail
16.1 Lunch Room Conditions?		
16.2 Lighting Levels sufficient?		
16.3 Is housekeeping being done?		

9.3 Project Safety Audit

Monthly Project Health and Safety Audit Form. To be completed by Prime Contractor P.M and submitted monthly to project safety representative.

Incident Reporting

Type of Injury.	Prime Contractor	Sub-Trades	City Trades
First Aid			
Medical Aid			
# of workers on modified work duty			
Modified Work Days			
Lost Time injuries			
Near Miss			
Equipment Incident			
Dangerous Occurrences			

Safety Program

# of PSI/FLRA	Prime Contractor	Sub-Trades	City Trades	Other
# of Inspections				
# of Investigations				
# of Discipline actions				

Hours

Prime Contractor Man Hours	Prime	Sub-Trades	City Trader	Other
Sub Trade Man Hours				
City Trade Hours				
Specialty				

Project Sign off:

Role	**Name**	**Signature:**
Project Manager External		
Project Manager Internal		
Project Health and Safety		
Project Superintendent		

City of Melfort HSEMS

Section 9 - Investigation and Reporting

1. Purpose

The City of Melfort feel that every incident is the result of a combination of causes. The objective of an investigation is to identify and prevent reoccurrences of the incident. All incidents are to be investigated but do not need to be investigated in equal depth.

2. Scope

This shall apply to all City of Melfort employees, visitors and all trade contractors who work for The City of Melfort and/or complete work on sites run by The City of Melfort.

3. Responsibilities

All workers directly or indirectly employed by The City of Melfort must be aware of and adhere to our Health and Safety Manual and its contents.

3.1 City Manager

- Ensure that the infrastructure, management systems, training, resources, and activities required by the overall safety program are in place.
- Responsible to ensure that expectations for safety, health, personal security and environmental issues are communicated.
- Ensure full compliance of regulatory requirements.
- Notify Occupational Health and Safety of all reportable concerns.
- Inform next of kin in the event of a fatality or serious injury.
- Review and sign-off on all investigations.

3.2 Managers

- Have knowledge of the processes and procedures of investigation and all applicable legislation.
- Ensure that workers are trained in the correct reporting procedures.
- Lead investigations, assisted by the OHC chairs or designates when required.
- Investigate and follow up on all incidents of significance and review all minor incidents.
- Implement or ensure the implementation of corrective actions formed from investigations.
- Ensure that the incidents, investigations and findings are communicated to the workers.

3.4 Supervisors/Foreman/Crew Leaders

- Have knowledge of the processes and procedures of investigation and all applicable legislation.
- Ensure that workers are trained in the correct reporting procedures.

- Lead investigations, assisted by the OHC chairs or designates when required.
- Investigate and follow up on all incidents of significance and review all minor incidents.
- Implement or ensure the implementation of corrective actions formed from investigations.
- Ensure that the incidents, investigations and findings are communicated to the workers.

3.5 Workers

- Report all incidents immediately to their supervisor.
- Participate in the investigation of the incidents they are directly or indirectly involved in.
- Follow all safe work practices and operational procedures.

3.6 Suppliers and Contractors

- Conduct themselves in a safe manner and co-operate with The City of Melfort management, supervisors and employees.
- Responsible for following industry practices and the Saskatchewan Employment Act.
- Supply their own PPE and follow all site rules regarding but not limited to PPE.
- To participate in the investigation of the incidents they are directly or indirectly involved in.

3.7 Occupational Health Committee and its members

- Assist in the investigation of every accident and dangerous occurrence as outlined in the legislation.
- Review all accident/incident investigation reports.
- Communicate investigation findings to the workers.

4. Reference

- Saskatchewan regulations 1996
- Saskatchewan Employment Act, 2013
- WorkSafeBC
- Canadian Center for Occupational Health and Safety

5. Legislation

Accidents causing serious bodily injury

8(1) An employer or contractor shall give notice to the division as soon as is reasonably possible of every accident at a place of employment that:

(a) *causes or may cause the death of a worker; or*

(b) *will require a worker to be admitted to a hospital as an in-patient for a period of 72 hours or more.*

(2) *The notice required by subsection (1) must include:*

(a) *the name of each injured or deceased worker; (b) the name of the employer of each injured or deceased worker;*

(c) the date, time and location of the accident; (d) the circumstances related to the accident; (e) the apparent injuries; and

(f) the name, telephone number and fax number of the employer or contractor or a person designated by the employer or contractor to be contacted for additional information.

(3) *An employer or contractor shall provide each co-chairperson or the representative with a copy of the notice required by subsection (1).*

4 Oct 96 co-I. 1 Reg 1 s8.

Dangerous occurrences

9(1) In this section, "dangerous occurrence" means any occurrence that does not result in, but could have resulted in, a condition or circumstance set out in subsection 8(1), and includes:

(a) *the structural failure or collapse of:*

(i) *a structure, scaffold, temporary falsework or concrete formwork; or*

(ii) *all or any part of an excavated shaft, tunnel, caisson, coffer dam, trench or excavation;*

(b) *the failure of a crane or hoist or the overturning of a crane or unit of powered mobile equipment;*

(c) *an accidental contact with an energized electrical conductor;*

(d) *the bursting of a grinding wheel; (e) an uncontrolled spill or escape of a toxic, corrosive or explosive substance;*

(f) *a premature detonation or accidental detonation of explosives;*

(g) *the failure of an elevated or suspended platform; and*

(h) *the failure of an atmosphere-supplying respirator.*

(2) *An employer, contractor or owner shall give notice to the division as soon as is reasonably possible of any dangerous occurrence that takes place at a place of employment, whether or not a worker sustains injury.*

(3) *A notice required by subsection (2) must include:*

(a) *the name of each employer, contractor and owner at the place of employment;*

(b) *the date, time and location of the dangerous occurrence;*

(c) *the circumstances related to the dangerous occurrence; and*

(d) *the name, telephone number and fax number of the employer, contractor or owner or a person designated by the employer, contractor or owner to be contacted for additional information.*

(4) *An employer, contractor or owner shall provide each co-chairperson or the representative with a copy of the notice required by subsection (2).*

4 Oct 96 co-I. 1 Reg 1 s9.

Report re injuries

11 On the minister's request, an employer shall provide to the division, or to any other agency that may be designated by the minister, a report setting out details of all person-hours worked and all work-related injuries during the preceding year.

4 Oct 96 co-I. 1 Reg 1

6. Glossary of Terms

Accident: an event that results in unintended harm to people, damage to equipment or property, or loss to process or product.

Dangerous Occurrence "any occurrence that does not result in, but could have resulted in, a condition or circumstance set out in subsection " *4 OCT C) 1 Reg 9*

Direct cause (of an accident): the unsafe act or condition that immediately precedes the accident.

First Aid: any injury which occurs at work, but does not require treatment by medical personnel and does not result in lost time — this includes injuries where no first aid treatment is required, such as a muscle strain or a bruise; record the circumstances of the injury any first aid supplies used on the sheet on the clipboard by the first aid kit even if it's just a band-aid.

IDLH: Immediately Dangerous to Life or Health (IDLH): "a condition in which a hazardous atmosphere exists to such an extent that a worker who is not using an approved respiratory protective device will suffer escape-impairing or irreversible health effects if the worker does not leave the hazardous atmosphere within 30 minutes incident: can mean an accident, dangerous occurrence, or other mishap. *4 OCT C) 1 Reg 2 (1)(ii)*

Injury: any disease and any impairment of the physical or mental condition of a person" *4 OCT C) 1 Reg 2 (1)(2)*

Incident: a near miss occurrence that does not result in, but could have resulted in injury, damage or loss.

Investigation: a workplace incident results in an injury, or could have caused a serious injury, employers have certain responsibilities. Incident investigations help identify root causes and hazards, while finding ways to prevent similar incidents from happening in the future (WorkSafeBC)

Indirect cause (of an accident): any factor which may have contributed to the direct cause of an accident.

Lost Time Injury: an injury that occurs at work, is treated by medical personnel and involves lost work days beyond the day of the injury.

Medical Aid: an injury which occurs at work and requires treatment by medical personnel, but results in no lost time beyond the day of the injury.

Near Miss: an unexpected event which resulted in no damage, injury or financial loss, but which could have under slightly different circumstances. (Example: a tool falls from an area above where a worker is working and lands 1m away from him. There was no damage, injury, or financial loss. However, if the worker had been standing where the tool had fallen, it could have resulted in an injury, or even a fatality.

Risk Matrix: a risk matrix adopted by The City of Melfort to ensure consistency when classifying hazards and incidents. This is used to determine risk.

7. Incident reporting and investigation

7.1 Reporting Requirements

The City of Melfort requires all incidents, accidents and near misses to be reported as soon as possible. Use the Risk Matrix adopted by The City of Melfort to choose the correct reporting and investigating procedures.

Whenever there is an incident or accident in the workplace, an investigation should be conducted to identify the underlying cause(s) of the event. More time and energy should be spent investigating those situations that have the highest potential for injury or property damage if they were to happen again, but do not minimize the importance of situations that seem to be less serious, especially if they happen more than once.

All managers, supervisors and owners shall receive training from The City of Melfort on incident investigation.

Every investigation should produce the following results:

- accurate, unbiased descriptions of exactly what happened,
- a determination of the immediate cause, and also of the underlying or contributing causes,
- an analysis of associated costs (where required),
- corrective action that reduces the probability of a recurrence,
- a positive effect on worker morale.

7.2 Risks Classification Table

Risk Matrix

Likelihood of Incident	Insignificant	Minor	Moderate	Major	Catastrophic
Almost Certain	High	High	Extreme	Extreme	Extreme
Likely	Moderate	High	High	Extreme	Extreme
Possible	Low	Moderate	High	Extreme	Extreme
Unlikely	Low	Low	Moderate	High	Extreme
Rare	Low	Low	Moderate	High	High

Risk Category	**Definition**	**Level of Investigation**
Critical	Class "A" Incident: Likely to cause permanent disability, loss of life or body part, extensive loss of structure, equipment or material.	Manager, Supervisor and OHC committee member. Incident Long Form needed.
Serious	Class "B" Incident: Likely to cause permanent disability, loss of life or body part, extensive loss of structure, equipment or material.	Supervisor, employee and OHC committee member. Incident Long Form needed.
Minimal	Class "C" Incident: Serious injury or illness, resulting in temporary disability or property damage that is disruptive but not extensive.	Investigation by Supervisor Incident short form must be completed.

Class A and B incidents must be reported immediately, and investigation must begin within 3 hours. All investigations must be fully completed within 72 hours.

The first step is to clearly identify a credible consequence that could occur as a result of the hazard / issue. Then determine the likelihood of the consequence you identified for the hazard / issue occurring. The intersection of the consequence and likelihood on the risk matrix gives you a risk rating.

7.3 Steps involved in investigating an incident

- Provide First Aid or Call 911 if needed first. Your number one priority is the safety and well being of yourself and your co-workers.
- Report the occurrence to your supervisor or manager on site.
- Investigate the incident.
- Use the Risk Matrix to decide if you need the long investigation form or short investigation form.
- Identify the causes.
- Report the findings to both Management and the Workers.
- Develop a plan for corrective action.
- Implement the plan.
- Evaluate the effectiveness of the corrective action.
- Make changes for continuous improvement.
- Present report to the Government officials if required.

7.4 Guideline Questions for Incident Investigation.

Task

- Was a safe work procedure being used?
- Had conditions changed to make the normal procedure unsafe?
- Were appropriate tools and materials available?
- Were they used?
- Were safety devices working properly?
- Were lockout and/or tag-out procedures used when necessary

Material

- Was there an equipment failure?
- If so, what caused it to fail?
- Was the machinery poorly designed?
- Were hazardous substances involved?
- Were they clearly identified?
- Was a less hazardous alternative substance available?
- Was the raw material unsafe in some way?
- Was personal protective equipment called for? If so, was it used?

Environment (at the specific time of the incident):

- What were the weather conditions?
- Was poor housekeeping a problem?
- Was it too hot or too cold?
- Was noise a problem?
- Was there adequate light?
- Were toxic gases, dusts or fumes present?

Personnel:

- Were workers experienced in what they were doing?
- Had they been adequately trained?
- Were they physically capable?
- What was the status of their health?
- Were they tired?
- Were they under stress (personal and/or work-related)?

Management:

- Were safety rules in effect?
- Were they being enforced?
- Was adequate supervision given?
- Had hazards been previously identified? If so, had procedures been developed to overcome them?
- Were unsafe conditions corrected?
- Was regular maintenance of equipment carried out?
- Were regular safety inspections carried out?

7.5 Root Cause Determination

Seldom if ever is there only a single cause. The goal is to root out the underlying causes of incidents.

- Was the worker distracted? If yes, why was the worker distracted?
- Was a safe work procedure present? Being followed? If no, why not?
- Were safety devices in order? If not, why not?
- Was the worker trained? If not, why not?
- Was the worker using the correct tool? If not, why not?

7.6 Corrective Actions

- Check each conclusion to ensure that it is supported by the evidence.
- Make sure your recommendations are supported by the evidence.
- Be specific.
- Be constructive.
- Identify all root causes.
- Identify contributing factors.
- Ensure the corrective action is attainable, realistic and understandable.

7.7 TIPS for Investigations

- Your root cause analysis is only as good as the information you collect.
- Your knowledge (or lack of it) can get in the way of a good root cause analysis.
- You have to understand what happened before you can understand why it happened.
- Interviews are not about asking questions but rather listening to the answers.
- You cannot solve all human performance problems with discipline, training and procedures.
- Often, people cannot see effective corrective actions even if they find the root cause.
- All investigations DO NOT need to be created equal, but some investigation steps CANNOT be left out.

8. Forms

8.1 Incident Investigation Long Form

1. Employers information

Employers Name:	Legal Name if Different:
Employers Address:	City:
Province:	Postal Code:
Employers Representatives Name:	
Phone Number:	Email:

2. Injured/Involved Person(s) Information

Last Name	First Name	Job Title

3. Place, Date and time of Incident

Location:	City:
Province:	Site/Project Name:
Date of Incident:	Time of Incident:
Temperature:	Wind Direction:

4. Type of Occurrence

☐Fatality	☐Dangerous Occurrence
☐Serious Injury to Worker	☐Vehicle Incident
☐Major Release of Hazardous Material	☐Minor Release of Hazardous Material
☐Blasting Incident	☐Demolition Incident
☐Minor Injury but High risk	☐Injury requiring medical treatment beyond first aid
☐ Tools Equipment	☐Property/Equipment Damage

5. Report Information

☐Preliminary Investigation Report	☐Full Investigation Report
☐Corrective Actions Included	☐Report Date:
☐Investigators Name	☐Witness Statement(s) Included
☐Pictures Included	☐Physical Evidence Included

6. Equipment/Property Damage Section

Type of Equipment Damaged:	Estimated Cost:
Has equipment been tested or repaired before being placed back in service? ☐Yes ☐No	
Is Third party verification equipment is in working condition ☐Yes ☐No ☐N/A	
Has the equipment been permanently removed from service? ☐Yes ☐No	

7. Witness

Last Name	First Name	Job Title

8. Other persons whose presence might be necessary for proper investigation

Last Name	First Name	Job Title

9. Substandard acts, conditions or procedures that significantly contributed to the incident:

Describe anything present or missing that contributed to the hazard, such as poor housekeeping, poor roads, using improper or unchecked equipment, or lack or procedures. **Filled out by involved person(s).**

10. Sequence of events (filled out by involved person(s))

Describe events leading up to and including event.

11. Incident findings/ sequence of events found by investigator(s)

Investigators comments on the sequence of events. Include in this area they reason why this incident may have occurred.

12. Determination of causes of the event(s)

13. Corrective actions identified and taken to prevent similar incidents

Action	Assigned To	Expected Completion Date	Completion Date
1.			
2.			
3.			
4.			
5.			

14. Comments concerning the report, if any.

Add here any concerns, missing information. **Investigator or management comments only.**

15. Persons who were part of the investigation team

Representative	Name	Job Title	Signature	Date Signed
Employer Representative				
Worker Representative				
Other				
Other				

16. Signatures and Signoffs

Lead Investigator: _____

Manager: _____

Worker: _____

Occupational Health Committee:

Member One: _____

Member Two: _____

8.2 Incident Investigation Short Form

This Form is to be used for First Aid, Near Misses and Minor Incidents.

1. Employer's information

Employers Name:	Date and time of Incident:	
Place of Incident:	☐ First Aid	☐ Near Miss
Project Name:		
Project Supervisors Name:		

2. Injured/involved person(s) information

Last Name	First Name	Job Title

3. Nature of injury or near-miss reported: description of incident

4. Witness

Last Name	First Name	Job Title

5. Recommendations for corrective actions

Corrective Actions Taken ☐Yes ☐ No	
Pictures Attached ☐Yes ☐ No	Witness statements attached ☐Yes ☐ No

Signatures: Worker: _____ Manager/Supervisor: _____

Date: _____

8.3 Witness Statement

Witness Statement:

Date and time statement was written: _____

Name of person giving statement: _____

Name of person taking statement: _____

This Statement is regarding (who/what): _____

Details (please be specific and descriptive):

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

I declare that the statement above, which I gave to _____ has been read to (by) me.

I understand the contents of this statement and I declare that it truly and correctly records the information given by me.

Witness Phone Number: _____

Witness Signature: _____

8.4 First Aid Treatment Form

General information:

Name:	Occupation:
Date of Injury or illness:	Time of Incident:
Reported on:	Reported Too:

Description of the injury, exposure or illness

What Happened?

Description of the nature of the injury, exposure or illness

Signs and symptoms

Description of the treatment given

Ice pack, Band-Aid etc.

Witness

Name:	Date:	Occupation

First Aid Attendant Name:	Signature:
Patients Signature:	Witness Signature:

City of Melfort HSEMS

Section 10 - Orientation and Training

1. Purpose

The City of Melfort outlines in this element how its workers will be trained and to the standard in which they will be trained to. The City of Melfort works with its workers through internal training and external training to obtain the knowledge, capacity, and skill to safely undertake their tasks.

2. Scope

This applies to all workers, guest and visitors to any The City of Melfort worksites. The City of Melfort workers, contractors and visitors shall ensure only well supervised and competent trained workers are on our sites.

3. Responsibilities

All workers directly or indirectly employed by The City of Melfort must be aware of and adhere to our Health and Safety Manual and its contents.

3.1 City Manager

- Ensure that the infrastructure, management systems, training and resources and activities required by the overall safety program are in place.
- Responsible to ensure that expectations for safety, health, personal security and environmental issues are communicated.
- Ensure full compliance of regulatory requirements.
- Put the expectations for a safe, healthy, secure and environmentally friendly workplace into action.
- Review training and competency processes.
- Assist with development of training processes.
- Participate in training related to their duties.

3.2 Managers

- Ensure employees are properly trained in their duties.
- Ensure all new workers sign off on Employee training forms.
- Ensure that supervisors have knowledge of the workers assigned to their sites.
- Conduct internal training with regards to major operational processes.
- Ensure employee's PPE have been inspected as per manufactures specifications.
- Ensure employees have access to the appropriate PPE.
- Ensure employees wear their PPE when required.
- Participate in training related to their duties.

3.4 Supervisors/Foreman/Crew Leaders

- Be an example for safety and promote safety awareness.
- Correct any unsafe conditions.
- Ensure workers are aware of the hazards present on the jobsite.
- Are responsible and accountable for the day-to-day work activities of the workers.
- Notify the manager when training is required.
- Conduct general training of PPE and their components, maintenance, storage, proper use and limitations as required.
- Deliver training to new workers when it is within their scope to.
- Participate in training related to their duties.

3.5 Workers

- Participate in all applicable training.
- Apply the skills learned in the training in the safe performance of their duties.
- Work with their fellow workers to ensure that all workers understand their duties.

3.6 Suppliers and Contractors

- Conduct themselves in a safe manner and co-operate with The City of Melfort services management, supervisors and employees.
- Responsible for following industry practices and the Saskatchewan Employment Act.
- Supply their own PPE and follow all site rules regarding but not limited to PPE.
- Ensure all workers are competent through job training and ensure a competent person directly supervises new or young workers.

4. Reference

- Saskatchewan Labour Act
- OH&S Regulations, 1996

5. Legislation

Training of workers

19(1) An employer shall ensure that a worker is trained in all matters that are necessary to protect the health and safety of the worker when the worker.
begins work at a place of employment; or
is moved from one work activity or worksite to another that differs with respect to hazards, facilities or procedure.
(2) The training required by subsection (1) must include
(a) procedures to be taken in the event of a fire or other emergency;
(b) the location of the first aid facilities;

(c) identification of restricted or prohibited areas:
(d) precaution to be taken for the protection of the worker from physical, chemical, or biological hazards;
(e) any procedures, plans, policies, and programs that the employer is required to develop pursuant to the act or any regulations made pursuant to the act that apply to the workers' work at the place of employment; and
(f) any other matters that are necessary to ensure the health and safety of the worker while the worker is at work.
(3) An employer shall ensure that the time spent by a worker in the training required by subsection (1) is credited to the worker as time at work, and that the worker does not lose pay or other benefits with respect to that time.
(4) An employer shall ensure that no worker is permitted to perform work unless the worker: (a) has been trained, and has sufficient experience, to perform the work safely and in compliance with the Act and the regulations; or (b) is under close and competent supervision.

6. Glossary of Terms

Competent worker: a worker having the qualifications, training and experience to safely preform work without supervision or with a minimal degree of supervision.

Employee: a person employed for wages or salary, especially at nonexecutive level.

Formal training: any and all training that is structured and documented. It must be provided by a competent trainer for a specific skill, task, or understanding.

HSEMS: Heath Safety and Environment Management system.

Informal Training: sharing of Knowledge, skill, understanding and process from one employee to another or from a supervisor to an employee.

Mentoring: to advise or train a less experienced or new colleague.

Short duration workers: any worker performing work at a The City of Melfort work site for a period of less than three regular business days that is not repetitive and will take place within regular working hours.

Supervisor: any worker who directly oversees another worker(s) works activities.

Workforce(s): refers to the prime contractor or The City of Melfort workforce.

Work Site: an area where an industry, plant is located or where work takes place.

7. Education and Training

A training plan is required by OH&S regulations, section 19 and 22, for the purpose of determining how, and by whom, health and safety training will be developed and delivered.

7.1 New Employee Training/ Orientation

Orientation is important for newly hired workers to learn their responsibilities and the workplace safety program. This includes both workers new to the construction industry as well as workers with experience from another employer that need to be re-oriented to the safety program and rules at the new workplace.

Orientation must be provided on the first day of the job before the employee begins work and must be conducted by a manager, supervisors or foreman on the job.

Orientation shall encompass the following components.

7.1.2 Introduction, Responsibilities and Safety Program introduction

1. An overview and read through of The City of Melfort HSEMS.
2. Review of Policies and Procedures within the HSEMS.
3. Review of the Operational procedures with the HSEMS system.
4. WHMIS training for the City of Melfort Worker, where are the WHMIS binders and how to use them.
5. Review of The City of Melfort's culture of safety.
6. Review workers' rights.

7.1.3 Incident Reporting

- Review the incident reporting process.
- Review the short and long incident reporting forms.
- Ensure workers are aware of what is done with the information and why.
- Review the First Aid form and when to fill it out.
- Review Risk Matrix and what it is for.

7.1.4 Motor Safety Program

- Review the Motor Vehicle Policy.
- Review the rules and expectations of the Motor Vehicle section of Preventative Maintenance.
- Ensure workers are aware of daily circle checks and weekly documented inspections.

7.1.5 Hazard I.D and Control

- Review Risk Matrix and it role in the HSEMS.
- Review the FLRA and how it is used and when it is required.
- Review the JHA what it is and when the workers need to be involved in one.

7.1.6 Personal Protective Equipment

- Review how to inspect equipment and why.
- Review care of PPE.
- Review how PPE is chosen and when it is needed.

7.1.7 Job Specific Information

- Ensure workers are aware of their responsibilities.
- Ensure workers understand what their job duties are.
- Review hazards specific to their tasks.

- Review all WHMIS specific to their tasks and where to find information on all products.
- Review prohibited and restricted areas of work.

7.1.8 Review of their Safe Work Practices and Procedures.

- Ensure workers know where to find all Safe Work Practices and Procedures.
- Ensure workers understand the practices and procedures related to their tasks.
- Review how practices and procedures are created.

7.1.9 Review of their Job equipment

- Include in this the quarterly tool inspection (G-O-R-Y)
- Review the Preventative Maintenance program and inspection of equipment.
- Review of responsibilities when using equipment.
- Ensure workers are trained, competent and comfortable with the equipment they need to complete their work.

7.10 Return to Work Program

- Review RTW process and requirements.
- Review and show workers necessary forms for the city, doctor and themselves.
- Review what Workers Compensation Board and why it is there.

7.11 Emergency Response Plan (E.R.P)

- Review E.R.P for their work site. This may be several areas.
- Ensure workers understand that their safety is paramount and only intervene where they are comfortable and qualified.
- Ensure workers are made aware the difference between drills and real emergency alarms.

7.1.11 Harassment Bulling and Workplace Violence

- Ensure all workers review policies.
- Ensure all workers are aware of process in case of bulling, harassment and violence.
- Ensure all workers know who to report to and how.

7.2 On the Job Training

In addition to the hazard assessments, safe work practices, field level risk assessments, and orientation given to The City of Melfort employees, on-the-job training will be provided to staff when first hired or when new procedures are introduced. On-the-job training can be completed by any journey-person but must be signed off by the supervisor. This training will include:

- observing the task being done correctly by a trained and competent worker;
- practising the task under direct supervision;

- when required, pairing the worker with an experienced worker during the training period;
- being observed completing the task without assistance;
- following up to determine if training has been understood;
- being retrained as required;

The worker must also be:

- made aware of all known hazards of the job,
- informed of any federal or provincial legislation that applies to the job,
- trained in good housekeeping and ensure the site is kept clean.

7.3 Site Training and Orientation

Refer to The City of Melfort Site Orientation form found at the end of the safety manuals in forms.

- These are site specific and are only kept for three months after a project has been completed.
- Orientations may be kept longer if they are related to an investigation or incident.

7.3 Refresher Training:

The City of Melfort will ensure that all its workers and all trade contractors working on its sites shall receive orientation every 24 months. Trade contractors will also hold responsibility to ensure that they are receiving orientation to every 24 months.

Records of orientation and training are too maintained to verify that the employees and trade contractors have received adequate instruction to work safely. The area supervisor will sign each record upon completion of the employee's training within 14 days of his/her start date. Adequate time is allocated for this training to ensure that employees fully understand.

Requirements:

- General orientation is 1 day
- Specific Job mentorship and training is 14 days.
- Orientation is to be complete on the First day of employment, this shall include a full review of all Hazard Assessment programs, SWP and training specific to their tasks. This is to be completed by the manager and supervisor and signed off by the manager.

7.4 Training Records Retention:

- Training records are to be kept for a period of three years after a worker has retired, quit or been forcible let go from The City of Melfort.

7.5 OHC Member Training Needs

The employer shall ensure that members of the OHC receive training related to their duties and responsibilities pursuant to the OH&S legislation, including:

- how to identify, assess and control industry-specific hazards;
- how to conduct inspections;

- how to investigate incidents and dangerous occurrences;
- how to audit the health and safety program;
- emergency response procedures;
- WHMIS and control of chemical and biological hazards;
- the Act and its regulations;
- where to go for health and safety information.

8. On Site Training and Orientation

8.1 New Hire Orientation

- Review and fill out the new-hire orientation. This item can be found in the forms folder or in the forms section at the end of the manual.

8.2 Site Specific Orientation

- All Workers, Site Visitors, Contractors and any other persons must complete a site orientation before entering the work area. See Forms Section for Orientation form.

8.3 Site Safety Meetings or Tailgates

- Site-specific training and education and retraining is delivered through the bi-weekly tailgate meetings. These are mandatory for all site personal who are working for The City of Melfort.
- Tailgates are to be posted on site and readily available for all workers to review if they have missed the site meeting.
- See Forms section for Safety Meeting Form.

9. Employee Training Information Form and Log

This is intended for all new employees and is a record of their training on the HSEMS system and job-specific training.

Date:	Name:
Trade/Occupation:	Drivers License Class:
Cell Phone # :	Home Phone #
Emergency Contact Name:	Phone Number :

Training Courses Taken

Please enter the date of training courses taken. Write in any courses that are not on the list.

WHIMIS:	TDG:
First Aid:	Motor Vehicle:
Confined Space:	Respiratory Protection:

Fall protection:	Other:
Other:	Other:

Supervisor Section

Workers have received a general orientation before entering the worksite.

☐ YES ☐ NO

Supervisors are expected to Log training of new workers below.

Job Specific Training/ On-the-Job Training

To filled out during the workers 14-day orientation period.

Task(s):
Mentor/Trainer:
Date(s)
Has the Workers obtained a competent level to compete the task on their own? ☐ Yes ☐ No Supervisors Name: _____ Signature: _____

HSEMS System

I acknowledge that I have had the foregoing orientation subjects explained to me and that I have received a copy of the City of Melfort safety manual. I will comply with the company safety policy, safe work practices, operational procedures and safety rules.

Employee: _____ Date: _____

Orientation Given By: _____ Date: _____

Comments:

10. Forms

10.1 Orientation Questionnaire

1. Working Safely is a condition of employment?

   ☐ Yes ☐ No

2. If you see an unsafe condition on site you should:

   ☐ Wait for the next tailgate and report it.
   ☐ Report it to your supervisor immediately.
   ☐ Let someone else worry about it.
   ☐ Speak kindly to your co-worker and find a safe solution.

3. Proper Personal Protective Equipment should be worn whenever:

   ☐ Someone else is wearing it.
   ☐ Your supervisor advises you to wear it
   ☐ The potential for personal injury exists
   ☐ At all times on any project

4. Any employee has the right to reuse work if:

   ☐ Any machine, equipment, or tool that the worker is using or told use is likely to endanger him/herself or another worker.
   ☐ The physical condition of the workplace or workstation is likely to endanger the worker.
   ☐ Any machine, equipment or tool that the worker is using, or the physical condition of the workplace, is in violation of the OH&S Act and Regulations, and is likely to endanger himself or another worker.
   ☐ All the above.

5. The Workplace Hazardous Material System (WHIMIS) designates certain products as controlled products and requires them to be labelled. This label is a warning for you the worker. The label tells you:

   ☐ Name of the product
   ☐ Hazard symbol
   ☐ Risks when you use it
   ☐ Personal Protective Equipment to wear
   ☐ First Aid Treatment if necessary
   ☐ All the above

6. Tools and equipment whose guards are inoperative or missing are okay to use just this once.

☐ Yes ☐ No

7. Material Safety Data Sheets (MSDS) are also required for WHIMIS controlled products. These sheets are readily available for additional information by asking your supervisor to see them.

   ☐Yes ☐ No

8. Good housekeeping prevents injuries:

   ☐Yes ☐ No

9. All injuries, regardless how minor, must be reported immediately to your supervisor.

   ☐Yes ☐No

10. I have understood the lifting policy and procedure and can demonstrate it.

    ☐Yes ☐No

Date: _____

Signature: _____

Mark: ☐ Pass ☐ Fail Signature of instructor: _____

10.2 Safety Meetings

Site Safety Meeting	Date:	
Project: _____ Job # _____ Number in Crew: _____ Number Attending: _____ Description of Current Work: _____ _____ Review Last Meeting:		
Concerns/ Topics/ Suggestions:		
Injuries/Accidents Reviewed:		
Site Supervisor Remarks:		
Manager:		
Signatures:		

City of Melfort HSEMS

Section 11 - Environmental Hazard Management

1. Purpose

The City of Melfort is committed to ensuring business is conducted in a manner that protects the safety, health and well-being of our workers and the environment.

2. Scope

This applies to all workers, guest and visitors to any City of Melfort work sites.

3. Responsibilities

All workers directly or indirectly employed by The City of Melfort must be aware of our Health and Safety Manual and its contents.

3.1 City Manager

- Ensure that the infrastructure, management systems, training and resources and activities required by the overall safety program are in place.
- Responsible to ensure that expectations for safety, health, personal security and environmental issues are communicated.
- Ensure full compliance of regulatory requirements.
- Put the expectations for a safe, healthy, secure and environmentally friendly workplace into action.
- Ensure that the requirements of the management systems and programs are implemented, documented and maintained on a continual basis.
- Responsible and accountable for the activities of the managers.
- Support managers and ensure they are implementing and enforcing safety.
- Ensure that these requirements are communicated through their areas of responsibility.

3.2 Managers

- Ensure employees are properly trained in the care, use and storage of all PPE being used.
- Ensure employee's PPE have been inspected as per manufactures specifications.
- ensure employees have access to the appropriate PPE.
- Ensure employees wear their PPE when required.
- Ensure all required training such as Transportation of Dangerous Goods (TDG), WHMIS and others are completed before the worker enters the site.

3.3 Supervisors/Foreman/Crew Leaders

- Be an example for safety and promote safety awareness.
- Correct any unsafe conditions.
- Are responsible and accountable for the day-to-day work activities of the workers
- Notify the manager when training is required.

- conduct qualitative or quantitative fit tests as required.
- conduct general training of PPE and their components, maintenance, storage, proper use and limitations as required.
- Monitor the program for compliance.
- Make suggestions for improvement.

3.4 Workers

- Must have a clean-shaven face every day that a respirator will be worn (clean shaven means shaving at least once a day)
- Inspect, store, maintain, and generally take care of the PPE in their care.
- Inform the supervisor of any damaged equipment or PPE that is not meeting expectations.
- Use the PPE as instructed.
- Report any PPE malfunction to supervisor.
- Responsible to participate in and carry out hazard identification and assessments as required.
- When sent to a work area for the first time, carry out the process as required by the work procedure if the assigned work is of a routine nature. If the work is scheduled, look for and read the posted forms to ensure that they are aware of the hazards and that the recommended work procedures or safeguards have been implemented.

3.5 Suppliers and Contractors

- Conduct themselves in a safe manner and co-operate with City of Melfort services management, supervisors and employees.
- Responsible for following industry practices and the *Saskatchewan Employment Act*.
- Supply their own PPE and follow all site rules regarding (but not limited to) PPE.

4. Reference

- The City of Melfort Safe Work Practices
- The City of Melfort Operational Procedures
- Saskatchewan regulations 1996
- Saskatchewan Employment Act, 2013
- Canadian Center for Occupational Health and Safety

5. Legislation

General duties of employers
Duty to provide occupational health and safety programs
3 ‑20(1) An employer at a prescribed place of employment shall establish and maintain an occupational health and safety program or a prescribed part of an occupational health and safety program in accordance with the regulations made pursuant to this Part.
(2) An occupational health and safety program at a prescribed place of employment must be established and designed in consultation with:
(a) the occupational health committee;
(b) the occupational health and safety representative; or
(c) the workers, if there is no occupational health committee and no occupational health and safety representative.

(3) An occupational health and safety program must include all prescribed documents, information and matters.
(4) An occupational health and safety program at a prescribed place of employment must be in writing and must be made available, on request, to the occupational health committee, the occupational health and safety representative, the workers or an occupational health officer.
(5) If the work at a place of employment is carried on pursuant to contracts between a contractor and two or more employers, the contractor shall coordinate the occupational health and safety programs of all employers at the place of employment.
(6) The director of occupational health and safety may order an employer to develop an occupational health and safety program for a place of employment if the director considers it to be in the interests of the health, safety and welfare of the employer's workers based on the criteria set out in subsection (8).
(7) An order issued pursuant to subsection (6) must be in writing.
(8) In making an order pursuant to subsection (6), the director of occupational health and safety shall consider the following criteria:
(a) the frequency of occupationally related injuries and illnesses at the place of employment;
(b) the number and nature of the notices of contravention relating to the place of employment and the history of compliance with those orders and with compliance undertakings;
(c) any additional criteria that the director considers appropriate to protect the health, safety and welfare of workers.
2013, c.S-15.1, s.3-20. Saskatchewan Employment Act

Occupational health and safety program

Occupational health and safety program 22(1) Subject to subsection (2), an occupational health and safety program required by section 13 of the Act must include:

(f) a plan for the control of any biological or chemical substance handled, used, stored, produced or disposed of at the place of employment and, where appropriate, the monitoring of the work environment; 4 Oct 96 cO-1.1 Reg 1 s22.

6. Glossary of Terms

Aspergillosis: is the name given to a wide variety of diseases caused by infection by fungi of the genus Aspergillus. The majority of cases occur in people with underlying illnesses such as tuberculosis or chronic obstructive pulmonary disease (COPD), but with otherwise healthy immune systems.

DG – Dangerous Goods

Nosocomial A **hospital-acquired infection** (HAI), also known as a **nosocomial infection**, is an **infection** that is acquired in a hospital or other health care facility. ...**Infection** is spread to the susceptible patient in the clinical setting by various means.

SDS: Safety Data Sheet

Silica: Silica is the basic component of sand and rock. The best known and most abundant type of crystalline silica is quartz

TDG: Transportation of Dangerous Goods

WHMIS: Workplace Hazardous Material Information System

WHMIS 2015: Canada has aligned with the Global Harmonized System of cassation and labeling of chemicals.

7. Program /Procedure

Note: Before engaging in any work The City of Melfort shall ensure that its workers are aware of the hazards presented and trained in the mitigation of the risks present. This may include extra training when high risk or new hazards are presented.

***Note**: At no time may workers be exposed to a concentration of a harmful substance that exceeds its occupational exposure limits.*

7.1 Training

All workers shall be informed of all known hazards before they shall begin work, and they shall also be provided with training on how to address these hazards. Chemical and biological hazards pose a separate risk than that of construction, and as such THE CITY OF MELFORT shall:

a. provide information to the workers on the nature and degree of the effects of the chemical and biological substance present;
b. provide training to the workers on practices and procedures and proper use of PPE; specifically, to the chemical and /or biological hazards they may be exposed to.

   Note: This shall include the use and care of all eye wash and wash stations onsite. Where required a shower shall be provided.

c. provide training on The City of Melfort emergency response procedures in the event of an uncontrolled release or spill.

7.2 Energy Conservation

Energy conservation measures should be used whenever possible. Equipment that is not required will be shut down. Heating and air conditioning in job site trailers and offices will be shut down or the temperatures adjusted in "off work" hours. Work lights will be shut down and only minimal security lighting will be running in "off hours". Energy efficient light bulbs will be used whenever possible.

7.3 Water Conservation

Water conservation measures should be used whenever possible. This can include repair on any equipment leaking water, use of a broom or vacuum instead of hose cleaning (where applicable). Water saving taps, toilets and use of a dishwasher shall be utilized when possible.

7.4 Waste Conservation

The City of Melfort will separate any clean recyclable materials from waste to minimize and divert all waste from going to landfill. The City of Melfort participates in all client LEEDS programs.

7.5 Ozone Depletion Conservation

The City of Melfort shall take reasonable measures to prevent any intentional damage to the climate. New equipment shall be reviewed for low emission technologies, driving less or carpooling, and use of renewable energy. As part of the maintenance program, vehicles and equipment shall be kept in good condition with up-to-date preventative maintenance. Idling of company vehicles is discouraged.

7.6 Environmental Impact

Before a change to facilities, equipment, or work process has been initiated, a review should be completed to ensure that health, safety, environmental, and/or quality standards can be maintained while staying on budget, as applicable. Before a change to facilities, equipment, or work process can be placed into service, a pre-Startup review must be completed to ensure that any other possible hazardous conditions are assessed. One of the items for consideration is impact that the product, equipment or process has on the environment. Preference should be given to products that minimally impact the environment, made of recycled, renewable material, energy efficient, etc.

7.7 Construction Activities

Environmental protection measures must be put into effect during the planning stages. Trees and shrubs will not be removed or disturbed without approval. Disposal areas will be prepared, utilized and cleaned up to maintain an environmentally clean area. Upon client request, sediment control fencing shall be installed, maintained and removed whose purpose is to retain suspended soil particles from sheet-flow run off passing through it. The Sediment Control Fencing will normally be a woven geotextile fabric on posts installed to handle the stress from sediment loading. Sediment Control fencing cannot handle concentrated channel flow of water. The Sediment Control Fencing will be maintained for the length of project or as outlined within the client's contract.

7.8 Dust Control Plan

A dust control plan may be developed once the Project Hazard Assessment Form has been completed and dust has been identified as a site hazard. If dust has been identified some of the measure shall be considered to mitigate the risk to both The City of Melfort workers, the public and, those who are in the vicinity where contamination is possible.

- The City of Melfort shall work to create adequate hoardings and partitions to ensure that dust does not migrate and shall be kept to a minimum.
- Environmental conditions shall be considered when looking at the dust control plan.
- Wet cutting and wetting the area being demolished shall be considered when mitigating risk of contamination.
- Wet the ground or roadways on a daily basis, or more frequently if required.
- Wash down pavement, sidewalks and substrate material as needed if it is affected by the demolition.
- Consider PPE for both the workers and site visitors, delivery drivers, lay down area, as required.
- Designate truck loading points, such as paved areas, to avoid trucks tracking demolition debris off site and clean loading points as required.
- Clean trucks leaving the site from any loose debris or dust by wetting or sweeping exteriors, tailgate, tires.
- Secure tarps on trucks with great care to ensure no debris is spilled or comes loose during transport.

7.9 Transportation of Dangerous Goods

As per The City of Melfort Policy, any employee required to handle offer for transport or transport good identified as dangerous goods, under *the Transportation of Dangerous Goods Act and Regulations,* will receive training and certification as indicated in that legislation. This certification will be maintained in accordance with the legislation. Employees involved in road transportation of dangerous goods will receive every three years.

- Refer to the Safe Work Procedure for TDG

7.10 Chemical Hazards

City of Melfort workers and subcontractors shall have taken WHMIS or WHMIS 2015 Training before beginning work. Training shall not pass a period longer than three years before being considered expired. The city shall create and maintain and inventory of all chemicals on site and at the work shop.

A Compressed Gases	
B Flammable or Combustible (1-6)	
C Oxidizing	
D Poison – Infectious D1 - Acute Effect **D2 - Toxic Chronic** **D3 - Infectious**	  
E Corrosive	
F Dangerously Reactive	

7.10.1 Chemical Storage Guidelines

These are general guidelines for chemical storage:

- Follow all manufacturer recommendations, MSDS and SDS sheets with regards to storage.
- Always keep containers sealed when not in use.
- Store all chemicals in the appropriate storage containment units.
- If the supplier label is missing they should be replaced with workplace labels.
- Workplace labels must be fixed to hazardous products that have been transferred from the original container.
- Flammable or combustible liquids, toxic chemicals explosive chemicals, and compressed gasses should be separated from each other.
- Do not store chemicals near electrical switches, heat sources or sunlight.
- Chemicals must be stored in such a way that they will not mix with each other if a container leaks or breaks.
- Keep pressured gases securely strapped to wall or bench at all times and their safety caps on while not in use.
- Keep health toxins and other especially dangerous items properly labelled and store under added security.
- Ensure that a spill kit is in place and that training has been given on its use.
- Ensure that spill kits are part of the regular inspection process for maintenance.
- Ensure that all eyewash stations and emergency washing kits are inspected monthly.

Flammable and Combustible Liquid Storage Requirements

Properties*	Laboratory Storage Maximums**
Flammable Liquids Class 1A: flash point below 22.8°C and a boiling point below 37.8°C Class 1B: flash point below 22.8°C and a boiling point at or above 37.8 °C Class 1C: flash point at or above 22.8°C and below 37.8°C	• Individual containers: 5 L • Safety containers: 25 L • Outside of a flammable storage cabinet (total): 50 L • Inside of a flammable storage cabinet: 250 L
Combustible Liquids Class II: flash point at or above 37.8°C and below 60°C Class IIIA: flash point at or above 60°C and below 93.3°C	• Outside of a flammable storage cabinet: 300 L total for all flammable and combustible liquids • Inside of a flammable storage cabinet: 500 L total for all flammable and combustible liquids

*Class I flammable liquid will have a flash point below 37.8°C. Any liquid with a flash point of 37.8°C or greater which is used or stored at or above its flash point shall be considered a Class I Flammable Liquid.

**Maximum storage quantities include any flammable or combustible waste that is being generated.

7.10.2 How Chemicals Enter the Body

- Inhalation (e.g. breathing in aerosols)
- Ingestion (e.g. eating, transferring of agents to mouth by contaminated fingers or items)
- Skin contact
- Injection

Breathing contaminated air is the most common way that workplace chemicals enter the body. Some chemicals, when contacted, can pass through the skin into the blood-stream. Less commonly, workplace chemicals may be swallowed accidentally if food, cigarettes, or hands are contaminated. For this reason, workers should not drink, eat, or smoke in areas where they may be exposed to toxic chemicals.

Injection is the fourth way chemicals may enter the body. While uncommon in most workplaces, it can occur when a sharp object (e.g. a needle) punctures the skin and injects a chemical (or virus) directly into the body.

Eyes may also be a route of entry. Usually, however, only very small quantities of chemicals in the workplace enter through the mouth or the eyes.

Regardless of the way the chemical gets into the body, once it is in the body it can be distributed throughout the body by the blood stream. In this way, the chemicals can attack and harm organs which are far away from the original point of entry.

7.11 Biological Hazards

Biological material is any material that originates from living organisms, which may be infectious or non-infectious. This includes parts of and/or tissues from organisms that are or were living.

Biohazardous material is a biological material or condition that poses a health risk to humans, animals, plants or the environment.

Biohazardous materials may cause disease in other living organisms or cause significant impact to the environment.

The City of Melfort is concerned with organisms infectious to humans, animals or plants (e.g. parasites, virus, bacteria, fungi, prions, protozoa).

Examples of this would be the removal of pigeon and bat excrement. See Safe Work Procedure for details.

Inanimate objects that come into contact and/or are contaminated with the infectious biological material.

All Hazardous material shall be identified by the owner or the prime before work begins. The City of Melfort shall use the Project Hazard Assessment form to identify all hazards after which the City shall create controls for Biological Hazards through JSA's and SWP's.

Some of the Biological Hazards the City of Melfort meets with regularity are:

- mould,
- bug bites,

- colds, flu,
- blood borne pathogens,
- asbestos.

Outside of SWP, JSA's and Operational Procedures, one of the most effective ways to protect yourself is proper hand washing.

Follow these simple steps:

1) Wet your hands with running water — either warm or cold.
2) Apply liquid, bar or powder soap.
3) Lather well.
4) Rub your hands vigorously for at least 20 seconds.
5) Rinse well.
6) Dry your hands with a clean or disposable towel or air dryer.
7) If possible, use a towel or your elbow to turn off the faucet.

7.11.1 Classification of Biohazards

Biological/biohazardous materials are classified into one of four risk groups based on their properties and risk of causing disease.

Risk Group 1 (RGI): A category of biological agents or microorganisms that is unlikely to cause disease in healthy workers, animals, or plants (e.g. healthy animal tissue, regular everyday germs from the environment). Risk Group 1 organisms pose a low risk to individuals and to the community (public health).

Risk Group 2 (RG2): A category of human and/or animal pathogens that are able to cause serious disease in a human but are unlikely to do so. Effective treatment and preventative measures are available and the risk of spreading the disease caused by those pathogens is low (e.g. human blood tissue, Salmonella, Staphylococcus, aureus). Risk Group 2 organisms pose a moderate risk to the health of individuals and a low risk to public health.

Risk Group 3 (RG3): A category of human and/or animal pathogen that is likely to cause serious disease in a human. Effective treatment and preventative measures are usually available and the risk of spreading the disease caused by those pathogens is low (e.g. Anthrax, Rabies, Foot and Mouth Disease). Risk Group 3 organisms pose a high risk to the health of individuals and a low risk to public health.

Risk Group 4 (RG4): A category of human and/or animal pathogen that is able to cause very serious disease in a human or animal. Effective treatment and preventative measures are not usually available and the risk of spreading the disease caused by those pathogens is high (e.g. Ebola virus). Risk Group 4 organisms pose a high risk to the health of individuals and a high risk to public health.

Note: When working with any owner, ensure that all hazards are declared before the project begins and that all precautions are taken. This would include the crawl spaces and, ventilation systems.

7.11.2 General Safe Work Practices

A number of general work practices can minimize the risk of exposure to biohazardous materials. Specific safety requirements will vary depending on the risk group and physical properties of the biohazardous material, and the nature of the work being performed.

- Ensure a Project Hazards Assessment has been conducted to identify the properties and hazards associated with the biohazardous materials being used including primary exposure routes, known diseases, and signs and symptoms of associated illnesses.
- Ensure the prime contractor or owner has participated in the Project Hazard Assessment and that they confirm the facility meets containment level requirements for the material being used and/or stored.
- Follow established Operating Procedures and requirements for safely working with the materials.
- Ensure that spill kits are present and appropriate for the material and chemicals being used.
- When moving biological and biohazardous material, good practices should be followed to prevent contamination.
- Control access to the worksite; only authorized individuals should be permitted to work in the worksite.
- Adhere to immunization and medical surveillance requirements as recommended or required.
- Wear appropriate PPE (clothing, gloves, eye or face protection, respiratory protection as required).
- Keep work clothing separate from street clothing.
- Do not wear work clothing or PPE outside the laboratory.
- Do not eat, drink, smoke, store food or utensils, apply cosmetics, or insert or remove contact lenses in the laboratory.
- Wash hands frequently, particularly after working with biological/biohazardous materials.
- Keep working areas and storage areas clean and tidy.

7.12 Silica Dust

Silica is the basic component of sand and rock. The best known and most abundant type of crystalline silica is quartz. Some common silica-containing materials include:

- concrete, concrete block, cement, and mortar,
- masonry, tiles, brick and refractory brick,
- granite, sand, fill dirt, and top soil,
- asphalt-containing rock or stone,
- abrasive used for blasting,

Silica is so common that any workplace activity that creates dust can expose workers to airborne silica. If you do any of the following activities, you are at risk of breathing silica dust:

- chipping, sawing, grinding, hammering, or drilling of rock, concrete, or masonry structures;
- crushing, loading, hauling, or dumping of rock;

- building demolition activities;
- abrasive or hydro-blasting of concrete
- Clean-up activities such as dry sweeping or pressurized air-blowing of concrete or sand-dust;
- excavation or earth moving of soils with high silica content.

Training will be provided for all workers prior to working in any areas were the risk of silica dust exposure exists. Examples of exposure mitigation are:

- Change the material — Substitute crushed glass, olivine, or other material for silica sand in abrasive blasting.
- Provide systems to reduce dust levels. Use barriers to restrict access by unprotected workers
- Provide appropriate personal protective equipment (PPE) such as respirators and protective clothing.

- Engineering controls — Use local exhaust ventilation or water spray

8. Procedure for uncontrolled release or spill of hazardous agents.

Note: As part of the City of Melfort's abatement plans, emergency washing stations shall be present on all work sites. These stations shall vary from eye wash stations to full shower units, and all workers shall be trained on their equipment use and care.

8.1 Chemical Spill Procedures

Note: Effective clean up and containment shall differ depending on the material. Ensure that your spill kit and emergency equipment is designed for the chemicals you are working with.

Major Spill

- Consult the SDS or MSDS sheets before working with any chemicals.
- Do not touch any harmful substance, take all precautions necessary.
- Raise the alarm: evacuate persons not involved in containment from the area, isolate containment individuals and treat as per MSDS (SDS).
- Pull the fire alarm pull station if possible and/or site procedures (ex. air horn X3 for evacuation)
- Ensure the area is contained and all persons are upwind.
- Call 9-1-1 and inform them of the situation.
- Call Canutec 1 888 222 8832 or *666 on your cell.
- Isolate the persons exposed.
- Ensure all others go to the muster point.
- Inform all first responders and emergency personnel about the nature of the chemical as they arrive.
- Close the doors to prevent further contamination. Secure the area to keep all non-emergency personnel away.
- In conjunction with expert assistance, minimise the spread of contamination and commence decontamination/clean up procedures.
- Report the spill to the principal or prime contractor.

Minor Spill

- Containment: spills must be cleaned up promptly and thoroughly.
- Approach with care. Many harmful chemicals lack colour of offensive odors. Never assume that they are harmless.
- Consult the MSDS (SDS) sheets before cleaning any chemicals. Identify before you clean.
- Use information in the MSDS (SDS) sheets to determine the correct course of action. Follow the MSDS (SDS) however for any concerns call Canutec @ 1-888-226-8832 or *666 on your cell.
- Decontaminate your equipment, clothing, and personnel, including any victims, on-site if necessary.
- Dispose of contaminated equipment and material in accordance with local legislative requirements.
- Report the spill to the principal or prime contractor.

8.2 Biological Spills or Releases

- Ensure that any and all injured personnel are your first priority and receive prompt medical treatment.
- Call 9-1-1
- Full the fire alarm pull-station if possible or site procedures (ex. air horn X3 for evacuation).
- Move to the muster point if not contaminated.
- If biological hazards material splashes on your skin, splashes in your eyes, or mucous membranes immediately wash and rinse the affected area.
- If the material penetrates your skin, if appropriate, encourage bleeding and wash the affected area.
- If someone is contaminated, remove the contaminated clothing and discard into a biohazard waste.
- Thoroughly wash and rinse the affected area, and use a suitable disinfectant or soap to clean the contaminated area.
- Take the MSDS (SDS) to the nearest hospital and ask for the infectious disease specialist.

Spill Clean up

1. Let the air exhaust system purge the room of aerosol for at least 30 minutes.
2. Contain large volumes of non-volatile liquid spills to prevent further spreading, especially into public areas or into drains.
3. Get the material provided in the spill clean-up kit. Wear appropriate personal protective equipment. If you are unsure what to do at any time, contact CANUTEC 1 888 -226-8382 or *666 on your cell.
4. Pour an effective disinfectant solution around, but not on the spill. Consult the MSDS sheet or CANUTEC before doing so.
5. Mix in the disinfectant slowly are carefully into the spill area.
6. Leave the area for a minimum of 30 minutes to allow the disinfectant to react with the spilled materials.
7. Carefully soak up the liquid with absorbent paper and place in an autoclave bag or other container for immediate autoclaving.
8. Apply additional disinfectant to the area for 10 minutes.
9. Wash the area with a detergent and rinse with clean water.
10. Report the spill to the principal or prime contractor.

City of Melfort HSEMS

Section 12 - Emergency Preparedness

Emergency Contact List
Building/Site Name:
Police 9-1-1 or 306-752-6420
Fire: 9-1-1 or 306 -752-5911
Ambulance: 9-1-1 or 306- 752-4395
Chemical: CANUTEC 1-888-226-8832 or *611 from Cell.
Poison Control: 306-665-1010
Hospital: 306- 752-8700
Sask. Environment Spill Center: 1-800-667-7525
SaskPower 306-310-2220
SaskEnergy 306-975-8500
Building First Aid Attendant Name(s)
Building/Site Emergency Response Coordinator Name
Building Warden Name(s)
Building Door Guard Name(s)

Emergency Phone Numbers

Emergency Phone Numbers

Company Name:

Ambulance	EMERGENCY RESPONSE TEAM
Police	Co-coordinator:
Poison Control	First Aid Attendants
Fire Department	
Water Utility	Stretcher Location
Electrical Utility	
Gas Utility	Site Location/Address
Cable Utility	
Occupational Health & Safety	Gate

OTHER

Name	*Position*	*Office Phone*	*After Hours*
	General Contractor		
	Electrical Contractor		
	Mechanical Contractor		
	Saskatchewan Dial Before You Dig		
	Insurance Company		

The nearest **hospital** is located at

Phone #

The nearest **clinic** is located at

Phone #

POST NEAR PHONES/KEEP COPY IN VEHICLE

1. Purpose

For nearly any emergency or disaster, prior planning and preparation can save lives, reduce serious injury and minimize property damage. The City of Melfort has developed Emergency Procedures to be implemented in the event of a number of possible situations. Awareness and quick response is the key to controlling these situations. All workers should be trained to respond appropriately in the event of an emergency.

2. Scope

This shall apply to all City of Melfort employees and all trade contractors who work for The City of Melfort and/or complete work on sites run by The City.

3. Responsibilities

All workers directly or indirectly employed by The City of Melfort must be aware of our Health and Safety Manual and its contents.

3.1 City Manager

- Ensure that the infrastructure, management systems, training and resources and activities required by the overall safety program are in place.
- Responsible to ensure that expectations for safety, health, personal security and environmental issues are communicated.
- Ensure full compliance of regulatory requirements.
- Put the expectations for a safe, healthy, secure and environmentally friendly workplace into action.
- Ensure that the requirements of the management systems and programs are implemented, documented and maintained on a continual basis.
- Responsible and accountable for the activities of the managers.
- Support managers and ensure they are implementing and enforcing safety.
- Ensure that these requirements are communicated through their areas of responsibility.

3.2 Managers

- Ensure a work area specific emergency plan and procedures are developed an implemented.
- Ensure the workers are adequately trained.
- Responsible and accountable for the activities of the supervisors.
- Assist in the development in an emergency plan.

3.3 Supervisors/Foreman/Crew Leaders

- Be an example for safety and promote safety awareness.
- Ensure the workers are adequately trained in the use of emergency response equipment and procedures.
- Assist in the development and post a work are specific emergency plan and procedures
- Report all potential situations immediately to appropriate personnel.

3.4 Workers

- Know and understand the emergency Response plan
- Know where your emergency response equipment is and how to use it.
- Report all emergency response equipment that is in dis-repair or non-function to the supervisor.
- Report all potential emergency situation to the supervisor immediately.
- Workers may have designated responsibilities within the plan.
- Workers will be orientated to the Site ERP at time of hire, on new projects, and when changes are made.

3.5 Suppliers and Contractors

- Conduct themselves in a safe manner and co-operate with The City of Melfort services management, supervisors and employees.
- Responsible for following industry practices and the Saskatchewan Employment Act.
- Supply their own PPE and follow all site rules regarding but not limited to PPE.
- Review and understand the ERP

Emergency Response Coordinator or ERC

- This person is the coordinator and the main contact for the emergency. They are responsible for making decisions and following the steps described in the Emergency Response Plan. If the ERC is unavailable, the Warden-designate will take on this role.

Wardens

- Responsible for the evacuation of the building. They are to walk the area (if safe) to ensure all occupants have exited the building. Wardens also may fill in during the absence of the ERC. It is important to designate, in advance, a person to be the stand-in for the ERC.

Door Guards

- Set themselves outside the exits and take roll call. Door guards also ensure that that no one re enters the space.
- Door guards shall be determined before an emergency.

First Aid Attendant(s) for the building

- Ensure that the designated first aid attendants' names are made public within the building so that all workers know who to go to in case of emergency. Other trained persons can also attend to those in need, when required.

4. Reference

- Saskatchewan regulations 1996
- Saskatchewan Employment Act, 2013
- WorkSafeBC
- Canadian Center for Occupational Health and Safety

5. Legislation

General duties of employers

12 The duties of an employer at a place of employment include:

(a) the provision and maintenance of plant, systems of work and working environments that ensure, as far as is reasonably practicable, the health, safety and welfare at work of the employer's workers;

(b) follow the safe work practices and procedures required by or developed pursuant to these regulations and any other regulations made pursuant to the Act.

4 Oct 96 cO-1.1 Reg 1 s13.

Accumulations, spills and leaks

310 Where there is a possibility of an accumulation, spill or leak of a chemical substance or biological substance that may be hazardous to the health or safety of a worker at a place of employment, an employer:

(a) in consultation with the committee, shall develop written emergency procedures to be implemented in the event of an accumulation, spill or leak;

Fire safety plan

(1) An employer, contractor or owner shall:

(a) take all reasonably practicable steps to prevent the outbreak of fire at a place of employment and to provide effective means to protect workers from any fire that may occur; and
(b) develop and implement a written fire safety plan that provides for the safety of all workers in the event of a fire.
(2) A plan developed pursuant to subsection (1) must include:
(a) the emergency procedures to be used in case of fire, including:
(i) sounding the fire alarm;
(ii) notifying the fire department; and
(iii) evacuating endangered workers, with special provisions for workers with disabilities;
(b) the quantities, locations and storage methods of all flammable substances present at the place of employment;
(c) the designation of persons to carry out the fire safety plan and the duties of the designated persons;
(d) the training of designated persons and workers in their responsibilities for fire safety;
(e) the holding of fire drills; and
(f) the control of fire hazards.
(3) An employer, contractor or owner shall ensure that:
(a) designated persons and workers who have been assigned fire safety duties are adequately trained in, and implement, the fire safety plan;
(b) the fire safety plan is posted in a conspicuous place for reference by workers; and
(c) a fire drill is held at least once during each 12-month period.

4 Oct 96 cO-1.1 Reg 1 s360.

Duty of employer or contractor to provide information

15 An employer or contractor shall:

(a) make readily available for reference by workers a copy of:

(i) the Act;

(ii) any regulations made pursuant to the Act that apply to the place of employment or to any work done there; and

(iii) any standards adopted in the regulations that address work practices or procedures and that apply to the place of employment or to any work done there; and

(b) where the information mentioned in clause (a) or in section 9 of the Act will be posted, provide a suitable bulletin board to be used primarily to post information on health and safety related to the place of employment.

4 Oct 96 cO-1.1 Reg 1 s15.

6. Glossary of Terms

Emergency Procedures: is a plan of actions to be conducted in a certain order or manner, in response to an emergency event.

E.R.P: This is the specific Emergency response plan

E.R.C: The Emergency Response coordinator is the person responsible to coordinate the activities during an emergency.

Muster Point: The designated meeting areas in case of an emergency

Site plot plan: map that indicates the locations of access gates, streets, emergency meeting points and communication point.

6.1 Government Warning Guidelines

Designated Shelter Area - A below grade or internal room or hallway without windows designated as a shelter area during a Tornado Warning.

Warning - Issued when an identifiable severe weather event is imminent or is already confirmed as occurring. The lead time will rarely exceed 10 minutes.

Watch - Issued when conditions are favorable for the development of an identifiable severe weather event although there is still considerable forecast uncertainty. The lead time will rarely exceed 3 hours.

Lead Time - The period of time between the issuance of a severe weather bulletin for an area and the onset of the described weather conditions.

Severe Thunderstorm - Issued when one or more of the following occurs: wind gusts > 90 km/h; hail > 2 centimeters in diameter; rainfall > 50mm within 1 hour.

Severe Wind - Issued when sustained wind speeds ≥ 70 km/h and/or wind gusts ≥ 90 km/h (≥ 80km/h and/or ≥100km/h for western part of South Zone including Lethbridge).

Extreme Cold - Issued when the temperature or wind chill is expected to reach -40°C for at least 2 hours.

7. Emergency Preparedness

THE CITY OF MELFORT Emergency Response Plan and procedures within it are designed for its worksites. For those who work on our sites and general emergency preparedness follow the general guidelines.

7.1 Pre-Emergency procedures

- Training and practical exercises will take place at regular designated intervals. Simulated evacuation drills will be conducted at least annually as also any other drills for identified high potential emergency situations.
- The emergency plan shall be reviewed whenever there are significant changes in personnel, operations, or plant layout, or at least annually and updated as required.
- The Site ERP shall be reviewed as part of the site orientation.
- Documentation of all training, equipment maintenance, visits by the fire department and other emergency services, drills, and plan reviews will be maintained on file with the Managers.
- The City of Melfort trains all its employees in First Aid and CPR to ensure a safe workplace in case of an emergency.

The City of Melfort shall have onsite and readily available:

- Certified First-Aid personal (valid within last 36 months) with names posted on Job board
- Site Emergency Response Plan
- First Aid Equipment
- Eye Wash Station
- Fire Extinguishers
- Air Horn for evacuation

7.1.1 Emergency Response Plan

- Each site or building shall be different in terms of hazards and space, but overall the plan shall be consistent and relatively similar.
- Ensure your site plot plan and your emergency contacts are posted for all and part of the orientation process.
- A communication plan should be in place with regards to who speaks to whom.
- Ensure you have included all private and local Emergency Response Units in your plan.
- The Emergency response plan must be changed or updated whenever changes to operations, equipment or personal occur.
- A formal review of the Emergency response plan must be performed after each emergency.
- First Aid attendants must be person(s) who are readily available.
- All Workers shall receive training on emergency procedures.

Site Emergency Response Plan

You must fill out the three site safety forms, post them and ensure they are communicated during the orientation. These forms make up the site safety plan:

1. Emergency contact list (form 10.1)
2. Site plot plan (form 10.2)
3. Emergency Response plan

7.2 General Emergencies

Emergency Response Coordinator's Evacuation Responsibilities:

Primary ERC: TBD

Alternate ERC: TBD

Upon confirmation of the requirement to evacuate, the Emergency Response Coordinator or their alternate shall:

1. Sound several short alert blasts: use closet pull station or if outdoors use an air horn.
2. ERC to direct a person to summon required emergency services vehicles.
3. One person shall meet the vehicles at the construction gate wearing the site-required PPE and escort them into site. If more than one service is called, additional resources will be required as escorts.
4. An additional worker will remain at muster point to direct additional traffic if needed.
5. Wardens to ensure all workers and contractors are notified of the evacuation and the designated muster point.
6. Door Guards to conduct head-count at muster point. Ensure that all visitors signed-in on-site are also accounted for.
7. Notify key personnel on Emergency Contact List, if needed.
8. Direct media enquiries to the City Manager.
9. Remain available to Emergency Services to assist with incident command and control.

7.3 Medical Emergencies

1. First person on site: look for hazards and ensure site is safe to enter.
   - If the site is not safe call 9-1-1 and ensure no one else enters the area. Ensure you inform the responders why the site is unsafe.
   - If the site is safe take control of the area, ensure 9-1-1 is being contacted. Contact 9-1-1 first if no one else is available.
2. Do not remove the victim unless it is Life Over Limb.
3. Never remove or pull objects that have been embedded into the any part of the body.
4. Person in charge must:
   - not leave injured person until better qualified personnel are available to take over,
   - make all pertinent information available to caller (if available) and ask them to get an estimated time of arrival of emergency responders.
5. When calling for medical assistance or emergency responders remember to:
   i. Give a description of the victim and their injuries.
   ii. Give the exact location of the building site and land description. Be a specific as possible.
   iii. Give your name and phone number from which you are calling. Do not hang up.
   iv. Administer First Aid. Follow your training and only do what you feel you can.
   v. Assign someone to meet the medical personal upon arrival and walk them to the scene. Time is very important.
   vi. Document your experience after the medical personal have taken over assisting the victim and the area is safe.
   vii. Ensure you inform your employer, supervisor or family if the incident is not sitting well with you. Debriefing after an incident is very important.
   viii. Review the emergency response procedures to see if changes need to be made.

7.4 Fire Emergencies

1. Sound the alarm and evacuate the area. Pull the fire alarm or blast the air horn three times.
2. Stay calm and do not panic. If possible, do not run.
3. Evacuate the building and meet at the muster point. Do this by pulling the fire alarm or pull station.
   a. If there is smoke present get low and stay below smoke.
   b. Check all door for heat before you open them.
   c. Do not use the elevators, these will shut down once the alarms have been triggered. Use the stairwell.
   d. If you cannot go below the fire then you must try to get above the fire as many floors as possible. This will give more time for the rescuers to assist you.
   e. Close all doors behind you but do not lock them.
4. Only use the fire equipment such as cabinet hoses and fire extinguishers to exit the building. Only attempt to extinguish small fires if you are comfortable with attempting to do so. The key item is to get out and stay out.

5. Ensure that no one re-enters the building. Set up a safe perimeter around the building to ensure no one goes back in.
6. Call the fire department. Give the address and provide as detailed location information as possible.
7. Ensure that the supervisor is taking roll-call of all personnel known to be on site. Inform the fire department of any missing people, where they were last seen.
8. Report fire to supervisor.
9. Assist in investigation if required.

7.5 Biological or Environmental Incident

- Ensure that all injured personnel are your first priority and receive prompt medical treatment.
- Call 9-1-1 or if your remote or on site the local emergency responders.
- Pull the fire-alarm pull station if possible, or follow other site procedures (ex. air horn X3 for evacuation).
- Move to the muster point if not contaminated.
- If biological hazard material splashes on your skin, splashes in your eyes, or mucous membranes immediately wash and rinse the affected area.

- If the material penetrates your skin, if appropriate, encourage bleeding and wash the affected area.
- If someone is contaminated, remove the contaminated clothing and discard into a biohazard waste.
- Thoroughly wash and rinse the affected area, use a suitable disinfectant or soap to clean the contaminated area.
- Take the MSDS (SDS) to the nearest hospital and ask for the infectious disease specialist.

Spill Clean up

1. Let the air exhaust system purge the room of aerosol for at least 30 minutes.
2. Contain large volumes of non-volatile liquid spills to prevent further spreading, especially into public areas or into drains.
3. Get the material provided in the spill clean-up kit. Wear appropriate personal protective equipment. If you are unsure what to do at any time, contact Canutec at 1 888 -222-8382 or *666 on your cell.
4. Pour an effective disinfectant solution around, but not on the spill. Mix the disinfectant with the spilled materials cautiously.
5. Leave the area for a minimum of 30 minutes to allow the disinfectant to react with the spilled materials.
6. Carefully soak up the liquid with absorbent paper and place in an autoclave bag or other container for immediate autoclaving.
7. Apply additional disinfectant to the area for 10 minutes.
8. Wash the area with a detergent and rinse with clean water.
9. Report the spill to the principal or prime contractor.

7.6 Chemical Spill

Note: Effective clean-up and containment shall differ depending on the material. Ensure that your spill kit and emergency equipment is designed for the chemicals you are working with.

Major Spill

- Consult the SDS or MSDS sheets before working with any chemicals.
- Do not touch any harmful substance, take all precautions necessary.
- Raise the alarm, and evacuate persons not involved in containment from the area, isolate containment individuals and treat as per MSDS (SDS).
- Full the fire-alarm pull station if possible and/or site procedures (ex. air horn X3 for evacuation)
- Ensure area is contained and all persons are upwind.
- Call 9-1-1 and inform them of the situation.
- Call Canutec 1 888 222 8832 or *666 on your cell.
- Isolate the persons exposed.
- Ensure all others go to the muster point.
- Inform all first responders and emergency personnel about the nature of the chemical as they arrive.
- Close the doors to prevent further contamination. Secure the area to keep all non-emergency personnel away.

- In conjunction with expert assistance, minimize the spread of contamination and commence decontamination/clean up procedures.
- Report the spill to the principal or prime contractor.

Minor Spill

- Containment: spills must be cleaned up promptly and thoroughly.
- Approach with care: many harmful chemicals lack colour of offensive odors. Never assume that they are harmless.
- Consult the MSDS (SDS) sheets before cleaning any chemicals. Identify before you clean.
- Use the MSDS (SDS) sheets to determine course of action. Follow its directions for any concerns or unknowns call Canutec @ 1-888-222-8832 or *666 on your cell.
- Decontaminate your equipment, clothing, and personnel, including any victims, on site if necessary.
- Dispose of contaminated equipment and material in accordance with local legislative requirements.
- Report the spill to the principal or prime contractor.

7.7 Violence

The threat of violence may be an implied threat or a perceived threat. It may take the form of a physical or verbal threat to the individual, a group of individuals, or the institution.

In the event of a threat of violence the following general steps should be followed:

IN-PERSON THREAT OF VIOLENCE (NO VISIBLE WEAPONS)

1: Assess the situation.

2: Put distance between yourself and the individual(s).

3: Treat the person with respect and sensitivity.

- Avoid raising your voice, arguing or using condescending tones.
- Do not engage in physical confrontation.
- Do not attempt to block or restrain the individual from leaving the area.

4: Alert others of the situation.

- Alert others in the area of the situation.
- Contact your supervisor for assistance in dealing with the situation.
- Initiate lockdown procedures if the person is armed with a weapon.

IN-PERSON THREAT OF VIOLENCE (ACTIVE SHOOTER)

1: IMMEDIATELY CEASE ALL OTHER ACTIVITIES.

2: PROCEED CALMLY AWAY FROM THE AREA OF VIOLENCE, AND IF POSSIBLE IMMEDIATELY CONTACT 911 USING A MOBILE PHONE OR LAND LINE.

3: ALERT OTHERS OF THE SITUATION AS YOU MOVE TO SEEK SHELTER.

4: INITIATE LOCKDOWN.

- Aid those in need if you can do so safely.
- If you can safely exit to avoid violence, then do so and locate a secure area.
- Seek shelter in a secure area which can be locked (e.g. boardrooms, offices, storage areas). Identified lockable/secure areas within the building are identified on the attached Emergency Evacuation Floor Plan located in the forms folder.
- Individuals may be unable to locate a secure area and be exposed in an open area.
- An open area may include cafeterias, gymnasia, libraries, and tunnels, which are difficult to isolate and secure. In this instance, individuals should recognize the inherent 'safety in numbers' ideology and collectively locate an exit, or attempt to hide in their location.

7.8 CEASE LOCKDOWN

Do not leave your secure area until notified by authorities that it is safe to do so. Only authorities have the ability to terminate a lockdown.

7.9 Bomb Threats

7.9.1 SUSPICIOUS PACKAGES OR ITEMS

All suspicious packages should be treated with care. This includes packages mailed to specific individuals, as well as those found unattended across campus.

CHARACTERISTICS OF A SUSPICIOUS PACKAGE OR ITEM	
• **Oily stains or discolouration** • **Excessive weight** • **Protruding wires or foil** • **Excessive securing materials** • **Rigid envelope** • **Lopsided or uneven envelope** • **Hand written titles or poorly typed**	• Titles but with no names • Excessive postage • Restrictive markings such as “personal” • From international origins

In the event you receive, or encounter a suspicious package:

1: DO NOT TOUCH THE PACKAGE

- Do not touch or attempt to open the package.
- Do not move the package.

2: CALL LOCAL POLICE or RCMP

- Contact local police at 9-1-1 or RCMP at 306 752-6240.
- Authorities will provide an initial response to determine the likelihood the package may contain a bomb or other dangerous material.
- If Authorities suspect the package to be dangerous, then a building evacuation may be initiated.

7.9.2 BOMB THREAT BY TELEPHONE

1: Write down the exact date and time the call came in.

2: If possible, try to have other individuals in the room or on the line to assist in gathering information. Repeat the caller’s responses out-loud so those in the room can also hear.

3: Listen carefully to the details of the threat and try to keep the caller talking until you are able to obtain the answers to the following questions:

QUESTIONS
❑ **When will the bomb explode?** ❑ **Where is it located?** ❑ **What types of explosive materials were used in the bomb?**

- ❑ **What does it look like?**
- ❑ **What kind of bomb is it?**
- ❑ **What will cause it to explode?**
- ❑ **Did you place the bomb?**
- ❑ **Why?**
- ❑ **Where are you calling from?**
- ❑ **What is your address?**
- ❑ **What is your name?**

4: Write down whether the caller is male or female, what age they sound like, any voice characteristics the caller may have (e.g. lisp, stuttering, accents, disguised), and any background noise you may hear.

5: Write down whatever appears on the digital display, even if it's not a standard telephone number (e.g. private number or unlisted).

6: Contact Melfort RCMP at (306) 752-6420 and report all the information acquired during the telephone exchange.

- Campus Safety may initiate an evacuation of the building and area.
- In some situations, Campus Safety may request assistance by a department member while searching a building for suspicious items (building personnel will be more familiar with items which should or should not be found in the area). You may refuse if you feel you are putting yourself at undue risk.

7.10 Weather

7.10.1 TORNADO WITHOUT WARNING

1: Shout warning to workers, visitors and other staff in immediate vicinity to alert them to imminent tornado.

2: GET IN

- If outside, get inside a sturdy building.
- If unable to get inside, lie flat in a ditch or hollow and cover your head.
- If driving, do not try to outrun the tornado; exit the vehicle and lie flat in a ditch.
  or hollow away from your vehicle (to reduce the chance of the car rolling on you) and cover your head.

3: GET DOWN

- If inside, get into a basement or inner hallway or room.

- To the lowest floor in a multi-story building.
- On the floor, preferably under solid furniture.

4: GET COVERED
- With pillows, blankets or mattresses to protect yourself from flying debris.
- Cover your head with your arms if nothing else is available.

7.10.2 TORNADO WITH WARNING

1: Move all persons to a Shelter Area.
- Take weather radio and phone.
- Take essential l equipment such as first aid kit and water

2: Where a Shelter Area is not designated, and for those that cannot be removed to a designated Shelter Area, move them to an inner, windowless room or hallway.
- Provide chairs or soft materials to sit on.
- Close room doors and fire doors.

3: Listen to the weather radio and other media for weather updates
https://weather.gc.ca/warnings/index_e.html?prov=sk.

7.10.3 SEVERE THUNDERSTORM / WIND

1: Bring all staff indoors and have them remain there until the severe weather passes (30 minutes following the last report of thunder).

2: Close and secure all windows.

3: Discourage visitors from leaving buildings until severe weather has passed.

4: Advise staff and visitors to stay away from windows, skylights and exterior walls. Avoid rooms with large windows.

5: Occupants of buildings that offer little severe weather protection (portable or manufactured steel buildings) should evacuate immediately to a nearby, well-constructed building if this can be accomplished safely. If severe weather is already in progress, follow 'Tornado Without Prior Warning' actions as appropriate.

6: If time and safety permit, ensure that objects that may become airborne missiles in high winds are safely secured or brought inside. Do not send staff out into storm conditions to secure objects.

7: If you must exit the building, use a door on the leeward side or in a sheltered area. Maintain a tight grip on the door and ensure that it latches behind you.

7.10.4 EXTREME COLD

1: Identify those staff and visitors most at risk from severe cold-related injury including:

- the elderly
- those with cognitive impairments or under the influence of drugs/alcohol
- outdoor workers

2: Stay inside or carefully limit time spent out of doors.

3: If required to be out-of-doors, dress appropriately for the conditions.

When travelling:

- Ensure that necessary emergency supplies are carried (emergency car kit checklist is available at http://www.getprepared.gc.ca/cnt/kts/cr-kt-eng.aspx).
- Carry a fully-charged cell phone.
- Advise supervisor or contact of your route of travel and ETA.

8. Communication Protocol

Only the City Manager or designate shall communicate with the media. Workers are not permitted to discuss situations with media outlets.

Statement of effect:

At approximately _____ we experienced a _____.
At this point we cannot verify the extent of the damage or injuries other than to say it has involved _____*BE SPECIFIC and BREIF*_____.
We will not disclose the names and conditions of the person(s) involved until their families and loved ones have been contacted.
Emergency Assistance from _____ responded to the incident. We shall only provide additional information as it is confirmand.

9. Post Incident Actions

This is to take place after emergency has been finished and all persons are safe.

The following subjects and discussion points should be used as guidelines for conducting a post incident critique with employees and responders:

1. Detection

- Was the emergency detected promptly?
- How was it detected?
- By whom?
- Could it have been detected earlier? How?
- Are any instruments or procedures available to consider, which might aid in earlier detection of the incident?

2. Notification

- Were notifications prompt?
- Was management notified promptly?
- Were personnel notified promptly? If so, why, how and who? If not, why not?

- Were contact numbers up to date?

3. Assessment/Evaluation

- Are any guides or aids needed to assist emergency evaluation?
- What sources of information were available on winds, on water currents and other variables?
- Is our information adequate?

4. Response Strategy

- Was there an ERP available for reference?
- Was it flexible enough to cope with unexpected events?
- Does the plan include clear understanding of local environmental, political or human sensitivities?
- What was the initial strategy for response to this emergency?
- Is this strategy defined in the ERP?
- How did the strategy evolve and change during the emergency and how were these changes implemented?

5. Response Effectiveness

- Was the response effective? Prompt?

6. Command Structure

- Who was initially in charge of responding to the emergency?
- What changes would have been useful?

7. Public Relations

- How were relations with the media handled? With the public?
- What problems were encountered?
- How could public outcry have been reduced? Was it serious?
- Would it be useful to undertake a public information effort to “educate” reporters about emergencies and their effects?

The question “How can our emergency response process be improved?” should be asked for each subject under the post-incident critique. Through a detailed investigation and post incident critique, procedures, training and plan revisions can be identified and implemented for a more effective emergency response program.

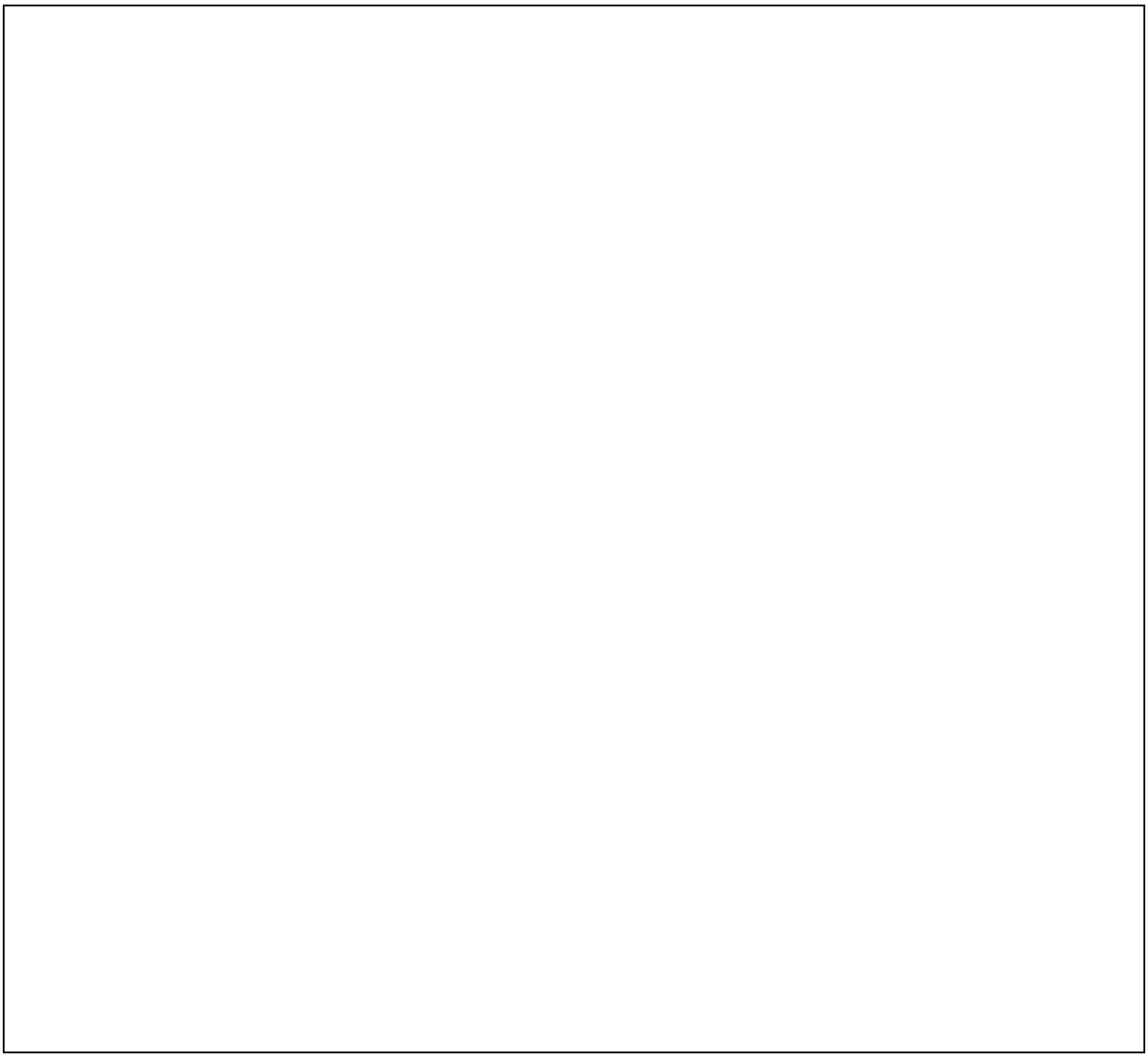
10. Forms

10.1 Emergency Contact List template

Emergency Contact List
Building/Site Name:
Police 9-1-1 or 306-752-6420
Fire: 9-1-1 or 306 -752-5911
Ambulance: 9-1-1 or 306- 752-4395
Chemical: Canutec 1-888-226-8832 or *611 from Cell.
Poison Control: 306-665-1010
Hospital: 306- 752-8700
Sask. Environment Spill Center: 1-800-667-7525
SaskPower 306-310-2220
SaskEnergy 306-975-8500
Building First Aid Attendant Name(s):
Building/Site Emergency Response Coordinator Name:
Building Warden Name(s):
Building Door Guard Name(s):

10.2 Site Plot Plan

Site Plot Plan



Please sketch and post site plan including exists, fire extinguishers placement, first aid equipment, meeting point, equipment, etc.

City of Melfort HSEMS

Section 13 - Records and Statistics

1. Purpose

To define consistent document management, storage process and statistics management with regards to the training, health safety and management system.

2. Scope

This applies to all workers, guest and visitors to any The City of Melfort work sites.

3. Responsibilities

All workers directly or indirectly employed by The City of Melfort must be aware of our Health and Safety Manual and its contents.

3.1 City Manager

- Ensure that the infrastructure, management systems, training and resources and activities required by the overall safety program are in place.
- Provide a safe and secure area both onsite and in the office for files to be kept.
- Review all statistical information and be aware of the City's statistical information.
- Participate in the development and maintenance of the HSEMS system.

3.2 Managers

- Ensure that all processes are reviewed and implemented.
- Ensure that there is a secure area onsite for record keeping.
- Review and be aware of all incidents, WCB claims, and monthly project and City's statistics.

3.3 Supervisors/Foreman/Crew Leaders

- Review and understand this element of the HSEMS manual, and the sensitive nature of the information they are collecting.
- Ensure that all workers and contractors are complying with reporting and documentation procedure.
- Repot any concerns or violations with reporting or document control procedures.
- Mentor workers in the filling out of reports and records.

3.4 Workers

- Participate in all applicable reporting and record management process.
- Respect the privacy of others and the records and statistics collected.

3.5 Suppliers and Contractors

- Responsible for following industry practices and the Saskatchewan Employment Act.
- Responsible to follow the Worker's Compensation Act.
- Be aware of this health and safety manual.

4. Reference

- Saskatchewan Legislation Act and Regulations
- Saskatchewan Employment Act

5. Legislation

88 (2) An employer shall ensure that the following records are kept as long as the worker is employed by the employer and made readily available for inspection and examination by the committee or the representative, as the case may be:

(a) *records respecting fit-testing for each worker that is completed pursuant to sub clause (I)(a)(iv);*

(b) *records respecting the results of assessments for each worker that are completed pursuant to clause (2)(d);*

(c) *records respecting training completed by each worker pursuant to subsections (2) and (3).*

4 Oct 96 c0-1.1 Reg 2 s88

(3)(e) The maintenance of exposure records; *4 Oct 96 c0-1.1 Reg 114 (3)(e)*

3-28 The employer must keep written records of their meetings and ensure records are available to the workers and officers upon request.

3-63 (3) (e) require the production of, inspect and make copies of any books, records, papers or documents or of any entry in those books, records, papers or documents required to be kept by this Part or the regulations made pursuant to this Part; (f) require the production of, inspect and make copies of any existing records related to training workers on matters related to occupational health and safety; 2013, c S.15.1, s3-63

3-83 (o) if necessary to ensure the health and safety of workers, regulating the employment of or requiring the provision of alternative work for: (i) any worker sensitized to any biological substance or chemical substance in the place of employment; (ii) any pregnant worker; or (iii) any other person; 2013, c.S-15.1, s.3-83; 2015, c.31, s.4

6. Glossary of Terms

Best Practice: commercial or professional procedures that are accepted or prescribed as being correct or most effective.

Contractor: a person or a group that have been awarded a contract to perform work for The City of Melfort.

Project: erection, alteration, renovation, repair, dismantling, demolition, structural maintenance and painting of a structure. A project could also include land clearing, earth moving, grading, excavating, trenching, digging, boring, drilling and blasting.

Records: records and information is an organizational function devoted to the management of information in an organization throughout its lifecycle, from the time of creation or inscription to its eventual disposal.

Stats: is the collection, analysis, interpretation, presentation and organization of data.

Worksite: a location where The City of Melfort engages in activities and is responsible for care and control of the physical space. An area where an industry or plant is located, or where work takes place.

Worker: one that *works* especially at manual or industrial labor or with a particular material. The City of Melfort workers are under the direct control of a supervisor or manager in the employment of The City of Melfort.

7. Program/Procedure

7.1 Reports on File

These records provide reference of program activities and results.

- Safety Orientation Forms
- Tailgates
- Formal inspection
- Incident investigation reports
- Training Records
- Monthly Health and Safety forms
- Medical Information
- Fit Testing

7.2 Statistics

Information collected in summaries provides raw numbers that must be converted into standardized indicators for purposes of measuring safety performance. These indicators assist in determining the effectiveness of the overall health and safety program. The injury frequency rate and injury severity rate are the City of Melfort's primary statistical measurements.

- Injury frequency rate: $\frac{\text{Number of recordable cases x 200,000}}{\text{Number of employee hours of exposure}}$

- The injury severity Rate $\frac{\text{Number of Work Days Lost x 200,000}}{\text{Number of employee hours of exposure}}$

7.3 Records Management

Project Records

Maintenance and storage: project records are to be held by The City of Melfort at their main office for a period of three years upon completion of project. This shall include all project statistical forms and incident investigations and project inspections.

Training Records

Maintenance and storage: training records are to be held by The City of Melfort at their main office for a period of no less than three years after an employee is no longer working with the City.

- Training records shall include in-house training checklist and external training via copies of worker's tickets. This shall include new hire orientations.
- Project-specific training for external contractors such as project orientation shall only be kept for the period of said project. Once the project is completed the orientations shall be destroyed unless kept as part of incident records.

Health and Safety Committee meeting minutes

- All joint workplace Health and Safety Committee meeting minutes shall be kept on-site and filed with the project records. The current meeting minutes shall be posted on site.

Government Agency Inspection and Documentation

Permits, inspection reports, audits, variances, approvals or other government correspondence shall be kept onsite and posted. Once the project has been completed these shall be files with the project records and kept for a period of three years.

First Aid Treatment Records

As these contain personal information they shall be kept along with any pertinent medical information in a locked and secure area. Once the worker ceases to be an employee of the City, these records are to be kept with the city employee files for a period of three years.

All project files are to be kept for three years after the completion of a project.

Incident Investigation Reports

As these contain sensitive information they shall be kept in a secure area. These shall be kept separately and separated by year and month. These records shall be kept for a period of no less than three years after the investigation has been completed.

Workers Compensation Forms and Record Procedures

Copies of all WCB forms shall be sent to the Workers Compensation Board within 5 days of being reported to The City of Melfort. The files contain sensitive and personal information and shall be kept in a secure place for no less than three years. The WCB files shall be kept either in the workers personal file or in a separate file area.

City of Melfort HSEMS

Section 14 - Injury Management

1. Purpose

The City of Melfort strives to maintain a safe and healthy work environment and utilizes a proactive approach to injury management. The purpose of this element is to provide a process for both The City of Melfort and its workers to participate in a safe and practicable return to work program, and to meet the prescribed needs of the Workers Compensation Board.

2. Scope

This applies to all workers, guest and visitors to any The City of Melfort work sites.

3. Responsibilities

All workers directly or indirectly employed by The City of Melfort must be aware of our Health and Safety Manual and its contents.

3.1 City Manager

- Provide the ill or injured worker with the opportunity to return to work as soon as medically capable, as defined by the worker's healthcare provider.
- Ensure education programs are provided to educate the workers regarding the RTW programs and the duty to accommodate.

3.2 Managers

- Lead the RTW program.
- Maintain continued contact with the worker.
- Work in consultation with the worker to develop a RTW program that is suitable for all parties.
- Support the returning worker with the RTW process.
- Liaison with primary healthcare providers, employer and the worker to facilitate the RTW process.
- Educate the workplace and all involved parties in their roles and responsibilities regarding disability and RTW programs.
- Monitor the RTW program for effectiveness.

3.4 Supervisors/Foreman/Crew Leaders

- Facilitate the workers return to the workplace. Provide any additional training required for the worker to safely perform his/her modified duties.
- Ensure a supportive and safe work environment for the returning worker.
- Educate and assist co-workers with regards to any accommodations or duty modifications required

3.4 Workers

- Take responsibility for their own personal health and safety.
- In the case where an employee is injured on the job, they must provide both a doctor's note and the restrictions form.
- Seek medical attention or treatment as required.
- Fully participate in proscribed treatment, recovery, rehabilitation and modified work programs.
- Cooperate in the search for a workplace position that would reasonably accommodate their medical restrictions.
- Accept any reasonable proposal that has been offered by the employer to return to their workplace.
- Maintain communication with the supervisor at agreed upon frequency when unable to participate in the RTW program.

3.5 Suppliers and Contractors

- Conduct themselves in a safe manner and co-operate with The City of Melfort services management, supervisors and employees.
- Responsible for following industry practices and the Saskatchewan Employment Act.
- Supply their own PPE and follow all site rules regarding but not limited to PPE.

4. Reference

- Saskatchewan regulations 1996
- Saskatchewan Employment Act, 2013
- WorkSafeBC
- Canadian Center for Occupational Health and Safety
- Saskatchewan Workers Compensation Act, 2013
- The Workers Compensation General Regulations, 1985

5. Legislation

"Injury" means:
The results of a willful and intentional act, not being the act of the worker; The results of a chance event occasioned by a physical or natural cause; a disabling or potentially disabling condition caused by an occupational disease; or (iv) Any disablement; arising out of and in the course of employment;" The Workers' Compensation Act, section 2(k)

Injuries requiring medical treatment
An employer or contractor shall report to the co-chairpersons, the representative or their designates any lost-time injury at the place of employment that results in a worker receiving medical treatment and allow the co-chairpersons, the representative or their designates a reasonable opportunity to review the lost-time injury during normal working hours and without loss of pay or other benefits.
4 Oct 96 cO-1.1 Reg 1 s32.

Duty of employer to co-operate to achieve worker's return to employment
An employer shall co-operate with the board and the worker to achieve the early and safe return of an injured worker to his or her employment. 2013, c.W-17.11, s.53.

6. Glossary of Terms

Alternate work: Duties or job tasks not normally performed by the injured worker

Confidential Information: Medical restrictions, medical diagnosis and specific kinds/types of medical treatments, including nature/type of prescription(s) are considered to be confidential medical information. Some medical information (i.e. medical restrictions) can be obtained by an employer but must be limited to specific positions and not shared with the general workforce without the permission of the injured worker.

Employer's Initial Report of Injury (El): Under the terms of the Workers' Compensation Act, an employer is required to submit an El within 5 days of becoming aware of a work-related injury.

Employer's Progress Report (E5): The form that is sent by the WCB to gather or confirm wage loss information, related specifically to whether the injured worker has returned to suitable work, and to what degree.

Graduated RTW: Gradual increase of hours of work and/or work activities. GRTW may involve job tasks from the injured worker's pre-injury job or alternate work from other positions within the organization.

Health Care Provider (HCP): "*means a physician, dentist, chiropractor, optometrist, psychologist, occupational therapist, physical therapist, nurse or any other person who is registered or licensed pursuant to any Act to practice any of the healing arts*" The Workers' Compensation Act , section 2

Injured worker: A worker who has been injured as the result of work related circumstance.

LTI: Any injury or illness resulting in time lost (consecutive or not) after, but not including, the day of injury or illness during which time the worker would have worked but could not do so.

Medical Restrictions: Clear and specific limits, including, but not limited to, specific work activities, exposures, body motions, positional tolerances (i.e. ability to sit, stand, stoop for a protracted time, etc.), timeframes, and lifting and/or material handling capabilities, as identified by the injured worker's HCPs, required to protect the worker from further injury.

Medical restrictions arising from an injury may be physical, cognitive and/or psychological and be of a temporary or permanent nature.

Modified work: Includes, but is not limited to, changes to the work environment, work hours, tools and equipment, and job design or work organization

Productive work: Any job or task that contributes to the objectives or operation of the organization. In other words, the work benefits and contributes to the success of the business.

RTW: Return to work. This is in reference to a program held by The City of Melfort to help the worker return to full employment and help mitigate lost time injuries.

RTW Program: An employer's documented process to identify and provide alternate/modified work for injured workers during their recovery. RTW programs are sometimes called Disability Management Programs, Modified Work Programs or Claims Management Systems.

RTW Plan: A planned process to manage the impact of one individual worker's injury, including the documentation of the specific alternate or modified work identified and provided to him/her.

Violence: May include but is not limited to practical jokes, pushing, shoving, unwanted or unnecessary physical contact, and physical interference with work or movement.

Workers Compensation Board: WCB is an independent organization that manages worker's compensation insurance based on legislation and promotes safe workplaces that protects employers and injured workers.

Workplace: Any office, location and place where business is being conducted including vehicle or mobile equipment, locations of work-related social functions, conferences and work-related travel.

Worker's Report of Injury (WI): The form submitted to the WCB by the injured worker to report a work injury.

Worker: For the purposes of the RTW assessment, a worker refers to any person employed by the employer who does not carry his/her own WCB coverage.

7. Program /Procedure

7.1 Injury Management

- All injuries are to be reported immediately to their supervisor.
- The worker's health is to be given all consideration and priority.
- First Aid shall be provided as the first priority.
- Workers that want to see a health-care provider or are in obvious need must be sent to a health care-provider immediately.
- Ensure a workers mental or physical condition does not present a health and safety concern to themselves or others.
- Workers who are injured cannot transport themselves under any circumstances and must be accompanied by someone, or sent by taxi or ambulance, depending on the circumstances.
- All injuries must be recorded via the incident reporting section of this manual.
- Workers who see a health-care provider must return with both a doctor note and a restrictions form, and present this to their supervisor or manager.
- If the worker needs to be accommodated, The City of Melfort shall consider every available option, up to, but excluding undue hardship, to accommodate the worker.
- The worker and employer must fill out the modified work agreement and a copy of the worker's restrictions should be attached or included in the work agreement.
- The City of Melfort and the worker shall ensure that the health-care provider's directions and the modified work agreement are followed.
- The supervisor and worker shall fill out and send in within 5 days the WCB forms E1 and W1 as per legislative requirements.

7.2 WCB and Return to Work Process

This outlines the process to follow in the case of injured workers. Please note there are directions on the HCP-1 form also.

1. The injured worker shall inform their supervisor as soon as possible that a work-related injury has occurred.

2. The Supervisor shall then work ensure by working with the City Clerk that the correct forms are filled out.
   (a) Ensure that the worker receives a RTW package which shall include a letter to the physician or person of care (physio, chiro, or medical oversite) that the city has a return to work program and shall accommodate the worker as reasonably practicable.
   (b) The Worker shall ensure that the HCP-1 is taken to the doctor and filled out within the same working day. If the worker is to injured, or undue hardship is created by physically bringing the forms back to the city Clerk they may be faxed in.
   (c) The supervisor, with the assistance of the City Clerk, shall complete the E-1 form. This must be completed within 5 days of the injury being reported to them. **Note: Five consecutive days, including Saturday and Sunday. NOT 5 business days.**
   (d) The worker must fill out the W-1 form and send this in (this can be with the help of the supervisor and City Clerk)**. Often the worker will not know this and will have to be informed and assisted.**
3. The Worker and Supervisor shall then fill out the modified work agreement, using the doctor's restrictions as direction for their duties. These duties should be meaningful work but does not have to be within their regular duties.
4. The workers and supervisor shall have regular check-ins on the progress of the RTW program to ensure it is meeting both of their needs. Check-ins shall not exceed more than one week.
5. This package shall contain the HCP-1, E-1, W-1 and modified work agreement.

8. Forms

8.1 Medical information to bring to the doctor.

This form has been taken directly from the WCB website and is to be filled out by your medical professional.

HCP -1 Workers Compensation Return to Work Form.

Health Care Practitioner Information:

This company recognizes that the provision of alternate or modified work is important in the prevention of disability and has established a Return-to-Work Program for employees who are unable to perform any or all of their normal duties as a consequence of an injury/illness.

The purpose of this form is to verify an injury/illness and to request work activity restrictions that will enable the worker to return to alternate or modified work as soon as possible.

We require this information in order to identify suitable work that is both productive and safe. Any work assignments will honour the restrictions that you provide.

If we are unable to offer work that is appropriate to the outlined restrictions the worker will be off work.

Please provide the worker's current capabilities and/or restrictions, and the expected duration of any restrictions (i.e. no lifting until musculoskeletal assessment).

It is expected that all restrictions will be based upon objective medical evidence.

Worker Instructions:

- Report injuries and absences for medical reasons to your supervisor immediately.
- Obtain medical treatment.
- Fill out an incident report onsite or at the office.
- Have your health care practitioner complete the medical restrictions form (on back) during your initial visit to provide you with your restrictions.

If medical restrictions <u>do not</u> affect your ability to do your job:

- Return to work for your next scheduled shift.

If medical restrictions affect your ability to do your job:

- Call your supervisor as soon as possible to let him/her know that your injury has affected your ability to do your job
- At your RTW planning meeting you will be provided (if possible) with suitable work within your restrictions as outlined on the medical restrictions form. The alternate or modified work will:
  - honor your current medical restrictions
  - be modified if and/or when your medical restrictions change
  - allow time for further diagnostic and/or treatment appointments
- Have your health care practitioner complete another medical restrictions form during any follow-up appointments if your medical restrictions change

The City of Melfort

Medical Restrictions Form

The purpose of this form is to verify injury/illness and to provide restrictions to the employer in order to enable the worker to return to *alternate or modified work* as soon as possible.

The employer requires this information in order to identify suitable work that is both productive and safe.

Any work assignments will honour the outlined restrictions.

If the employer is unable to offer work that is appropriate to the outlined restrictions the worker will be off work.

Please complete and give to worker for delivery to the employer.

Worker's Name:

Due to injury/illness the following restrictions currently apply:

Expected duration of restrictions:

<7days 8-14 days 15-21 days >21 days

Practitioner Name and Signature	Date

8.2 E-1 and W-1 Forms

These forms can be filled out online or opened and printed here or in the form file section of this element or the Form section of this manual.

E1-EmpFrm.pdf W1-WrkFrm.pdf

8.3 Modified Work Agreement

This agreement is made between The City of Melfort and employee _____, on this date_____, 20__.

New Modified Duties agreed upon by the worker and The City of Melfort.

Hours agreed upon

Hours of work: from _____to _____.

Include the physical restriction form sent from the health care provider.

Your next medical follow up is scheduled for this date: _____ at this time: _____.

As only the worker can understand his or her medical fitness, they agree to report any and all changes to their supervisor immediately.

Offer Accepted ☐Yes ☐No

Employee Signature: _____ Date: _____

Witness: _____ Date: _____

City of Melfort HSEMS

Section 15 - Office Safety

1. Purpose

The City of Melfort strives to maintain a safe and healthy work environment and recognizes that its office workers are subject to different levels of hazards, and shall follow a different program for its office staff. This element of the HSEMS provides an overview of the potential hazards in offices and how to mitigate them.

2. Scope

This applies to all workers who are exclusive to office work, workers who split their time between office and site work shall follow the traditional HSEMS program.

3. Responsibilities

All workers directly or indirectly employed by The City of Melfort must be aware of our Health and Safety Manual and its contents.

3.1 City Manager

- Ensure that the infrastructure, management systems, training and resources and activities required by the overall safety program are in place.
- Responsible to ensure that expectations for safety, health, personal security and environmental issues are communicated.
- Ensure full compliance of regulatory requirements.
- Put the expectations for a safe, healthy, secure and environmentally friendly workplace into action.
- Ensure that the requirements of the management systems and programs are implemented, documented and maintained on a continual basis.
- Responsible and accountable for the activities of the managers.
- Support managers and ensure they are implementing and enforcing safety.
- Ensure that these requirements are communicated through their areas of responsibility.

3.2 Managers

- Assist in the establishment of a safety policy.
- Provide a safe workplace.
- Be an example for safety.
- Maintain a safety program.
- Ensure proper training of City of Melfort Workers.
- Ensure that PPE is available.
- Are responsible and accountable for the day-today work activities of the Supervisors and workers.
- Responsible to correct unsafe conditions.
- Responsible to investigate all accidents.

- Responsible to monitor and ensure that all work is carried out in accordance with the regulatory and company requirements, policies and procedures.
- Responsible to report injuries to the Worker's Compensation Board.

3.3 Supervisors

- Be an example for safety and promote safety awareness.
- Correct any unsafe conditions.
- Are responsible and accountable for the day-to-day work activities of the workers.
- Notify the manager when training is required.
- Consistent monitoring and documentation of work activities, intervening when required.
- Notify the manager when employees aren't following procedures as the job dictates.
- Establish and develop of the safe procedures and practices.
- Cooperate with the Occupational Health and Safety Committee.
- Enforce safety rules.
- Inspect worksite for hazards.
- Conduct Safety Meetings and Pre-Job Safety Reviews.
- Investigate all accidents.
- Ensure proper maintenance of equipment.
- Comply with regulations.
- Ensure all inspections are done.

3.4 Workers

- Are responsible for their own safety and the safety of those around them.
- Look for and be alert for hazards.
- Correct and/or report hazards to their supervisor.
- Complete daily inspections on tools, equipment, machinery and work spaces.
- Understand, use, maintain and inspect all PPE according to the hazard assessment they complete before each job.
- Assist in establishing and developing of the safe work practices and procedures.
- Good working knowledge of the safe work practices and procedures.
- Cooperate with and participate in the occupational health and safety committee.
- Report any unsafe acts or injuries.
- Comply with all site safety and government regulations.
- When injured, never leave a worksite without reporting an injury to the supervisor.

3.5 Suppliers and Contractors

- Conduct themselves in a safe manner and co-operate with City of Melfort management, supervisors and employees.
- Responsible for following industry practices and the *Saskatchewan Employment Act.*

4. Reference

- Saskatchewan Employment Act
- Work Safe B.C.
- WWW. Ccohs.ca
- The City of Melfort Policies

5. Legislation

General duties of employers

12 The duties of an employer at a place of employment include:

(a) the provision and maintenance of plant, systems of work and working environments that ensure, as far as is reasonably practicable, the health, safety and welfare at work of the employer's workers;

(b) arrangements for the use, handling, storage and transport of articles and substances in a manner that protects the health and safety of workers;

(c) the provision of any information, instruction, training and supervision that is necessary to protect the health and safety of workers at work; and

(d) the provision and maintenance of a safe means of entrance to and exit from the place of employment and all worksites and work-related areas in or on the place of employment.

Oct 96 cO-1.1 Reg 1 s12.

***81(1) musculoskeletal injury**" means an injury or disorder of the muscles, tendons, ligaments, nerves, joints, bones or supporting vasculature that may be caused or aggravated by any of the following:*

repetitive motions; (b) forceful exertions; (c) vibration; (d) mechanical compression; (e) sustained or awkward postures; (f) limitations on motion or action; (g) other ergonomic stressors.

Oct 96 c)-101 Reg 1 s81

6. Glossary of Terms

Office Worker: This is specific to those who work exclusively in the offices of the City of Melfort. Examples are Human Resources, Clerks, Administrative Staff, cashiers, concession workers,

Ergonomics: The study of people's efficiency in their working environment. The city uses this to discuss body, position and safety related concerns.

Violence: Behavior involving physical force intended to hurt, damage, or kill something or someone. The unlawful exercise of physical force or intimidation by the exhibition of force.

Robbery: Robbery involves taking of money or valuables under the threat of violence and by intimidation.

Musculoskeletal Injuries: An injury or disorder of the muscles, tendons, ligaments, joints, nerves, blood vessels, or related soft tissue including, sprain, strain, inflammation.

Environmental sensitivities (ES): Describes a chronic condition whereby a person has symptoms when exposed to certain chemicals or other environmental agents at low levels tolerated by most people. The symptoms may range in severity from mild to debilitating.

HSEMS: The City of Melfort's Health Safety and Environment management system.

Shall, Must and Will: "Shall", "must" and "will" indicate a standard, practice or procedure that is mandatory.

Visitor: A visitor is an individual, (i.e. employee, worker, or other) who is not assigned to the worksite, office, or permanent facility.

Worker: One who *works* especially at manual or industrial labor or with a material. City of Melfort workers are under the direct control of a supervisor or manager in the employment of City of Melfort.

General Public: An individual or group of individuals, other than employees in the course of their employment, participating in or accessing the services offered by the City of Melfort.

7. Program /Procedure

Office Guidelines

1. Scents in the office can cause a lot of concerns. Please ensure you are "Scent Sensitive" to those around you.
2. Never use extension cords for permanent use, or overload circuits by having too many electrical devices plugged in at once.
3. All furniture, fittings and equipment should be arranged so that staff can move about without collision with desk corners, filing cabinets, etc. Edges that are frequently collided with should be cushioned.
4. Filing cabinets should be arranged so that their drawers can be fully opened when in use.
5. Only one drawer of a filing cabinet should be opened at any one time. All drawers must be closed after use.
6. Electrical or telephone cables must not trail unprotected across the floor. Where required, cable covers or ramps should be requested, or additional sockets should be installed in a suitable location.
7. Chairs, desks or drawers should never be used to access shelving or any other elevated area. Stepladders or kick stools must always be used.
8. All items stored above head level must be positioned properly to prevent falling.
9. The mains power supply must be disconnected before attempting to move electrical equipment.
10. All damaged floor coverings, furniture equipment or other office equipment should be removed from use if required and replaced or repaired as necessary.
11. Defects in lighting fixtures must be reported to office management / departmental management
12. All signs of vermin should be reported at once to your departmental manager.
13. Floor areas must be kept clear of materials and litter.
14. The areas around workstations must be kept be tidy.
15. All spillages must be cleaned up immediately. If you spill any liquids e.g. coffee, clean it up yourself immediately.
16. Sufficient refuse bins should be provided in office areas and emptied on a regular basis.
17. Dangerous waste (e.g. broken glass) must be carefully disposed of.
18. No staff member may attempt to repair or modify any equipment for which they have not received the proper training; please make a maintenance request and inform your superior.
19. All walkways, exit routes and emergency exit doorways must be kept free and clear from obstruction.
20. All equipment supplied must be used and maintained as per the manufacturer's specifications.

8. Safety Program Requirements

8.1 HSEMS program

Office workers are required to be aware of and follow all elements of this program. All policies, procedures, practices and reporting procedures are important to maintaining a healthy worksite. This element is specific to office safety and illustrates the differences for the office staff to the other workers.

8.2 Safety Meetings

Office workers are required to attend a safety meeting every two months and shall use the safety meeting form found in the forms section of the HSEMS forms folder. More information on training can be found in element 10 "Training and Orientation".

8.3 PPE

While office staff is not required to don personal protective equipment, they are required to follow all city rules. If you are required to enter a working space that needs PPE the worker shall don PPE and ensure they are comfortable, trained and competent to do so.

8.4 Inspections:

Office workers are required to complete a work space inspection once a month. The details and form can be found later in this section of this HSEMS element.

9. Ergonomics

The City of Melfort works towards ensuring its workers are protected in all work environments, this includes working towards the decrease in risk associated with ergonomic hazards in the workplace. We do this through assessment, control and education.

Ergonomics is the science of matching the job to the worker and the tool and products to the user. The City of Melfort shall ensure that workers who may be at risk of developing musculoskeletal injury are instructed in the safe performance of the worker's work, including the use of appropriate work practices and procedures, equipment, and personal protective equipment.

9.1 Ergonomic Program

1) The City of Melfort by educating its workforce on the ergonomic factors and risks in the following ways;
   a) that workers who may be at risk of developing musculoskeletal injury are instructed in the safe performance of the worker's work, including the use of appropriate work practices and procedures, equipment and personal protective equipment;
   b) through educating the workers on signs and symptoms of ergonomic stressors;
   c) by informing workers of the hazards of occupational exposures;
   d) Through the City of Melfort's continual improvement work, through regular review of activities that may cause or aggravate musculoskeletal injuries.

2) Elimination: This is done by eliminating or modifying the hazard source.

3) Substitution:
   a) Purchasing control: all new equipment is designed and constructed to be the ergonomically friendly.
   b) The City of Melfort shall also work towards substituting processes or equipment when practicable.

4) Administration:
   a) Done through the creation of and implementation of appropriate work practices and procedures to reduce the harmful effects of an activity.
   b) Training that the workers during the onboarding process on signs, symptoms, musculoskeletal disorders, and related risks.

c) Training requirements on all new equipment.
d) Implementing work schedules that incorporate rest and recovery periods, changes in workload or other arrangements for alternating work to reduce the harmful effects of an activity.

5) Engineering Controls: When reasonably practicable The City of Melfort shall work towards reducing ergonomic hazards when practicable by:
   a) eliminating or modifying the hazard;
   b) providing equipment that is designed, constructed, positioned and maintained to reduce the harmful effects of an activity.

5) PPE: This is the last line of defense and is used when all other avenues to mitigate ergonomic hazards are exhausted.
   - Education and training to be provided to all employees on the care, selection and use of all PPE.

Types of Ergonomic Stressors

- Repetitive motions
- Forceful exertions
- Vibration
- Mechanical compressions
- Sustained or awkward postures
- Limitation on motion or action
- Incorrect tool for the work

Reporting

The City of Melfort workers and contractors are required to report all musculoskeletal injuries or concerns about these injuries just as any other incident. Please fill out the incident forms as this ensures investigation so we can investigate and create corrective actions to mitigate the hazard.

For more information see element 9 on reporting.

Signs and Symptoms

As with any injury all workers are encouraged to see a health care professional to avoid discomfort or further injury. These are some signs and symptoms to look for but not a diagnosis:

- pain which may be dull and aching,
- sharp stabbing pain,
- burning sensation,
- tingling or numbness,
- inflammation,
- stiffness,
- muscle becomes weak or discomfort,
- decreased range of motion.

Regular activities that can cause musculoskeletal injury

Lifting, pushing and pulling

Manual materials handling (MMH) means moving or handling things by lifting, lowering, pushing, pulling, carrying, holding, or restraining. MMH is also the most common cause of occupational fatigue, low back pain and lower back injuries.

Lighting

Whether in industrial or office settings, proper lighting makes all work tasks easier. Appropriate lighting can reduce eye fatigue and headaches, increase the visibility of safety hazards, and decrease the chance of accidents and injuries from momentary low field vision.

Sitting, standing

Continuous standing or sitting while working is a common source of discomfort and fatigue. Frequent changes of body positions, a well-designed workstation, taking rest breaks, and stretching all help to avoid health problems

Slips, trips and falls

Slips, trips and same-level falls result from some a kind of unintended or unexpected change in the contact between the feet and the ground or walking surface. This shows that good housekeeping, quality of walking surfaces, selection of proper footwear, and appropriate pace of walking are critical for preventing fall accidents.

Tools

For many workers, tools are a necessary part of getting the job done. Select tools that are right for the task, provide training on their proper use, and ensure that they're always inspected and well-maintained.

Repetitive Stress Exposure office

Often our task is repetitive like computer work, filing, shredding, organizing, standing, and siting. These expose the worker to injury and can cause issues both on the job and off. By recognizing the factors that lead to repetitive stress it allows the worker to help mitigate their exposure and risk.

Musculoskeletal Disorders

Musculoskeletal injuries come from maintain positions from long periods of time. These can cause muscle strains to the neck, back, shoulders and legs. These are muscle injury, tendon injury and nerve injury, with most commonly display as; tendinitis or the swelling of a tendons; carpel tunnel syndrome which is pressure on the nerve resulting in numbness, tingling, pain, or weakness.

9.2 Prevention of injuries

Some recommended ways to prevent injury are: identify risk factors and work towards avoiding them through micro-breaks, changing of body position, and organizing work tasks to break up the body movements.

Identify the risk factors

Layout and Condition

- Work reaches
- Set up of work station
- Seating

- Flooring

Work organization characteristics

- Work recovery cycles
- Task Variation
- Micro breaks
- Stretching

Physical demands of tasks

- Force required
- Repetition
- Duration
- Work postures
- Local contact stress

9.3 Setting up your work station

There is a guide to review on the digital copy of the file folder within this element of the HSEMS program office safety.

Office Chair

- Adjust the height of the chair, backrest so that your spine is supported.
- Feet should be flat on the floor when seated.
- The chair should be adjusted to meet your screen ergonomics.
- You should have good space between you knee and thigh and the desk.
- The chair should be set up so that the back of your knees are within a hands-length of the chair.

Monitor Position

- The monitor top should be in line with the top of your forehead so that your eyes rest level or just below the top of the screen.
- The monitor should be at arms' length or more from you.
- The monitor should have tilt or swivel capability, even if this is manually done.
- Using a document holder is recommended, and it should be positioned 5 inches from the screen. This holder should be on the side of your dominant eye.

Keyboard

- The keyboard should be comfortable.
- The legs on the keyboard should be extended.
- There should be a small rest station between your wrist and the keyboard.

Desk

- The workstation desk should be large enough to comfortably accommodate all computer hardware; paperwork; document holder; desk lamp; telephone and any other material that must be positioned on it.
- All materials placed on the desk should be positioned to allow a comfortable position to be adopted.
- The desk should be high enough to allow you to get your thighs comfortably underneath when sitting.
- Adequate space should be maintained to the front of keyboard to allow your hands and wrists to rest on the desk top.

Ergonomic Working Practices

In addition to the use of the appropriate equipment it is also essential that working practices are designed to reduce the risk of developing musculoskeletal disorders. As a guide the following should be adhered to:

- Keep your wrists flat and straight in relation to your forearms in order to use the keyboard and the mouse.
- Keep your arms and elbows relaxed and close to your body.
- Centre the monitor and keyboard in front of you.
- Keep your wrists straight while typing.
- Avoid sharp edges pressing on your forearms or bending your wrists upwards when typing or using the mouse.
- Do not grip the mouse tightly.
- Do not overreach to the mouse.
- Use a footrest if necessary to support your feet.

- Do not cross your legs or ankles, as this puts pressure on the lower back and is also bad for circulation.
- Take frequent short breaks from working at the display screen (micro breaks: 10 – 20 seconds every 10 -20 minutes).
- Look far away (at least 20 feet refocusing your eyes on a distant object): micro-breaks: 1 - 2 minutes every hour. Stand and stretch and do eye exercises

10.0 Robbery Prevention

The City of Melfort has a zero-risk policy when it comes to robbery. If you are being robbed in no way attempt to thwart the robber or put yourself in harm's way. We can always replace stolen items but there is no replacement for a human life.

Robbery is different because it involves taking money or valuables under the threat of violence and by intimidation. Robbery and shoplifting are potentially hazardous to workers and customers. Employers must protect workers from the risks of violence associated with both.

What are Some of the Hazards Associated with Robberies?

All robberies are marked by the threat of violence. Many robbers claim to have concealed weapons, some may show a weapon to their victims. The whole point is to scare the victim into handing over money or valuables.

Most robberies do not involve actual physical violence. But physical violence can occur when things don't go according to the robber's plan. The adverse effects on staff can be both physical and emotional – and lasting.

Workers need to know what to do in case of a robbery to minimize the chances of the situation turning violent. Money and merchandise stolen during a robbery can be replaced. A human being can't be.

What are Robbers Looking For?

In convenience stores, robbers are usually looking to steal money and other things of value, like cash, store merchandise. They are looking for an easy target: one that will allow for the greatest reward and the lowest risk of getting caught or being identified.

That's why robberies are most likely to happen at night. An isolated location, late at night, with a single worker is more inviting to robbers than one in a busy area, in the middle of the day.

How Can Robbery be Prevented?

There are a lot of good, proven strategies for minimizing the chance of a robbery. Robbery Prevention goes together with the City *Violence Policy, and* procedures for *Working Alone Guidelines found in the Safe Work Procedures of the HSEMS.*

11.0 Safe Work Practices and Procedures

If there is a safe work practice or procedure that is not found here refer to the those found in the HSEMS elements three safe work practices and element four safe work procedures.

11.1 Cutting, Binding machines including paper shredders

When using shredders, cutting, and binding machines, the following must be adhered to:

1. Do not place fingers inside the machine.
2. Turn off the power supply when clearing blockages or emptying bags.
3. Be aware that loose clothing can catch in the shredder, be especially careful of ties and loose sleeve, scarves, necklaces etc.

Photocopiers

When using photocopiers, the following must be adhered to:

1. Photocopiers must be positioned in adequately ventilated areas.
2. The photocopier should not be used when the lid is open.
3. When opening the copier doors to clear a paper jam be aware that there are hot surfaces inside the machine.
4. If a paper jam requires to you place your hands deep into the machine then the power must be turned off and the machine allowed to cool.
5. Do not try to manoeuvre a photocopier on your own.

11.2 Office Chemicals

Within the office environment small quantities of hazardous chemicals are found in inks, toners, cleaning chemicals and correction fluids. Hazardous chemicals can cause injury through contact with skin and eyes, or the inhalation of vapors. Chemicals commonly used in the office must never be allowed to meet the skin and eyes, or be inhaled. Office staff must always observe good hygiene practices. Persons should always wash their hands after changing toner or print cartridges; using cleaning agents or handling inks and correction fluids. If required, gloves should be worn when handling these agents. Any employee who develops a reaction to a substance at work (e.g. skin irritation, or experiences breathing difficulties, etc.) must stop immediately from using that substance and inform the supervisor.

11.3 Working Alone

Guidelines:

Note: Working alone is not allowed when electronic communications such as cell phone is not available.

Working alone during regular hours

1. Before work is assigned that will take place when the workers is alone, a hazard assessment must be completed. Time of day, is the office open/closed, workers duties, and risk associated shall be the focus.
2. Before work begins the worker must verify with the supervisor that they agree with, understand, and are following the plan in place for working alone.
3. The worker must have a full understanding of how to use an effective means of communication; this can be either the office phone or cellular phone. When necessary a check-in schedule will need to be arranged. The worker will be required to check-in with a pre-designated check-in person at the set times. The time-frame for check-in times must not exceed one hour.
4. A worker may be required to take other precautions, such as:

    - limiting or prohibiting certain specific activities,
    - requiring the worker to have specific minimum training or experience related to the work, and/or
    - ensuring there are emergency supplies for use related to their task.

Procedure for Working Alone after regular Hours

If the work is being scheduled after hours, or a worker is called in, the worker and supervisor shall complete the following.

1. Worker(s) must ensure that they have a means of communication, like a cell phone.
2. The worker(s) must inform their supervisor that they are working alone, how long will be, the expected time frame. Both the supervisor or check-in person, and the worker must also agree upon a time for periodic check-in. This time frame *must not* exceed one hour.
3. Worker(s) are not permitted to complete any high hazard activity while working alone.
4. When developing a plan for working alone consider the following:

    - Consider the worst-case scenario. Ask the question "what if"?
    - Task and hazards involved in the work to be performed.
    - Likelihood for other persons to be in the area.
    - The workers experience level, heath, age, condition,
    - Time of shift when task is to be completed
    - Emergency response time
    - Legislative requirements
    - The workers level of comfort with working alone, as well as their knowledge of the task to be completed.

Guidelines for Conducting a Working Alone Assessment.

There are many possible scenarios in which workers are going to be working alone. It is essential that employees and their supervisors work together to develop safe work practices for these situations. It is mandatory for the situations to be assessed by both the worker and supervisor to minimize the risk of injury or accident. Supervisors and employees shall evaluate working alone situations together on a case-by-case basis and will consider previous mentioned risk factors to determine if a written plan is needed, or if an acceptable practice will suffice.

11.3 Back Care

Roughly 25 % of all lost-time injuries are related to back care. More than half of these injuries result from lifting excessive weight or lifting incorrectly. This is no different for those who work in the office environment.

Prevention from these injuries come from:

- correct posture
- correct lifting techniques
- regular exercise

Posture:

Correct posture is not a military pose but rather maintaining the naturally occurring curves in your spine. Keeping your spine aligned in this manner reduces everyday stresses on your back and minimizes the effects of normal aging processes on the spine.

When working in a crouched, bent, or stooping position for a prolonged period, take regular breaks.

Proper Lifting Techniques:

1. Warm up if needed.
2. Bend your knees.
3. Place feet apart for good balance.
4. Lift slow and smooth.
5. Keep the object close to your body.
6. Change your posture when doing repetitive tasks.
7. Get other workers or mechanical assistance when lifting heavy loads. Heavy is relative to the person, but never lift anything over 50 lbs without assistance.
8. Push, rather than pull a load.
9. Do not twist while lifting an object.
10. Plan each move or task.

Prevention of Back Injuries:

- Regular breaks, changing positions
- Stretching
- Regular exercise
- Proper lifting techniques
- Work station set up

11.4 Office Housekeeping

Office Housekeeping: Poor housekeeping poses a variety of risks to the health and safety of workers. Workers may slip, trip, or fall over material and / or they may collide with inappropriately placed material. The obstruction of exit routes by poorly stored material can result in delayed escape in an emergency whilst improper stacking of objects can lead to objects falling on persons. Inadequate and infrequent disposal of combustible materials can also represent a fire risk.

Fire Safety: There is an ever-present risk of fire occurring in all workplaces. Common fire hazards in the office environment include improperly stored combustible materials, faulty electrical equipment, the build-up of combustible wastes in the workplace and smoking in undesignated areas. The city of Melfort is committed to providing a fire safety programme that guards against the outbreak of fire in all areas and also makes provisions for the safety of all persons in the event of a fire. The City would like to reiterate to all staff at this point that every

employee has a responsibility to guard against the outbreak of fire in their workplace through the implementation of good fire safety practices and where applicable the adherence to the control measures outlined below. To guard against the outbreak of fire in the office the following must be adhered to:

- Employees should make themselves familiar with the location of fire alarm activation points and escape routes in their working areas and offices.
- The amount of combustible materials stored within every workplace should be kept to a minimum.
- It is prohibited to disengage a fire detection device or remove a fire extinguisher from its designated location without the express permission of the City Clerk.
- In the event of an evacuation all persons must leave the work area without exception and assemble at their designated assembly point. You should know where your local assembly point is.
- Employees must adhere to any instructions given by staff or emergency services personnel in the event of an emergency.
- Persons must not fight workplace fires unless they have been trained to do so and it is safe to do so.
- It is the responsibility of all employees to ensure that escape routes and emergency exits in their working area are kept free from obstruction.
- All employees are reminded of their statutory obligation to protect their own and their co-worker's safety by guarding against the outbreak of fire in the workplace through the use of safe systems of work.

11.5 Electrical Office Safety

The main hazard from electricity in the office environment is electric shock, which can lead to electrical burns, shock, asphyxia and death. Electricity is also a major cause of fire. Electrical wiring can also present a trip hazard.

To ensure safe working with electricity in the office all persons should adhere to the following precautions:

- All faults concerning electrical equipment and wiring must be reported to maintenance.
- Damaged cables, sockets and plugs must be removed from service immediately.
- Under no circumstances must insulation tape be used to protect any repair or join in extension cables.
- Electrical equipment must not be pulled or lifted by the cable, the connections may become broken and create a hazard.
- The use of multi socket boxes is to be avoided wherever possible.
- The mains power supply must be disconnected before attempting to move electrical equipment.
- Where electrical wiring must run across floors it should be protected by saddles, or other safety features. Extension cables, when used, must be routed so as not to cause tripping hazards.
- Only CO2 or dry powder fire extinguishers can be used to fight electrical fires
- All electrical equipment should be turned off when not is use and overnight, unless this is not possible for safety or operational reasons. Electrical sources powering equipment that cannot be turned off under normal circumstances for safety or operational reasons must be clearly signed as such at the power supply point.
- Under no circumstances, should untrained employees attempt to carry out repairs to electrical equipment. Please inform maintenance of repair issues.
- In the event of an electrocution the victim must not be touched until the power supply has been disconnected. Alternately, the victim and the power supply may be separated by using an insulating rod (e.g. a wooden pole). All electric shocks, no matter how small must be reported immediately.

11.6 Scents

The City of Melfort supports a scent-free workplace, as many people can become ill from scents. Some common issues with scents are, headaches, nausea, fatigue, weakness, insomnia, respiratory problems, skin irritation, malaise confusion, and difficulty with concentration.

Allergic and asthmatic patients, as well as those with other conditions, report that certain odours, even in the smallest amounts, can trigger an attack.

The severity of these symptoms can vary. Some people report mild irritation while others are incapacitated and/or must give up many 'normal' activities to avoid exposure (such as going to public places). Therefore, some persons report feelings of depression or anxiety.

12.0 Office Inspection

This inspection is to be completed once a month for all office spaces.

Inspectors:						
Location:						
Date:						
Inspection Items	Y	N	N/A	Corrective Actions	Corrected during inspection	Date Completed
Administrative						
Is the E.R.P posted?					☐	
Is the E.R.P understood?					☐	
Is the Emergency contact list posted?					☐	
Are the emergency contact numbers correct?					☐	
Is there an up to date MSDS binder?					☐	
Safety/Housekeeping						
Are access/egress points clear, free of obstacles?					☐	
Are materials on shelves above chest level secure?					☐	
Is overhead storage of heavy items prevented?					☐	
Are file drawers kept closed when not in use?					☐	
Are stepladders provided for high storage?					☐	
Are offices areas cleaned and maintained regularly?					☐	
Are storage rooms & recycling areas neatly maintained?					☐	
Are all waste materials disposed of properly?					☐	
Is flooring in good condition?					☐	
Are loose floor mats, carpets secured?					☐	
Have missing or loose ceiling tiles been repaired?					☐	

Does the paper cutter have a guard?					☐	
Inspection Items	Y	N	N/A	Corrective Actions	Corrected during inspection	Date Completed
Do electrical fans have a grill/guard for finger protection?					☐	
Fire Protection						
Are exists marked and signs working?					☐	
Are fire doors closed at all times?					☐	
Are stairwells clear?					☐	
Are fire extinguishers inspected? Available?					☐	
Are materials stored at least 18-inches from sprinkler heads?					☐	
Are materials stored at least 24-inches from areas with no sprinkler protection?					☐	
Has there been a fire drill in the past 6 months?					☐	
Are electrical space heaters plugged directly into the wall?					☐	
Are space heaters positioned away from combustible materials?					☐	
Electrical						
Are plugs, cords, electrical panels, and receptacles in good condition?						
Are extension cords being used correctly?						
Is there 3 feet free from any materials from all electrical panels?						
Are cords managed so there are no slip, trip hazards?						
If extension cords are in regular use are the 14 Gauge, 6 feet or less and serving only one fixture?						
Inspection Items	Y	N	N/A	Corrective Actions	Corrected during inspection	Date Completed
Is faulty or broken equipment removed from service?					☐	

Are all combustibles stored away from electrical devices?					☐	
Work Stations						
Is your station set up ergonomically?					☐	
Is there good housekeeping?					☐	
Are chairs set up to fit work areas?					☐	
Is leg/ knee clearance available under the desk?					☐	
Is there good lighting?					☐	
Comments						

City of Melfort HSEMS

Protocol for Health and Safety representative violations

Purpose: To implement a standardize level across the City of Melfort projects and trade workers when dealing with health and Safety representative violations.

Scope: The intent of this is to ensure fair treatment of all workers from all companies who work on or within The City of Melfort.

Risk Matrix: A Risk Matrix is a matrix that is used to asses' risk, by looking at an activities frequency of task and the severity of what could happen if an incident occurred during the course of the task.

Risk Matrix

Frequency of Task		**Consider how often you do a task**	
Category		**Term**	**Definition**
4		Very Frequent	Many times in the course of a week
3		Frequent	Several times in the course of a week
2		Occasional	Over the course of a year
1		Infrequent	Possible it will happen but not likely.

		Severity/Consequences-What could have occurred			
Consequence		**People**	**Property**	**Environmental**	**Public Perception**
4	**Catastrophic**	Fatality	Impact >100,000	Reportable/ Major Environmental damage	Government Intervention
3	**Critical**	Permanent, Long term Injury or illness	Impact <100,000 But >50,000	Reportable/Minor Environ. Damage	Community Attention
2	**Marginal**	Recordable Injury	Impact < 50,000 But >10,000	Conditions unacceptable	Work Stop/ Senior levels Involved.
1	**Minor**	On site F.A.	Less than 10,000	No Impact	Individual or None

SEVERITY		**Frequency of Task**			
		4	3	2	1
	4	16	12	8	4
	3	12	9	6	3
	2	8	6	4	2
	1	4	3	2	1

Note: **Take the Severity and Times this by the Frequency of Task and apply this to the A, B, or C categories below to give you the Risk Category.**

Risk Category		Definition	Level of Investigation
A	High 8-16	Class "A" Incident. Likely to Cause Permanent Disability, loss of life or body part, extensive Loss of structure, equipment or material.	SAFETY REPRESENTATIVE Investigator, Supervisor and OHC committee member.
B	Medium 4-6	Class "B" Incident. Serious injury or illness, resulting in temporary disability or property Damage that is disruptive but not extensive.	SAFETY REPRESENTATIVE Investigation and Supervisor.
C	Low 1-3	Class "C" Incident: A condition or practice likely to cause minor injury or illness or non-disruptive Property damage.	Supervisor or SAFETY REPRESENTATIVE investigator only required.

Class A: Immediately reported, investigation completed with corrective actions within 72 hours.

Class B: 0-2 DAYS

Class C: 5 working Days.

Definitions:

RISK: The amount of harm that can be expected to occur during a given time periods due to a specific event.

SAFETY REPRESENTATIVE: The City of Melfort and its chosen representative

Worksite:

List of Automatic Class A infractions:

Fall protection Violation
Asbestos policy violations
Confined Space Violations
Trench, Excavation and Ground Disturbance Violations
Failure to work with a permit/working without a permit
Lock out/tag out violations
Failure to protect general public from Construction hazards
Rigging without proper training/certification of devices
Operating a Crane or Hoist in an unsafe manner
Failure to report a Dangerous Occurrence.

Protocol for “A” infractions:

Infraction:	City of Melfort Employee	Trade Contractor Employee	Trade Contractor Employer
1st	• Discipline will be given by supervisor/manager • Discipline will correspond with workers collective agreement. • Copies of discipline will be held in accordance with collective agreement • Infractions will be reviewed by city representative. • Worker not allowed to return to the construction site for the remainder of the day and following day.	• Discipline by supervisor • Worker to be suspended for remainder of day and following day. • Infraction to be reviewed by SAFETY REPRESENTATIVE • Copy of discipline notice provided to SAFETY REPRESENTATIVE	• Confirmation of discipline will be provided by City to owner/operator representative By SAFETY REPRESENTATIVE.
2nd	• Immediately suspended plus a minimum of 3 days or longer as determined by SAFETY REPRESENTATIVE. • 2nd infraction must occur within 1 year of first but does not have to occur on the same work site. • Infraction to be reviewed at monthly Safety representative meetings.	• Minimum of 3 days or longer as determined by SAFETY REPRESENTATIVE. • Copy of discipline provided to SAFETY REPRESENTATIVE • Worker to be retrained and provide proof of re-training to SAFETY REPRESENTATIVE. • Infraction to be reviewed at trade contractor’s next Safety representative meeting. • Second infraction must occur within 6 months of first infraction but does not have to occur on same site.	• Notice of violation and discipline to be provided to owner by SAFETY REPRESENTATIVE • Employer to meet with SAFETY REPRESENTATIVE to review infraction. • Employer required providing corrective actions andproof of said actions. • Corrective actions to be completed within 14 days.
3rd	• Employee will be suspended until a determination is made within their union scope with their union representative, supervisor, and manager. • If the same supervisor for all infractions, the supervisor will be required to attend supervisor training.	• Worker will be suspended from site for up to a period of two years. • If same supervisor for all infractions that person will be removed from site for the remainder of the project.	• Notice of trade contractor employee to be provided to the senior management team from SAFETY REPRESENTATIVE of the infraction.

	• Infraction to be reviewed at next leadership team meeting.	• Infraction to be reviewed at trade contractor's next Safety representative meeting.	• Employer must meet with Safety representative and Director to present plan for corrective actions and preventative measures. • Performance review and removal from trade contractor pool considered • Trade contractor will be required to have a trained full time Safety representative professional on site. Time to be determined by SAFETY REPRESENTATIVE Safety representative and the Director.

City of Melfort HSEMS

Section 16 – Trade Contractor Management

City of Melfort HSEMS

Contractor Safety Manual

Emergency Numbers

Civic Emergency Response Numbers

Ambulance: 911

City of Melfort Fire Department: 911

RCMP Police Service: 911

SaskEnergy Emergency and Safety (24 hr): 1-888-7000-427

Melfort Police Service Inquiries: 306-752-6420

Melfort Fire Department: 306-752-5911

Saskatchewan Ministry of the Environment Spill Report Line: 1-800-667-7525

City representatives: 306-752-5911

Audit: An examination and evaluation of a contractor's performance in establishing, maintaining and using relevant health and safety programs.

Assessment: The systematic evaluation of a location, product, process or service to determine the extent to which it complies with specified requirements.

Consultant: A contractor that is hired to advise and be a resource to a specific field.

Contractor: A person or a group that have been awarded a contract to perform work for The City of Melfort.

Competent: Having the qualifications, training and experience to safely perform work without supervision or with a minimal degree of supervision.

Demolition: The tearing down, destruction, breaking up or razing of the whole or part of a building or structure.

Employee: A person employed for wages or salary, especially at nonexecutive level.

First Aid: A minor workplace injury incident which involves no medical treatment from a health care professional and is followed by an immediate return to work without restrictions.

Incident: An event that does or could result in unintended harm or damage.

Loss Time: A workplace injury incident which results in the employee being off work beyond the day of the incident.

Medical Aid: A workplace injury incident where professional medical treatment is required.

Owner: The City of Melfort

Project: Erection, alteration, renovation, repair, dismantling, demolition, structural maintenance and painting of a structure. A project could also include land clearing earth moving, grading, excavating, trenching, digging, boring, drilling and blasting.

Prime Contractor: As per definition of prime contractor legislation.

Project Manager: A person assigned overall responsibility for the successful planning and execution of a project or task.

Supervisor: Any worker who directly oversees another worker(s) works activities.

Spill: A discharge into the air, water or earth that could cause harm to an individual's health and safety, damage to property and/or the environment.

Readily available: Available upon request.

Change: defined as any deviation from existing policy, practice, process, procedure, material, equipment, reporting etc.

Management of change is the formal system of control to provide a thorough review of changes proposed, to identify and minimize the potential for adverse impacts resulting from such changes. A replacement in kind that does not create a deviation from the existing system and therefore is not included.

Work Permit: A work permit must be granted to the Prime Contractor (if not The City of Melfort) by the Melfort representative or City representative prior to commencing work. The permit shall be valid for the duration of project unless otherwise revoked by The City of Melfort.

First Aid: assistance given to any person suffering from a sudden illness or injury, this is any care provided to preserve life, prevent the condition from worsening, and/or promote recovery.

Medical Aid: Care provided to improve situation that includes a medical procedure or applications that are intended to relieve illness or injury by a licensed professional.

Recordable Incident: any injury or illness if it results in the following; death, days away from work, restricted work, transfer to another job, medical treatment beyond that of first aid or loss of consciences.

1. Purpose

Ensure contracted work performed on Melfort owned or leased properties adhere to City of Melfort requirements and applicable regulatory requirements in health, safety and environmental protection.

1. Scope

The *Contractor Safety Manual* applies to Melfort departments, personnel and third party consultants, coordinating and supporting contracted work, all contractors and contracted employees engaged in the following work activities on behalf of The City of Melfort:

- New construction.
- Renovations to existing facilities, grounds or infrastructure.
- Repairs or maintenance to existing facilities, grounds or infrastructure.
- Demolition/remediation work on existing facilities or infrastructure.

In the *Contractor Safety Manual*, the terms “must”, “shall” and “will” are used to express a requirement, i.e. a provision the user is obliged to satisfy in order to comply with the manual. The term, “should” is used to express a recommendation or that which is advised but not required. The term “may” is used to express an option or that which is permissible within the limits of the procedure. The term “can” is used to express possibility or capability.

2. City of Melfort Safety Policy

The City of Melfort Services is committed to preventing the accidental loss of its resources, including employees and physical assets. Safety is as important as the quality of our work and productivity. City of Melfort recognizes the right of workers to work in a safe and healthy work environment and will work in consultation and cooperation with workers to establish a process, which is in everyone’s best interest.

In fulfilling this commitment to protect both people and property, management recognizes the right of it workers to a safe and healthy work environment in accordance with industry standards and in compliance with legislative requirements and will strive to eliminate any foreseeable hazards which may result in property damage, accidents or personal injury/illness.

All employees will be equally responsible for minimizing accidents with our facilities and operations. Safe work practices and procedures will be clearly defined in the City of Melfort Safety Manual for

all employees to follow. This policy provides support for all safety related activities and the information found in this safety manual.

Accidental loss can be controlled through good management in combination with active employee involvement. Safety is the direct responsibility of all owners, managers, supervisors, and employees. All management activities will comply with company safety requirements as they relate to bidding jobs, planning jobs and maintenance of facilities and equipment. All employees will perform their jobs properly in accordance with established procedures and safe work practices.

City of Melfort has developed a safety manual which lays the foundation for achieving the goals and objectives established in this policy. The safety manual is a living document which will strive to identify, assess and control the hazards we face in our work. I trust that all of you will join the City in a personal commitment to make safety a way of life.

3. Governing Regulations

The City of Melfort is governed by numerous regulatory bodies, for the purpose of the *Contractor Safety Manual*, health and safety regulatory requirements shall refer to the *Saskatchewan Employment Act*¸ and *The Saskatchewan Occupational Health and Safety Regulations*. Contractors will be informed of other regulatory, code (building, fire, electrical) and national standards requirements impacting the contracted work during the planning of the work. Contractors shall meet all applicable code and regulatory requirements in the course of their work for the Melfort of Saskatchewan.

4. Roles and Responsibilities

Facilities Management and City Maintenance

The City Clerk, Director of Works and Utilities and Director of Operations are responsible to:

- Provide leadership and support for the implementation of the Contractor Safety Program.
- Ensure appropriate resources are provided to support the Contractor Safety Program.
- Support compliance with program and regulatory requirements.

Melfort Representative

The Melfort representative will act as the primary contact for contractors during the work. The Melfort representative may include one or more, but is not limited to, the following authorized individuals:

- The City Clerk
- Manager of Operations
- Manager of Maintenance
- Director of Works and Utilities
- Director of Community Services
- Safety Representative
- Managers
- Supervisors
- Consultants

Melfort representatives overseeing contracted work are responsible to:

- Review contractor safety programs and site-specific work plans.
- Ensure contractors have completed required orientations and have signed and posted the Permit to Work with attached Project Hazard Assessments.
- Monitor contractor activities and work sites for compliance with contractual obligations, the City of Melfort health and safety management system, and regulatory occupational health and safety requirements.
- Support the effective resolution of identified health, safety and environmental issues in contracted work.
- Review contractor safety performance and communicate recommendations to the contractor and to City representative.

City of Melfort Safety representative(s)

The City Safety Representative(s) is responsible to:

- Develop and support the implementation and administration of the Contractor Safety Program.
- Review contractor safety programs and site-specific work plans.
- Provide advice, assistance and direction to City representative, and to contractors working on community on health, safety and environment.
- Administer/deliver required orientations.
- Monitor and audit contractor activities and work sites on community to ensure compliance with contractual, The City of Melfort, and regulatory requirements in health, safety and environment.
- Issue Melfort permits as required (e.g. hot work). This shall include the permit to work.
- Investigate/review reported incidents involving contractors.
- Liaise with on contractor safety.
- Liaise with the Ministry of Labour Relations and Workplace Safety on matters related to contractor safety.
- Maintain records associated with the Contractor Safety Program.
- Support the development and implementation of the Contractor Safety Program.
- Provide advice and assistance to City leadership team, City managers, directors and contractors on health, safety and environmental protection.
- Support compliance with both the City of Melfort's Health and Safety Management System and regulatory requirements.

Contractors

- Good performance standing with The City of Melfort
- Certificate of Recognition (COR), Small Employer Certificate of Recognition (SECOR) or an active health and safety manual accompanied with a Letter of Intent to obtain a COR or SECOR.
- Need to be in good standing with WCB
- Must be in good standing with OH&S
- All Workers must obtain the SCOT training certificate from the SCSA by January 1, 2018.

The general responsibilities of all contractors working at the City of Melfort are to:

- Meet or exceed all contractual, City of Melfort, and regulatory requirements related to health, safety and environmental protection.
- Meet or exceed all requirements of the City of Melfort *Contractor Safety Manual.*
- Follow Canada Labour Code-Part II Act and Regulations.
- Ensure the health and safety of their employees and other self-employed persons under their direction.
- Implement appropriate health and safety programming to ensure contracted work is performed safely.
- Ensure all contracted work is performed only by qualified workers, or under the direction and supervision of qualified workers.
- Ensure their employees and other self-directed persons under their direction have received appropriate training in occupational health and safety, and are working under the Universities Permit to Work. Monitor/inspect worksites and ensure appropriate supervision of all contracted work.
- Respond to and communicate health and safety incidents, issues and unsafe conditions to the Melfort within the prescribed time limits.
- Understand and follow their own Safety program.

Specific requirements of contractors and other important safety information for contractors working at the City of Melfort are outlined further in the *Contractor Safety Manual*.

5. Prime Contractor

Under the *Saskatchewan Employment Act*, a contractor means a person, who, or a partnership or group of persons, that pursuant to one or more contracts:

- Directs the activities of one or more employers or self-employed persons involved in work at a place of employment or worksite; or
- Subject to subsection (3) of the *Act*, retains an employer or self-employed person to perform work at a place of employment or worksite.

Under the *Act*, certain multi-employer worksites must have a prime contractor designated and who is responsible for the coordination of health and safety activities for all workers at the worksite under the contracted work.

Based on the project or contracted work, The City of Melfort, as the owner, may:

- Assign prime contractor designation and associated responsibilities to a contractor under a written agreement.
- Designate itself as the prime contractor assuming associated responsibilities.

Under the *Saskatchewan Employment Act*, prime contractor duties include, but are not limited to:

- Identifying and informing employers and self-employed persons about hazards for which the prime contractor is responsible.

- Ensuring, insofar as reasonably practicable, that the employers or self-employed persons at a worksite eliminate hazards identified by the prime contractor before activities or operations begin on the worksite and after they have commenced.
- Ensuring that the employers of self-employed persons at a worksite reduce or control hazards that cannot be reasonably eliminated.
- Ensuring that the contact information of the prime contractor is posted in a conspicuous location at the worksite.
- Ensuring that all activities at the worksite that may affect health and safety are coordinated.
- Ensuring, as far as reasonably practicable, that all employers and self-employed persons have adequate and appropriate occupational health and safety policies and procedures, safe work practices and equipment, and competent and informed workers.
- Identifying a competent person to oversee and direct, on behalf of the prime contractor, the activities of employers and self-employed persons at the worksite.
- Preparing a written plan that explains how the requirements are to be met and delivering a copy of the written plan to all employers and self-employed persons before any work commences.

It is the responsibility of the employer and self-employed persons to cooperate with the prime contractor to ensure information regarding health and safety programs and coordination of worksite activities are properly communicated between all parties.

6. Melfort Policies and Rules

All contractors working on behalf of the Melfort shall comply with institutional health and safety policies. Melfort policies can be found in the City of Melfort Health and Safety Management System, items of particular importance to contractors are summarized below.

Discrimination and Harassment

The City of Melfort is committed to creating and maintaining a positive environment for working and learning that is free of discrimination, as outlined in the Saskatchewan Human Rights Code, based on any of the following prohibited grounds: religion, creed, marital status, family status, sex (including: gender expression, gender identity and two spirit identity), sexual orientation, disability, age, colour, ancestry, nationality, place of origin, race or perceived race and receipt of public assistance.

Harassment is not limited to these prohibited grounds, and may refer to any repeated or single serious occurrence of inappropriate conduct, comment, display, action or gesture.

Furthermore, both discrimination and harassment are prohibited by law and will not be tolerated. The Melfort will respond to reports of discrimination and harassment as promptly and effectively as possible and will take appropriate action to prevent and correct behavior that violates this policy.

Violence

The City of Melfort strives to ensure the safety of all members of the Melfort community. The City of Melfort, through this policy, strives to prevent or minimize the risk of violence, facilitate prompt action, and provide support to victims of violence. It values the well-being of all persons utilizing its premises, whether they are visiting or working within its community. The City of Melfort does not

condone, and will take action to address, a violent behavior that interferes with the provision of a positive, productive environment.

All members of the Melfort community share the responsibility for creating and promoting a safe environment and shall conduct themselves in an appropriate and responsible manner.

Hours of Operation

Hours of operation for the contractor and after hour requirements shall be confirmed with the Prime Contractor (if not The City of Melfort) or the Melfort representative prior to the commencement of work. The Prime Contractor shall be notified of any changes to anticipated work schedules by the contractor in advance.

Facility and Building Access

Contractors are allowed only in the areas where the contracted work is to be performed and in public areas. Admittance to any other areas, buildings or facilities, including roof tops will require approval by the Melfort representative.

As required, building keys may be issued to the contractor through the city representative. It is the responsibility of the contractor to manage keys issued by the city representative. Lost keys must be reported immediately to the City representative. It is noted that a financial deposit is required for all keys issued to contractors.

All key requests for contractors must be hand delivered to the Customer Service Centre or Melfort representative Project Manager and include the required deposit. Duplication of keys is prohibited.

Contractor parking will be designated by the Project Management group.

Smoking

Smoking is prohibited in all Melfort buildings, parts of buildings, enclosed spaces, leased spaces, Melfort owned or leased vehicles and outdoor seating areas that are part of a restaurant or licensed facility. Smoking is prohibited within a 10 meter (30 feet) perimeter of any Melfort building or ventilation air intake and other outdoor areas where posted. This policy applies to all Melfort employees, contractors and visitors.

Alcohol, Drugs and Weapons

The use of alcohol or illegal drugs while working on Melfort property is strictly forbidden.

Any worker using prescription or over-the-counter medications should ensure that these substances do not affect their ability to perform their assigned tasks effectively and safely.

All weapons and firearms are prohibited from all areas.

Theft

The City of Melfort is not responsible for lost or stolen tools, equipment or personal items at a worksite. Contractors should not leave tools, equipment or materials unattended, and take appropriate measures to secure tools, equipment and tools when not being used and after normal work hours.

Driving and Parking

Contractor vehicles are subject to all Melfort driving and parking bylaws, as well as civic and provincial traffic safety laws and regulations.

Contractor vehicle parking is allowed only in areas designated by the Prime Contractor (if not The City of Melfort) and the Melfort representative.

7. Contractor Management

Prior to the commencement of work, the contractor may be required with the Prime Contractor (if not The City of Melfort) or the Melfort representative to:

- Review and plan the work and work schedule.
- Review the contractor health and safety program including any special precautions that may be required.
- Ensure contractor employees understand their responsibilities while working at The City of Melfort.
- Establish points of contact.

A work permit must be granted to the Prime Contractor (if not The City of Melfort) by the Melfort representative or City representative prior to commencing work. The permit shall be valid for the duration of project unless otherwise revoked by The City of Melfort.

During the contracted work, the Prime Contractor (if not the City of Melfort), the Melfort representative, City of Melfort Safety representative

- Inspect the work site.
- Speak to contractor employees.
- Request health and safety program information and supporting documentation related to the work.
- Direct the contractor and its employees to correct work and/or health and safety issues that have been identified.
- Stop work where there is an immediate danger to life or where there is deemed significant non-compliance with health and safety requirements.
- Stop work if the Melfort deems the contractor is failing to provide or support a safe work environment.
- Investigate any incident it deems necessary.

Upon completion of the work, the contractor may be requested to meet to discuss the work, any issues surrounding the work, including health and safety performance.

8. Contractor Health and Safety Program

Contractors working at the City of Melfort shall have a written occupational health and safety program commensurate with work to be performed and in accordance with regulatory and Melfort requirements.

The Prime Contractor (if not The City of Melfort) and the Melfort representative reserve the right to request a contractor submit a copy of their health and safety program and supporting documentation for review prior to and at any time during the contracted work. The Melfort representative may, upon review of the contractor safety program, require additional health and safety measures be implemented prior to the commencement of work.

9. Training

Under provincial occupational health and safety regulations, it is the responsibility of contractors to ensure their personnel are qualified, competent, and have received appropriate training in health and safety in relation to the work they perform.

All contracted employees will hold valid Saskatchewan Safety Construction Orientation Training (SCOT) or Alberta Construction Safety Training System (CSTS) training prior to performing work at The City of Melfort, and a valid City of Melfort contractor orientation, this will take effect on January 1, 2019.

Contractors are required to maintain records of their staff qualifications and training, and be able to provide them to the Prime Contractor (if not The City of Melfort) or Melfort representative upon request. A copy of these records must be kept on site during the course of the work.

Prior to commencing work at The City of Melfort, all contractor employees must complete work under a Permit to Work. This permit provides acceptance of the following information:

- Contractor health and safety responsibilities while working at The City of Melfort.
- Melfort health and safety requirements while working on community.
- Hazards on community that could impact contracted work, and the required control measures.
- Melfort contact information.

Owners or their representative shall also be provided with a copy of the *Contractor Safety Manual*, and all contractors shall receive a Melfort contractor orientation, allowing the individuals to work on or for the City of Melfort.

The Permit to Work is provided by the project representative and shall be signed off by a city representative this may also be completed in conjunction with the start-up meeting at the beginning of each project.

The "Permit to Work" is valid for the intended project, after which a new permit must be completed by all consultants' contractors and sub-contractors working for The City of Melfort, at the onset of any new work.

All permits shall be posted onsite as well as a copy shall be maintained by city representative.

10. Communication of Work

It is the responsibility of the Melfort representative to coordinate with and to notify city departments of planned contracted work.

Melfort employee concerns relating to contracted work are to be directed to the Melfort representative, unless there is an immediate or foreseen danger to life and health.

11. Hazard Assessment

Prior to commencing any contracted work at The City of Melfort, the Prime Contractor (if not The City of Melfort) or the Melfort representative shall, in consultation with contractors, perform an assessment of the work site and activities to identify existing and potential hazards that may impact the safety of contracted employees, Melfort employee's contractors, and/or members of the public. Through the assessment process, appropriate control measures shall be implemented of which could include the requirement to develop a site-specific safe work plan.

The city representative, in consultation with the Prime Contractor (if not The City of Melfort) or the Melfort representative, will support the hazard assessment process.

Contractors shall continuously monitor for, and address hazards on their worksite(s) throughout the duration of the work.

12. Management of Change

This reflects a change in procedures, policy, practice or material concerning

- Standard operating procedures;
- Inspection and testing procedures
- Emergency operating procedures;
- Training procedures and requirements

A management of change may be given to contractors after a proper hazard assessment has been reviewed.

13. Delineation of Worksite

Prior to the commencement of work, all contractor worksites shall be clearly delineated and appropriate physical barriers placed to identify the work area to all individuals in the area.

During the course of the work, contractors are also responsible for placing appropriate warning signs and barricades as listed below;

- Signage must be utilized to warn of all unique hazards present and to control entrance to the worksite.
- Barricades shall be placed around all open manholes, ditches, and excavations. All such locations must be clearly marked.
- Barricades in travel ways must be clearly marked with high visibility tape and lights when left unattended at night.
- Barricades are to be designed with the appropriate hazards in mind, such as concrete barriers for open excavations in traffic areas, fences in public areas, some hazards may also require 24-hour supervision.
- Use barricades, ropes, tape or signs when work is being performed above or below other workers or open areas.
- Traffic control persons may be required depending on the nature of the work and hazards.

Upon completion of the work, all barricades, ropes, tape and warning signs shall be removed from the worksite.

The City of Melfort, employees, visitors, members of the public, and contractor personnel shall obey all warning signs and barricades.

14. Worker Clothing and Personal Protective Equipment

Contracted employees shall wear appropriate work clothing commensurate with the nature of the work being performed. Loose long hair, loose clothing, rings, neck chains and other articles are to be removed or worn in a manner which inhibits contact with moving parts of machinery, work processes or can constitute a danger to the worker.

The contractor is responsible to supply its employees with all required safety and personal protective equipment and provide appropriate training in its use and care. The contractor shall also ensure that required personal protective equipment is utilized by its employees.

The use and type of personal protective equipment shall be based on a hazard assessment for the contracted work prior to the commencement of work, and comply with applicable regulatory requirements. All sites shall require a minimum of safety footwear, eye protection, and hard hat.

Personal protective equipment shall meet Canadian Standard Association (CSA) specifications.

15. Worksite Inspections and Audits

All contractors are accountable for monitoring their work environment for hazards and for performing regular inspections and for addressing identified hazards, unsafe conditions, and/or worker non-compliance with health and safety program requirements, applicable regulatory requirements and Melfort requirements. The prime contractor is required to ensure that sites are inspected on a weekly basis.

Workplace inspections are to be documented including:

- Who has performed the inspection.
- Location(s) inspected.
- Inspection findings.
- Required/Recommended corrective actions.
- Define who is responsible for implementing corrective actions.
- Date the corrective actions were implemented.
- Follow-up date.

Contractors shall maintain records of all inspections.

The Prime Contractor (if not The City of Melfort), and/or City representative have the authority to perform inspections and audits of contractor worksites and activities, and to review contractor health and safety program documentation including inspection reports. The Prime Contractor (if not The City of Melfort), and/or the City representative are authorized to provide advice and direction to the contractor and its employees, should an inspection/audit reveal unsafe work conditions or behaviors, or where a gap in the contractor health and safety program is identified.

The Prime Contractor (if not The City of Melfort), and/or City representative are authorized to stop work where there is an immediate danger to life or where there is deemed significant non-compliance with health and safety requirements.

The Prime Contractor (if not The City of Melfort), and/or City representative are authorized to stop work where the contractor has failed to take required actions to address inspection/audit findings.

A Trade Contractor Management Audit shall be conducted within the first month of a ***project*** and every 6 months till the completion of the project. Corrective actions are to be addressed in the time given. If an acceptable audit score is not achieved the contractor will be re-audited within two weeks. If failed again all work the contractor is responsible for shall be suspended.

16. Resolving Health and Safety Concerns

Contractors shall address health and safety identified hazards, questions and concerns raised by its employees.

Should the contractor have health and safety concerns related to the work that it cannot address on its own, or requires consultation, the contractor shall contact the Prime Contractor (if not The City of Melfort) and the Melfort representative.

17. First Aid

All contractors shall meet First Aid requirements as specified in the *Saskatchewan Occupational Health and Safety Regulations*. At minimum contractors shall ensure:

- There are trained personnel in First Aid available at the worksite.
- First Aid supplies are readily available and signs posted as to their location at the worksites.
- A First Aid register is maintained when incidents occur and when first aid is required.

All serious medical aid incidents involving contracted employees shall be communicated to the Prime Contractor (if not The City of Melfort), the Melfort representative, and /or the city safety Representative. See incidents and investigations in section 32 for more detail.

18. Equipment and Tools

The contractor shall ensure that all equipment and tools brought to the worksite are appropriate for the work, well maintained, and that its employees are trained, competent (and certified as required) in their operation and care. Melfort requirements in relation to equipment and tools include, but are not limited to:

- Only the proper type and size of tools are to be used for the work.
- For non-routine, complex equipment or tools, operations manuals or procedures are to be readily available to workers.
- Equipment and tools shall be inspected prior to use. Defective or worn tools shall be tagged and either repaired or replaced. Defective tools are not to be used.
- Appropriate personal protective equipment shall be worn when operating equipment and tools.
- Guards on all power tools shall be in place and not modified.
- All portable electric hand tools shall be equipped with a three-conductor cable, be double insulated, or connected to a ground fault interrupter.
- All extension cords shall be of the three prong grounded type, properly rated, and in good condition.
- All compressed airline connections for air-powered tools shall be properly connected, secured and checked before and during pressurization.
- Sharp edged and pointed tools shall be properly guarded when not in use.
- Tools with mushroomed heads (e.g. chisels, wedges, pins and pegs) shall be reconditioned or discarded.
- All tools that are modified or home made for an application are prohibited.

19. Housekeeping

Contractors shall maintain a well-organized worksite. Housekeeping requirements include, but are not limited to:

- Maintain an inventory of hazardous chemicals brought onto the worksite and ensure hazardous materials and/or equipment is appropriately secured during work hours, and after hours.
- Hazardous materials and controlled products shall be labelled in compliance with Workplace Hazardous Material Information System (WHMIS) requirements.
- Walkways, aisles, stairways, exits, First Aid, fire protection equipment shall be clear of obstructions at all times.
- Stairways, walkways, exits, the front of electrical panels, emergency gas shutoffs and access to firefighting equipment shall be maintained and kept clear.
- Return tools and materials to their proper storage area at the completion of the work and when not required.
- Clean up puddles of water, oil or other liquids promptly.
- Report icy or poor ground conditions to the supervisor for action.
- Building materials and supplies shall be piled or stored in a stable manner so it will not be subject to falling.
- Garbage shall be deposited in the proper containers to reduce the chances of fires and clutter. Combustible scrap, debris and garbage shall be removed from the work area at frequent and regular intervals

20. Fire Prevention

Contractors shall ensure worksites are managed appropriately so as to minimize fire hazards. Contractors shall provide their own fire extinguishers at the worksite. Contractors shall ensure:

- Contractor issued Hot Work Permits are obtained prior to performing any hot work process.
- Fire extinguishers are readily available at the worksite, are conspicuously located, accessible and inspected periodically and maintained in operating condition. An annual service check and monthly visual inspection are required.
- Fire extinguishers are positioned in the near vicinity at all times when utilizing heat-producing equipment.
- Employees know the location of fire extinguishers in the work area and are trained in their use and application.
- Other needed safety equipment is readily available (e.g. barriers, fire blankets).
- When heat-producing equipment is used, the work area is kept clear of all fire hazards.
- No open flame devices are used in confined or enclosed structures without proper ventilation.
- Heaters are located an adequate distance from walls, ceilings and floors, and vented to the atmosphere.
- Only approved safety containers are used for the handling or storing of flammable liquids.
- Fuels (e.g. propane, gasoline and diesel) are appropriately and safely stored.

21. Permits

(A) Work Permit (Permit to Work)

A Work Permit must be granted to the Prime Contractor (if not The City of Melfort) by the City representative prior to commencing any contracted work. A Work Permit shall only be granted when the Melfort representative or City representative have confirmed appropriateness and completeness of the contractor's health and safety program.

The permit shall be valid for the duration of project unless otherwise revoked by The City of Melfort.

(B) Contractor Hot Work

All hot work performed by contractors in, on or adjacent to buildings owned or controlled by the City of Melfort must meet the following requirements:

- A Hot Work Permit must be obtained in accordance with the hot work procedures prior to performing any hot work unless the work will be performed in a designated hot work area.
- The safety precautions described in the hot work procedures will be followed for all hot work.
- A fire watch will be maintained in accordance with the hot work procedures.
- Hot work is prohibited in areas where hot work cannot be conducted safely under any conditions.
- Hot work permits are not given out by the City of Melfort, the contractor is expected to provide this as part of their own health and safety program.

Contracted work involving any hot work component(s) shall stipulate that failure to meet the above requirements shall be grounds for immediate termination of the contract at the discretion of The City of Melfort.

(C) Confined Spaces

Contractors, who in the course of their work, require access to confined spaces shall have a written confined space program in accordance with the *Saskatchewan Occupational Health and Safety Regulations*.

MELFORT REPRESENTATIVE maintains records of all confined spaces on Melfort managed property and have classified each based on identified physical properties and hazards. Confined space categories are:

- Category I – confined spaces limited egress and exit.
- Category II – confined spaces with physical hazards (e.g. high voltage, mechanical, falling form heights, chemical).
- Category III – confined spaces with atmospheric hazards (oxygen deficiency, gases, vapours, dust).

The Melfort representative shall be notified prior to the commencement of any contracted work in confined spaces.

Contractors conducting maintenance activities alongside Melfort employees will utilize the City of Melfort confined space program including the rescue team and permit.

The Prime Contractor (if not The City of Melfort) and the Melfort representative reserve the right to review a contractor's confined space program prior to the commencement of work.

22. Ground Penetrations

In accordance with the Melfort Health and Safety Management System, it is the responsibility of all contractors who intend to undertake excavations, trenching, boring or otherwise penetrating the grade with any product including, but not limited to, a temporary or permanent fence post, tent support, peg or other penetrating object to ensure underground locates have been identified and verified. The City of Melfort is only responsible for verification of it city services.

All requests for underground locates for city services shall be applied for through the Prime Contractor (if not The City of Melfort) and the Melfort representative. All underground locates outside of city services are the responsibility of the contractor performing the work.

No excavation or surface penetrations to any depth are permitted until the unground locate and verification has been completed.

23. Demolition Work

The contractor shall perform all demolition work in accordance with the *Saskatchewan Occupational Health and Safety Regulations*.

All demolition work shall be performed in consultation with the Prime Contractor (if not The City of Melfort) and the Melfort representative. Prior to the commencement of demolition work, a written demolition plan is to be developed by the contractor. The plan shall include:

- Communication with the community potentially affected by the demolition work.
- Removal and proper disposal of hazardous materials and equipment in the structure/space.
- Disconnection of utilities (electrical, water, sewer gas, communications) connected to the structure/space have been disconnected by authorized and qualified contractor personnel.
- Delineation of work area and access control to the structure/space.
- Health and safety hazards and control measures associated with the demolition work.
- Safe work procedures for the demolition work.
- Control of dust resulting from demolition work.
- Disposal of demolition debris.

24. Lockout/Tag out

Contractors shall have written and implemented lockout/tag out procedures for all instances where the isolation and lockout of hazardous energy sources is required to safely perform work or maintenance on equipment, machines, or processes. Sources of hazardous energy include any electrical, mechanical, hydraulic, pneumatic, chemical, thermal, including gravity or any other source of energy of potential harm to an individual.

Any electrically driven equipment or processes, or other type of power driven equipment (pneumatic, hydraulic, steam) or energized electrical circuits, regardless of voltage, or systems with potential energy shall be de-energized and locked out prior to performing any work on the system. All lockout devices used shall be appropriate for the intended function and able to withstand the usage environment. Homemade or jerry-rigged lockout devices are not permitted.

Contractors shall notify the Prime Contractor (if not The City of Melfort) and the Melfort representative of lockout/tag out activities that involve building infrastructure (i.e. electrical, water, steam, hydraulic, pneumatic).

A lockout program is not required for electrical equipment that can be de-energized by physically disconnecting a power cable from an electrical outlet providing the equipment is under the direct and immediate control of the person performing the work.

25. Hazardous Materials Management

(A) Inventory Control

The contractor shall maintain an up-to-date inventory of all hazardous materials brought onto Melfort property. Inventories shall be made available upon request by the Prime Contractor (if not The City of Melfort), or the Melfort representative.

When using hazardous materials/products, the contractor shall ensure all necessary safety precautions are implemented to ensure the safe use and storage of the materials/products in accordance with applicable regulatory requirements.

Hazardous materials storage locations shall be determined in consultation with the Melfort representative.

The contractor shall also have procedures in place to address airborne vapours which may pose hazards to others in the vicinity of work, spills or unintended releases of hazardous materials to the environment.

(B) WHMIS 2015 (GHS)

Contractors working with hazardous materials/products on community shall strictly adhere to the Workplace Hazardous Material Information System (WHMIS). All containers with controlled products shall have appropriate supplier labels conforming to WHMIS requirements as specific under the *Saskatchewan Employment Act* and the *Saskatchewan Occupational Health and Safety Regulations*. All controlled products transferred to temporary containers shall have appropriate workplace labels in accordance with WHMIS requirements.

Material Safety Data Sheets (MSDS) or Safety Data Sheets, shall be readily available to contractor employees at each location where controlled products are used.

Contractor employees shall have documented training in WHMIS and on the safe handling and use of all hazardous materials required in the course of the contracted work.

Employee WHMIS training records and MSDS (SDS) information shall be readily available to the Prime Contractor (if not The City of Melfort) and the Melfort representative.

The Prime Contractor (if not The City of Melfort) and the Melfort representative shall be notified of the use of highly toxic or dangerous products that may require additional precautionary measures.

(C) Flammable/Combustible Liquids

The contractor is to notify the Prime Contractor (if not The City of Melfort) or the Melfort representative when bringing flammable/combustible liquids onto The City of Melfort worksites.

The contractor shall ensure that all flammable and combustible liquids brought onto the Melfort are handled and stored in accordance with the *National Fire Code of Canada* and associated standards.

Storage cabinets and containers shall conform to *Transportation of Dangerous Goods*, *Canadian Standards Association* or *Underwriters Laboratories Canada* standards, or equivalent standards as set out in the *National Fire Code of Canada*, and be appropriately labelled in accordance with WHMIS requirements.

Inside buildings in an approved flammable storage cabinet, the quantities of flammable/combustible liquids shall not be exceed 500 L of which not more than 250 L shall be Class I flammable liquids. No more than three cabinets may be stored in a single approved area meeting *National Fire Code of Canada* requirements.

Flammable storage outdoors shall comply with container placement and separation distances, quantity limits, spill management and access control as specified in the *National Fire Code of Canada*. Storage tanks used outside shall be equipped with secondary containment in the event of a spill or uncontrolled release of liquids.

Flammable/combustible liquids storage locations shall be determined in consultation with the Melfort representative.

(D) Compressed Gas Cylinders

Contractors shall ensure the following when using compressed gas cylinders:

- Contractor employees working with the gas cylinders are appropriately trained.
- Material Safety Data Sheets are readily available to contractor employees.
- Appropriate personal protective equipment is worn by contractor employees handling and using compressed gas cylinders.
- Gas cylinders are only used for their intended purpose.
- Appropriate cradles or slings are used when lifting compressed gas cylinders.
- Cylinders are secured when left standing.
- Proper regulator and fittings are used for the particular gas in the cylinder.
- Each time a compressed gas cylinder is used, the cylinder, regulator and connections are visually inspected for disrepair or damage.
- When working with toxic gases the installation of permanent gas detectors or carrying personal detectors for leak detection is required. Gas detectors and monitors must be calibrated and maintained as per the manufacturer's operating instructions. Records of this maintenance must be maintained.
- Acetylene cylinders have installed flashback devices on both hoses and at the cylinder regulator.
- Acetylene cylinders are used, transported or stored in a vertical position.
- The placement of controlled products will be in accordance to the Project Hazard Assessment for the intended project.
- Valve caps are installed on cylinders when not in use or being transported.
- Cylinders are returned to a storage area after use. Empty and full cylinders are identified and stored separately.

26. Hazardous Waste Disposal

Contractors are responsible for the proper disposal of hazardous wasted they generate in accordance with all federal, provincial and/or civic regulatory requirements.

Hazardous waste shall not be disposed with regular waste, or into municipal sanitary or storm sewer systems.

27. Excavations and Trenching

Contractors performing work requiring excavations and/or trenching shall comply with all requirements as specified in the *Saskatchewan Occupational Health and Safety Regulations*.

No excavation or surface penetrations to any depth are permitted until an unground locate and verification permit is issued by City representative. All requests for underground locate and verification permits shall be applied for through the Prime Contractor (if not The City of Melfort) and the Melfort representative.

Mechanical or power excavation equipment is to be used only in locations where there is no danger of contacting or damaging buried facilities.

A detailed hazard assessment and job safety analysis shall be completed where it is necessary to cross underground utilities prior to commencing work.

All excavations and trenches greater than 1.2 meters (4 feet) deep, shall be cut back, or shored, and/or the workers protected with the use of protective structures in accordance with *Saskatchewan Occupational Health and Safety Regulations*. Shoring and cut back requirements must be appropriated for the identified soil type(s).

Protective structures are to be designed, constructed, installed, used, maintained and dismantled to provide adequate protection to workers.

Frozen ground shall not change the requirement of the regulations to provide temporary protective structures or cutting back the walls of the trench except where freezing is a designed specification to control a fluid condition and then only in accordance with the professional engineer's specifications and instructions.

Excavations in which workers are required to enter are to be kept reasonably free of water.

A safe means of access to and egress from the excavation or trench shall be available at suitable locations. If excavations or trenches are greater than 1.2 meters (4 feet) in depth, a ladder or walkway must be available.

Where a worker(s) is in a trench that is more than 1.2 meters (4 feet) deep, the contractor shall ensure that a competent worker is stationed on the surface to alert worker(s) in the trench about the development of any potentially unsafe conditions and to provide assistance in the event of an emergency.

Excavation and trench slopes or shoring will be inspected daily or more frequently if required.

No more trenching than absolutely necessary shall be left open overnight. When trenches are left open, they must be barricaded or guarded to protect the public and employees.

28. Work from Heights

(A) Roof Top Access

All contractor access to building roofs shall be coordinated with the Melfort representative prior to the commencement of the work.

(B) Fall Protection

Where there is a danger of a worker falling a vertical distance of more than 3 meters (10 feet) in the case of a temporary installation or more than 1.2 meters (4 feet) in the case of a permanent structure or where a worker may fall into or onto any other hazard, the contractor shall have fall protection plan that complies with the *Saskatchewan Occupational Health and Safety Regulations.* Fall protection plans shall include:

- An identification of the hazards at the worksite.
- Fall protection systems and equipment to be used. Fall protection systems shell meet regulatory and Canadian Standards Association standards.
- Procedures to be followed for the proper use and maintenance fall protection systems.
- Rescue procedures if a worker falls, or is suspended by a personal fall arrest system or safety net.

Contractor employees shall be trained in the fall protection plan and procedures, and the proper use and care of fall protection equipment. The fall protection plan shall be readily available to contractor employees at the worksite.

29. Scaffolds

Contractors requiring the use of scaffolds shall ensure that every scaffold erected and used during contracted work is designed, constructed, erected, used and maintained so as to perform safely any task that the scaffold is required to perform. Scaffolds shall meet all physical and structural requirements specified in the *Saskatchewan Occupational Health and Safety Regulations*.

The assembly and dismantling of scaffolds must be carried out under the supervision of personnel knowledgeable and experienced in such operations and in accordance with document procedures. Scaffolds must be equipped with guardrails and toe boards, and with a proper ladder for access. Scaffolds over 15 m (50 feet) in height must be designed by a professional engineer and constructed in accordance with the design.

The contractor shall ensure scaffolds are inspected by a competent person prior to use and daily when in use. All scaffolds shall have attached to them a completed erection tag certifying the scaffold is safe to use. All scaffolds shall have inspection tags completed and attached to the scaffold.

The contractor shall have written safe work procedures and train its employees on the safe use of the scaffolds. Appropriate fall protection shall be used by all contractor employees working on scaffolds.

30. Powered Mobile Equipment

Contractors bringing powered mobile equipment to Melfort worksites shall ensure all regulatory requirements are met as specified in the *Saskatchewan Occupational Health and Safety Regulations*. This includes ensuring:

- Only authorized, trained and competent personnel operate powered mobile equipment.
- Equipment operations manuals and procedures are readily available to contractor employees.
- Powered mobile equipment is appropriate for the work, and meets physical and operational requirements under the regulations.
- Equipment inspections are performed prior to its use.
- The powered mobile equipment is properly maintained.
- Training, inspection and maintenance records are maintained and readily available.

31. Lifting Equipment

Contractors requiring the use of lifting equipment (cranes/hoists) shall ensure said equipment is safely operated and maintained in accordance with the *Saskatchewan Occupational Health and Safety Regulations*. The Prime Contractor (if not The City of Melfort) or the Melfort representative shall be notified when lifting equipment (cranes/hoists) are to be brought onto a Melfort worksite.

Contractors shall have written operating procedures for all lifting equipment readily available at the worksite. Only employees authorized and properly trained in the safe operation of lifting devices are permitted to operate the equipment.

Prior to commencing work with lifting devices, a worksite lift plan or job safety analysis shall be performed by the contractor and be readily available to the Prime Contractor (if not The City of Melfort) or the Melfort representative.

The contractor shall ensure that all lifting devices are inspected by competent persons before the lifting equipment is used and at regular intervals as recommended by the manufacture to determine whether the device is in a safe condition. Inspection records must be kept by the contractor and readily available for review.

Any defective mechanical lifting device shall be immediately removed from service and from the site. The Prime Contractor (if not The City of Melfort) or the Melfort representative are to be immediately advised of the defect.

For lifting devices with a rated load greater than 5 tonnes, a logbook must be maintained by the contractor which includes a record of all lifts, equipment inspections, maintenance, and/or calibration information. Logbooks shall be readily available for review.

The Melfort representative and City representative shall be notified of any lifts (critical lifts) where,

- The load exceeds 80% of the lifting equipment load rating.
- Where the lift is a blind lift.
- Two or more cranes are involved in the lift.
- The City of Melfort/Community business processes are/may be affected by the lift.
- Must have engineered inspection report.

The Melfort community has many tunnels. Placement of cranes on community shall be determined in consultation with the Melfort representative to ensure the structural integrity of ground.

32. Welding

Contractors engaged in welding activities shall ensure compliance with *Saskatchewan Occupational Health and Safety Regulations* including the following:

- Hot Work Permits are required for all hot work processes and issued by the contractor completing the work.
- Only competent and authorized workers shall use welding and burning equipment.
- Safe welding and cutting procedures are followed including a proper welding grounding procedure, use of welding flash shields, and eye protection for all workers.
- Adequate ventilation is provided to avoid breathing dust or hazardous fumes when welding.
- A fire extinguisher(s) is available at all locations where welding, grinding or cutting is conducted.
- Precautions are taken to prevent exposure to workers from excessive ultraviolet radiation. The use of flash shields, blankets and any other suitable means of reducing the exposure must be used.
- Welding equipment is equipped with approved flashback devices on both hoses and at the regulator.
- Gas cylinders are tightly secured in an upright position with caps on when not in use and closed at the main valve when not in use.
- Welding gas lines are depressurized if left unused or unattended for more than two hours.

33. Silica Processes and Abrasive Blasting

Contractors undertaking silica processes and/or abrasive blasting shall comply with all requirements as specified in the *Saskatchewan Occupational Health and Safety Regulations*. The contractor shall ensure:

- Written procedures have been developed and readily available for the silica processes and/or abrasive blasting work.
- Contractor workers are appropriately training in silica and abrasive blasting processes.
- Ensure all silica processes and blasting activities are performed only in blasting enclosures as specified under the regulations.
- Blasting enclosures are inspected and properly maintained.
- Workers are provided appropriate personal protective equipment including appropriate respiratory protection. Blasting hoods are required when performing abrasive blasting.
- Work sites and adjacent areas are appropriately cleaned using a HEPA filter vacuum or approved wet methods. No dry dust generating cleaning methods shall be permitted (e.g. dry sweeping).

34. Transportation of Dangerous Goods

The contractor shall ensure that the transportation, shipping or receipt of hazardous materials at a Melfort worksite is in compliance with Transport Canada *Transportation of Dangerous Goods Regulations*. All contractor employees engaged in the transportation of dangerous goods shall have appropriate training in the safe handling and transport of the materials.

The contractor shall inform the Prime Contractor (if not The City of Melfort) and the Melfort representative of dangerous goods being brought to the worksite.

35. Emergency Response Procedures

As part of a comprehensive health and safety program, contractors shall assess worksites for potential emergency situations and have emergency response procedures for their employees and worksites. Emergency response procedures should include (as appropriate) actions to be taken by employees in the event of:

- Personal injury or medical emergency.
- Fire or explosion.
- Structural failure or collapse of a structure, platform, excavation, crane or hoist.
- Contact with high voltage lines/rupture of a gas or water line.
- Uncontrolled release of hazardous materials to the environment.
- Violence.
- Criminal activity.

Additional emergency response requirements are outlined in the *Contractor Safety Manual*, or shall be specified by the Prime Contractor (if not The City of Melfort) and/or the Melfort representative in connection with the work to be performed. Emergency contact information is provided at the beginning of the *Contractor Safety Manual*.

Prime Contractor (if not The City of Melfort), and the Melfort representative shall be notified immediately of all incidents involving serious injury, property damage, a dangerous occurrence, or a spill or release of hazardous materials.

(A) Fire

All contractor personnel are to become familiar with their worksite including where the nearest fire extinguishers, fire pull stations and exits are located. Contractors shall also provide their own fire extinguishers at the worksite. Other safety equipment such as fire blankets may also be required depending on the nature of the work.

If a fire alarm sounds for more than 10 seconds in any Melfort building, all occupants are required to evacuate the building through the nearest available and safe exit. Main evacuation routes and marshalling areas are posted throughout most buildings on community.

In the event of a fire at the building or worksite, contractor employees shall:

- Cease work.
- Assess the severity of the fire.
- If it can be done safely, attempt to extinguish the fire using an appropriate extinguisher.
- If the fire is too large, or cannot be extinguished, or if the individual feels uncomfortable attempting to extinguish the fire, commence with evacuating the building.
- Notify individuals in the area that a fire has occurred.
- Activate the nearest fire alarm pull station (if available at the worksite).
- If possible, electrical equipment should be turned off and doors closed (but not locked) during the evacuation.
- Do not use elevators during a fire evacuation.
- Assemble in a safe location away from the building or worksite. Account for all contractor staff.
- Call emergency responders (911).
- Cooperate with emergency responders and Melfort personnel responding to the fire.

If the fire occurred at a contractor site, contractor management is to be notified immediately.

No one is to re-enter the building or worksite following a fire or fire drill until permission has been given by authorized personnel from the Saskatoon Fire Department, Protective Services, the Chief Fire Warden or a representative.

36. Incident Reporting and Investigation

The contractor is responsible for responding to and for documenting all incidents occurring on its worksite and with its employees resulting in personal injury, property damage, spills or releases of hazardous materials to the environment, or incidents classified as dangerous occurrences under the *Saskatchewan Occupational Health and Safety Regulations*.

Contractor management, the Prime Contractor (if not The City of Melfort), and the Melfort representative (and/or City representative) shall be notified immediately of all incidents involving serious injury, property damage, a dangerous occurrence, or a spill or release of hazardous materials.

Contractor management shall notify applicable regulatory agencies of incidents classified as dangerous occurrences under the *Saskatchewan Occupational Health and Safety Regulations*.

All reported incidents shall be documented by the contractor and investigated to determine the cause of the incident, and corrective and preventative measures to minimize a recurrence of the incident. Incident investigations shall be made available upon request by the Prime Contractor (if not The City of Melfort) and the Melfort representative.

The Prime Contractor (if not The City of Melfort), and the Melfort representative reserve the right to participate in any incident investigation occurring in connection with contracted work for The City of Melfort.

Risk Category	**Definition**	**Level of Investigation**
Critical	Class “A” Incident: Likely to cause permanent disability, loss of life or body part, extensive loss of structure, equipment or material.	Full investigation required. City Representative to be informed immediately and to participate if determined in investigation.
Serious	Class “B” Incident: Likely to cause permanent disability, loss of life or body part, extensive loss of structure, equipment or material.	Full investigation required. City Representative to be informed immediately.
Minimal	Class “C” Incident: Serious injury or illness, resulting in temporary disability or property damage that is disruptive but not extensive.	Investigation required, report to be submitted upon completion to city representative.

Class A and B incidents must be reported immediately, and investigation must begin within 3 hours. All investigations must be fully completed within 72 hours.

Reporting Times

A Immediate notification, Incident investigation with corrective action within 72 hours.

B 0-2 days

C Report within 5 business days.

37. Records

The contractor is responsible for maintaining all health and safety related records associated with contracted work for The City of Melfort. This includes, but is not limited to:

- Contractor health and safety program documentation.
- Contractor employee training and qualification records.
- Contractor employee site orientation.
- Hazard assessments, safe work procedures, operating manuals, monitoring data.
- Hazardous materials inventory and MSDS (SDS).
- Equipment inspection and maintenance records.
- Inspection reports.
- Incident reports.
- Melfort (or other) issued permits.
- Meeting minutes.
- Regulatory correspondence.

38. Program Review

The *Contractor Safety Manual* shall be reviewed annually by City representative. The manual may be reviewed at any time by City representative if there is an identified need to make revisions to the document.