

VILLAGE OF EMPRESS		
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IMPORTANT PHONE NUMBERS

AMBULANCE	911
FIRE	
POLICE	
OYEN RCMP DISPATCH 24 HOURS	403-664-3883
POISON CONTROL CENTER	1-800-332-1414
if busy call	944-1414
ALBERTA ENERGY REGULATOR CHEMICAL SPILLS ALBERTA ENVIRONMENT	1-800-222-6514
ALBERTA EMERGENCY MANAGEMENT 24 HOUR	1-866-618-2362
SOUTH CENTRAL ZONE	1-403-297-6470
RANDY TILLER CELL #	1-403-815-9665
ALBERTA ONE CALL	1-800-242-3447
OYEN HOSPITAL	403-664-4300
ATCO ELECTRIC	1-800-668-5506
	406-664-8103
DRY COUNTRY GAS	403-664-3646
MUNICIPAL ADMINISTRATOR	403 664-9439
PUBLIC WORKS FOREMAN	403-664-0670

SAFETY POLICY

PHILOSOPHY

The Village of Empress is committed to the protection from accidental loss of all of its resources, including employees and physical assets.

In fulfilling this commitment to protect both people and property, management will provide and maintain 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 within our facilities. Safe work practices and procedures will be clearly defined in the Safety Manual for all employees to follow.

Accidental loss can be controlled through good management in combination with active employee involvement. Safety is the direct responsibility of all management, supervisors and employees.

All management functions will comply with Town safety requirements as they relate to planning, operation and maintenance of facilities and equipment. All employees will perform their jobs properly in accordance with established procedures and safe work practices.

We will maintain a safety program conforming to the best practices of Municipalities of like size. To be successful, such a program must start with proper attitudes toward injury and illness prevention on the part of both supervisors and employees. It also requires cooperation in all health and safety matters, not only between supervisors and employees, but also between each employee and his or her co-workers. Employees are responsible for following all procedures, working safely, and when possible, improving safety measures. Only through such a cooperative effort can a safety program be established and preserved in the best interest of all employees.

An injury and accident free workplace is our goal. Through continuous safety efforts, we can accomplish this and make our work place a safe environment for all.

OBJECTIVE

Our objective is a health and safety program that will reduce the number of injuries and illnesses to an absolute minimum. An injury and accident free work place is our goal.

Our health and safety program will involve:

- Providing mechanical and physical safeguards to the maximum extent possible.
- Conducting a program of health and safety inspections to find and eliminate unsafe working conditions and practices to control health hazards and to comply with the health and safety standards for every job.
- Training all employees in good health and safety practices.
- Providing necessary personal protective equipment and instruction for its use and care enveloping and enforcing health and safety rules and requiring that employees cooperate with these rules as a condition of employment.
- Investigating every incident or accident thoroughly, to find out what caused it and to correct the problem so that it won't happen again.

ASSIGNMENT OF RESPONSIBILITY AND ACCOUNTABILITY FOR SAFETY

MANAGEMENT

1. To provide information, instructions, and assistance to all supervisory staff in order to protect the health and safety of all of our employees.
2. To understand and enforce our accident prevention policy as well as the Occupational Health and Safety legislation.
3. To provide all supervisory staff with an understanding of our accident prevention program as well as relevant Occupational Health and Safety legislation.
4. To provide all supervisory staff with proper, well-maintained tools and equipment, plus any other special personal protective devices they may require.
5. To provide ongoing safety education programs and approved first aid training courses as required.
6. To monitor departments and projects and hold them accountable for their individual safety performance.

SUPERVISORS

1. To know and apply the Village of Empress's safety policy and relevant Occupational Health and Safety legislation.

2. To ensure that all employees are educated to work in a safe manner and that they use all protective devices and procedures required by the Village of Empress and by legislation to protect their health and safety.
3. To advise all employees of any potential or actual dangers, and instruct them on how to isolate, prevent, or remove these dangers.
4. To arrange for medical treatment as required, in the case of injury or illness, including transportation to a doctor or hospital if necessary.
5. Report all incidents to management immediately, to investigate all incidents fully and advise management on how to prevent similar incidents in the future.
6. Complete Workers Compensation Board forms.
7. To carry out regular inspections of the work place to ensure a safe and healthy work environment.

EMPLOYEES

1. To read, understand and comply with the Village of Empress's safety policy, safe work practices, procedures and rules.
2. To wear the safety equipment and personal protective devices and clothing required by regulations and his/her employer.
3. To notify his/her employer of any unsafe conditions or acts that may be dangerous to him/her or to other workers.
4. To report all incidents and injuries to his/her supervisor as soon as possible.
5. Complete Workers Compensation Board forms.
6. To take every reasonable precaution to protect his/her safety or the safety of other workers.

CONTRACTORS

1. Contractors are also held responsible for following the health and safety program and meet all O.H.&S. Regulations.
2. Co-operate with the Village of Empress and any other contractor in providing a safe work place.
3. Follow the regulations of the Village of Empress and all other government regulations.

a. Safety C.O.R. (Certificate of Recognition)

4. Ensure they and their subcontractors follow safe work practices.

RESPONSIBILITIES

We recognize that the responsibilities for health and safety are shared.

- The Village of Empress accepts the responsibility for leadership of the health and safety program, for its effectiveness and improvement, and for providing the safeguards required to ensure safe conditions.
- Supervisors are responsible for developing the proper attitude towards health and safety in them and in those they supervise and for ensuring that all operations are performed with the utmost regard for the health and safety of all personal involved. Supervisors are responsible for ensuring those they supervise are oriented and trained to work in a safe manner.
- Employees are responsible for cooperation with all respects of the health and safety program, including compliance with all rules and regulations and for continually practicing safety while performing their duties.

The safety information in this policy does not take precedence over the Occupational Health and Safety Act and Regulations. It is the responsibility of employees to be familiar with the Occupational Health and Safety Act and Regulations.

Mayor

Chief Administrative Officer

Date

HAZARD ASSESSMENTS

The purpose of hazard identification is to ensure that all hazards that pose a threat to the well being of the workers of the Village of Empress are identified and evaluated so that they can be eliminated or controlled. Hazard identification includes the proactive process of identifying all hazards at all work sites and projects within the Village of Empress and the use of any new equipment or tools, and then evaluating them in terms of risk so that the situations creating the greatest risk are dealt with on a priority basis. This complete process can be referred to as a Hazard Assessment.

Supervisors of each department and/or foremen of crews are responsible for conducting a written Hazard Assessment prior to the commencement of any projects, regardless of size or duration, and when new equipment or tools are used. It is very important that some workers accompany the supervisor during the hazard assessment to assist and to learn the process.

SAFE WORK PRACTICES

Safe Work Practices are policies established to control hazards and allow our employees to do their jobs with a minimum amount of risk to people and property. In order to ensure that the Safe Work Practices accurately reflect the hazards of the worksite of the Village of Empress we are committed to regularly reviewing our Safe Work Practices.

Supervisory and non-supervisory employees will do this review. This committee shall review the Safe Work Practices annually, and provide recommendations, to reflect the changing needs found at our worksites, to the Works Superintendent.

BACKHOES

1. The strobe light is to be on at all times when the backhoe is in operation. The operator must have a valid Ground Disturbance Ticket.
2. When travelling, a seatbelt must be worn.
3. Before leaving the shop, all fluid levels will be checked and a walk around inspection will be done.
4. When digging on a road, such as culvert installation, sewer line replacement or water break, make sure the road is properly barricaded and marked before digging.
5. Excessive speed or careless driving will not be tolerated.
6. When ascending or descending the backhoe, face the steps provided on the machine, and use the handrails or handholds. (See Getting On and Off Equipment.)
7. The operator shall not permit any person to practice with or ride on the backhoe, unless authorized to do so by the CAO.
8. Before digging, the stabilizers shall be firmly in place.
9. The operator shall keep his swamper in sight, or know where he is at all times.
10. All persons in the vicinity of the worksite where the backhoe is in operation will wear fluorescent vests, CSA approved hardhats and steel-toed boots.
11. All foreign lines and cables shall be located and marked before excavation starts.

12. When digging a trench, a proper slope shall be maintained, in accordance with OHS guidelines, to prevent the sides from falling in before a worker enters the trench.
13. When the backhoe is left unattended, the bucket shall be lowered to the ground and the machine shut off.
14. Defects shall be recorded on the white board in coffee room and reported to the Works Foreman.
15. Ear protection shall be worn when needed.
16. When travelling with the backhoe, the bucket shall be in the lowest height possible to prevent tipping.
17. Backhoe boom will not be unlocked without stabilizers and front bucket down.
18. When servicing or repairing, all hydraulic components will be properly supported.

BOULEVARD TREE TRIMMING AND CUTTING

1. Barricade the street/area and set-up detour signs to prevent unauthorized access.
2. Wear the appropriate PPE (including hearing, eye, head and body protection) for your job function.
3. Operate the chainsaw according to safe operating practices for a chainsaw.
4. Do not cut limbs above your head.
5. Do not use the small chainsaw for large limbs or stumps.

CHAINSAW

Workers must be trained in its safe use before using a chainsaw.

This training must include a minimum of the following elements:

1. The proper personal protective equipment to be worn is set out by the manufacturer and Occupational Health & Safety Legislation.
2. Fueling of the saw shall be done in a well-ventilated area and not while the saw is running or hot.
3. An approved safety container shall be used to contain the fuel used along

with a proper spout or funnel for pouring.

4. The correct methods of starting, holding, carrying, or storage and use of the saw as directed by the manufacturer shall be used.
5. Ensure the chain brake is functioning properly and adequately stops the chain.
6. The chain must be sharp, have the correct tension and be adequately lubricated.
7. When carrying/transporting a chain saw, the bar guard must be in place, the chain bar must be toward the back and the motor must be shut off.
8. The chain saw shall not be used for cutting above shoulder height.

Chain saws will comply with CSA standards Z62.1-M-77.

CHEMICAL SAFETY REGULATIONS

STORAGE AREA

1. Storage area is to be used exclusively for storing pesticides and poisons.
2. Authorized personnel only shall be allowed in the chemical storage area.
3. No eating or open flames are permitted in the storage area.
4. Proper signage will be in clear view (including the location of MSDS sheets).
5. Keep an accurate inventory of chemical in storage.
6. Store all herbicides in the original labelled container and ensure labels remain legible while in storage.
7. Keep the storage area clean and free of obstacles and hazardous materials such as empty boxes and garbage.
8. Always follow special storage instructions listed on herbicide labels.
9. If leaks are found, transfer the contents of the leaking vessel to another clean and properly labelled container as per Manufacturer's label.
10. While transporting herbicides, store in the vehicle where they will not expose the driver or personal protective equipment to spills in an accident.

11. Store herbicides on pallets or shelves.

CLEANING SOLVENTS AND FLAMMABLES

Cleaning solvents are used in the day-to-day 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 non-flammable and non-toxic.

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

1. Use non-flammable solvents for general cleaning.
2. When flammable liquids are used, make sure that no hot work is permitted in the area.
3. Store flammables and solvents in special storage areas.
4. Check toxic hazards of all solvents before use (MSDS).
5. Provide adequate ventilation where solvents and flammables are being used.
6. Use goggles or a face shield to protect the face and eyes from splashes or sprays.
7. Use rubber gloves to protect the hands.
8. Wear protective clothing to prevent contamination of worker's clothes.
9. When breathing hazards exist, use the appropriate respiratory protection.
10. Never leave solvents in open tubs or vats – return them to storage drums or tanks.
11. Ensure that proper containers are used for transportation, storage and field use of solvents/flammables.
12. Where solvents are controlled products, ensure all employees using or in the vicinity of use or storage are trained and certified in Workplace Hazardous Materials Information System. Ensure all WHMIS requirements are met.

COMPRESSED AIR

1. Compressed air shall not be used to blow debris or to clear dirt from any workers clothes.
2. All hose connectors must be of the quick disconnect pressure release type.
3. 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.
4. Hoses must be checked on a regular basis for cuts, bulges, or other damage. Ensure that defective hoses are repaired or replaced.
5. A proper pressure regulator and relief device must be in the system to ensure that correct desired pressures are maintained.
6. The correct air supply hoses must be used for the tool/equipment being used.
7. The equipment must be properly maintained according to the manufacture's requirements.
8. Follow manufacturer's general instructions and comply with legislated safety requirements.
9. Do not point or release compressed air at a person.

DISTRACTED DRIVING

1. Cell phone use (including Bluetooth devices) is prohibited while operating equipment (ex: Loader, Grader, Backhoe). In emergencies, cell phone use is permitted if the machine is parked and no hydraulic controls are being used.
2. Cell phone use for managers and supervisors is allowed in vehicles with their phones linked to the vehicles Bluetooth function. For any other cell phone use the vehicle must be parked.

DIGGING OF GRAVES

1. Hard-hats and steel-toed boots will be worn at all times.
2. The truck driver accompanying the backhoe will stand back while the grave is being dug. Only when the grave is nearly completed and the backhoe operator needs guidance for depth of grave will the driver, with

extreme caution approach the grave to give hand signals to the operator.

3. When headstones have to be moved, care will be taken to insure no damage is done to the headstone. The backhoe will not be used to push the headstone with its bucket. Nylon straps will be used to pull the headstone out of the way and then replace it.

FIRE EXTINGUISHERS

Good housekeeping is essential in the prevention of fires. Fires can start anywhere and at any time. This is why 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 have to be properly maintained to do their job. Where temperature is a factor, ensure that care is taken in selecting the right extinguisher.

Types Of Fires

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

Recommended Extinguishers

Water from a hose, pump type water can, or pressurized extinguisher.

Fighting the Fire

Soak the fire completely – even the smoking embers.

CLASS B: Flammable liquids, oil and grease.

Recommended Extinguishers

ABC units, dry chemical, foam and carbon dioxide extinguishers.

Fighting the Fire

Start at the base of the fire and use a swinging motion from side-to-side, always keeping the fire in front of you.

Class C: Electrical equipment

Recommended Extinguishers

Carbon dioxide and dry chemical (ABC units) extinguishers.

Fighting the Fire

Use short bursts on the fire. When the electrical current is shut off on a Class C fire, it can become a Class A fire if the materials around the electrical fire are ignited.

GENERAL OFFICE SAFETY

An office environment contains hazards just like any other environment. Any injuries sustained in an office will most likely not be very serious in nature, but they could linger for a long time. The following general tips should minimize the risks that you can face while working in an office environment.

1. Read all instructions on machines such as shredders, paper cutters and laminators before operating them.
2. If you have power cords running along the floor to an electrical device, tape or cover them up so others do not trip on them.
3. Do not stack books or other items out of sight on a high shelf. They could fall on you while retrieving another item beside it.
4. Know your escape route should an evacuation order be announced, due to a fire or other emergency.
5. If you use chemicals or toxic substances such as printer cartridges or cleaning agents, ensure that you follow the manufacture's recommendations for Personal Protective Equipment such as rubber gloves or safety glasses.
6. Signage for location of MSDS sheet.

GETTING ON AND OFF EQUIPMENT

1. Ensure that the machine is equipped with side grab rails and steps.
2. Clean mud off boots before climbing into the machine.
3. Face the machine and step onto the first step.
4. Maintain 3-point contact at all times, 2 hands & 1 foot or 2 feet and 1 hand.
5. Climb into the cab or other areas provided with non-slip surfaces.
6. To get off machine, make sure the machine is stationary and any further movement prevented. Shut machine off if necessary.
7. Step out of cab onto the ladder and while facing the machine; descend using 3-point method.

GRADERS

1. All fluid levels will be checked and a walk around inspection will be completed before grader leaves shop.

2. The strobe light or the revolving light is to be on at all times when the grader is in operation.
3. When travelling, a seatbelt must be worn.
4. Ear protection shall be used when needed.
5. The grader cab floor shall be kept free of tools and debris.
6. When ascending or descending the grader, face the steps provided on the grader and use the handrails or handholds. (See Getting On and Off Equipment.)
7. Do not get off or on the grader while it is moving.
8. The operator shall not permit any person to practice with or ride on the grader at any time, unless authorized to do so by the CAO.
9. When the grader is parked, the blade shall rest on the ground, or be safely secured from dropping.
10. Defects shall be recorded on whiteboard in coffee room, and reported to the Works Foreman.

GRASS CUTTING AND TRIMMING

1. Seatbelts shall be worn at all times when on the mower.
2. No shorts or cut-offs are allowed when mowing or trimming.
3. Steel-toed boots or shoes shall be worn.
4. Safety glasses or face shield and gloves shall be worn when weed trimming.
5. The operator shall not permit any person to practice with or ride on the mower at any time, unless authorized by the CAO.
6. When getting off the mower for any reason the blades must be disengaged.
7. Defects shall be recorded in the equipment log book and reported to the Parks & Recreation Lead Hand.
8. Do not get off the mower when it is in motion.
9. Ear protection shall be worn when needed.

10. All safety guards shall be in place.

GRINDING

1. Check the tool rest for the correct distance from the abrasive and wire wheel.
2. Do not stand directly in front of the grinding wheel when it is first started.
3. If the wheel has been abused and ground to an angle or grooved, reface the wheel with the appropriate surfacing tool, or replace the wheel.
4. Protect your eyes with goggles or a face shield at all times when grinding. When required wear a dust mask.
 5. Each time a grinding wheel is mounted; the maximum approved speed stamped on the wheel should be checked against the shaft rotation speed of the machine to ensure the safe peripheral speed is not exceeded. A grinding wheel must not be operated at peripheral speed exceeding the manufacturer's recommendation.
6. The flanges supporting the grinding wheel should be a maximum of 1/3 the diameter of the wheel, and must fit the shaft rotating speed according to the manufacturer's recommendations.
7. Bench grinders are designed for peripheral grinding. Do not grind on the side of the wheel. (Wheel shall be no further away from the rest than 12mm (1/2"))

HAND HELD POWER SAWS

1. Approved safety equipment such as safety glasses or face shield is to be worn.
2. When harmful vapors or dusts are created, approved breathing protection shall be used.
3. The proper sharp blade designed for the work to be done shall be used.
4. The power supply must be disconnected before making any adjustments to the saw or changing the blade.
5. Before a circular saw is set down be sure the retracting guard is fully returned to its down position.
6. Both hands shall be used to hold the saw when ripping.
7. Maintenance shall be done according to the manufacturer's

specifications.

8. Ensure all cords are clear of the cutting area before starting to cut.
9. Before cutting, check the stock for foreign objects or any other obstruction, which could cause the saw to "kick back".
10. 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.

LIFTING LOADS

Evaluating the Load

Determine the weight of the object or load prior to a lift to make sure that the lifting equipment can operate within its capabilities.

Balance Loads

Estimate the center of gravity or point of balance. The lifting device should be positioned immediately above the estimated center of gravity. CSA approved hardhats will be worn.

LANDING THE LOAD

Prepare a place to land the load, lower the load gently and make sure it is stable before slackening the sling or chain.

1. NEVER exceed the working load limits of the sling.
2. Make sure the hoist or crane is directly over the load.
3. Use slings of proper reach. Never shorten a line by twisting or knotting. With chain slings, never use bolts or nuts.
4. Never permit anyone to ride the lifting hook or the load.
5. Make sure all personnel stand clear from the load being lifted. CSA approved hardhats will be worn.
6. Never work under a suspended load, unless the load is properly supported.
7. Never leave a load suspended when the hoist or crane is unattended.
8. Inspect all slings thoroughly for cuts, nicks, bent links, bent hooks, etc., before each use. If in doubt, don't use it.

9. Ensure that safety latches on hooks are in good working condition.
10. Ensure that the signaler is properly identified and understands the techniques of proper signaling.
11. Make sure a tagline is used to control the load.

MAINTENANCE OF VEHICLES/EQUIPMENT

1. All defects of the vehicle/equipment shall be written on equipment log and reported to the CAO.
2. The cab of the vehicle/equipment shall be kept in clean condition and free from tools and debris.
3. Mounted fuel tanks shall be secured to the vehicle by securing devices 1 ½ times stronger than the weight of the tank (National Transportation Guide).
4. When the box/hoist of a truck is lifted, it shall be blocked securely before work underneath is commenced.
5. A proper jack shall be used to lift vertically, never on an angle.
6. A jacked up vehicle must be blocked up securely before working under it.

MANUAL LIFTING OF HEAVY OBJECTS

1. While lifting a heavy object from the floor or from a location lower than your waist, bend at the knees and not at the back.
2. If the object is a box, grip the bottom corner closest to you and the bottom corner diagonal from it.
3. If the object is heavy and awkward, have another person assist you to carry it.
4. Use a wheelbarrow, trolley or similar device, as often as possible.

POTHOLING, PATCHING AND CRACK SEALING OF ROADS

1. Steel-toed boots shall be worn along with fluorescent vests.
2. No shorts or cut-offs are allowed when carrying out these jobs. No music listening devices (e.g. iPod) will be allowed.
3. Shirts shall be worn.

4. When crack sealing, "Fresh Oil" signs shall be placed at each end of the block.
5. The revolving light or strobe light shall be activated on crack sealing or pothole trucks.
6. If there is any heavy equipment (loader, backhoe, etc.) working in the vicinity of the crew, hard-hats shall be worn.

PORTABLE ARC WELDERS

1. Be sure the machine is firmly attached to the transporting unit.
2. Check all fluid levels, water, oil and gas to be sure they are at acceptable levels for operation.
3. When fueling, do not "top off" the gas tank. Gasoline expands as the outside temperature rises and this may result in seepage and ensuing fire.
4. Do not fuel the machine while it is running.
5. Be sure the radiator and gas caps are in proper working order and securely attached.
6. Do a "walk around" to check for damage and obvious leaks.
7. Qualified mechanics or technicians should do any repairs.
8. Make sure all cables are free of cuts and fraying and are wound securely when transporting.
9. Ensure the side covers are kept closed to protect the machine from any damages from external objects and outside weather, as well as to protect the operator and others from the moving parts of the machine.

PORTABLE GRINDERS

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

1. Familiarize yourself with the grinder's operation before commencing work.
2. Ensure proper guards are in place and that safety glasses, face shields, gloves and safety boots are worn when using portable grinders.
3. Never exceed the maximum wheel speed (every wheel is marked).

Check the speed marked on the wheel and compare it with the speed of the grinder.

4. 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.
5. Before grinding, run newly mounted wheels at operating speed to check for vibrations.
6. Do not use grinders near flammable materials.
7. Never use the grinders for jobs for which it is not designed, such as cutting.
8. Ensure no one grinds toxic metals without masks.

PORTABLE LADDERS

Before using any ladder, make sure that it is in good condition and is the right ladder for the job to be done.

1. When setting up a ladder, secure the base and "walk" the ladder up into place.
2. The ladder should be set at the proper angle of one (1) metre horizontal to every four (4) metres vertical.
3. Before using a ladder, make sure it is secured against movement.
4. When in position, the ladder should protrude one (1) metre above the intended landing point.
5. Workers shall not work from the top rung of the ladder.
6. Do not overreach while on the ladder. It is easier and safer to climb down and move the ladder over to a new position.
7. Always face the ladder when ascending or descending. Grip it firmly and use the three-point contact method when moving up and down.
8. The minimum overlap on an extension ladder should be one (1) metre unless the manufacturer specifies the overlap.
9. Keep both metal and wood ladders away from electrical sources.
10. Keep ladders clean and free from grease, oil, mud, snow, wet paint and other slippery material.

PROCEDURES IN SHOP AREA

1. Report all unsafe conditions or defects that may exist to the Works Foreman.
2. Safety equipment shall be returned to the designated place and kept in good condition.
3. Fire extinguishers shall be in good order and accompany all welding and cutting equipment.
4. Keep your work place clean and tidy. Wipe up all spills immediately.
5. Creepers shall not be left unattended on the floor.
6. When working on a creeper or on your back under a machine, eye protection shall be worn.
7. When buffing, grinding, drilling, or doing lathe work, eye protection shall be worn.
8. Hand tools that are damaged, worn or in an unsafe condition, shall be repaired or replaced before they are used again.
9. Mushroomed chisels shall not be used.
10. Safety guards shall be in good repair and shall not be removed without the Works Foreman's permission.
11. Use face or eye protection when using power tools and machines.
12. Vehicle/equipment batteries shall be washed, checked, and put on the charger before installation. Persons handling the batteries shall wear goggles and gloves.
13. All dump trucks and loaders must be secured in the suspended positions when working on them.
14. Do not overload chains, chain blocks or jacks.
15. No person shall stand or walk under a suspended load.
16. Cabs when tilted shall be secured from falling back.
17. Vehicles/equipment shall be adequately blocked when jacked up.
18. When using jacks, make sure the jack and work are properly aligned. Block equipment jacks are not considered blocking. Never go under a

vehicle supported only by a jack.

19. When servicing or repairing heavy equipment, the operator must be out of the cab and on the ground with the repairman.
20. Before removing a wheel on heavy equipment, make sure the machine is blocked with an approved safety stand.
21. Exercise extreme caution when steam-cleaning or pressure washing. Wear protective clothing. Always point the nozzle away from yourself and others.
22. When an internal combustion engine is operated within the confines of the shop, the exhaust system shall be vented outside and the air exchanger or exhaust fan in operation.
23. When welding or cutting is being done in the confines of the shop, the exhaust system shall be in operation.
24. Welders shall work when possible in enclosed area using welding blinds and power tool with proper ventilation.
25. Gasoline shall not be used in the shop for any cleaning purpose.
26. The wearing of Steel-toed boots is mandatory in Town Public Works and Utility Shop.

PROPANE

All installations and use of this product on the jobsite must comply with Government Legislation set out for its safe use.

1. Nylon slings shall be used in a "choker" fashion when loading, off loading or lifting propane tanks.
2. "Lifting lugs" on tanks shall not to be used. Slings are to be wrapped around the shell of the tank.
3. Tank valves and regulators shall be removed from the tank prior to any movement of the tank.
4. Crane hooks shall be equipped with a "safety latch".
5. All trucks, cranes or equipment used to handle propane tanks must be equipped with a fire extinguisher appropriate for the size and type of tank being handled.
6. Except in an emergency, a competent worker shall perform any

movement or repositioning of tanks.

7. Tanks shall not be heated to increase flow.
8. When in use, propane bottles shall be securely held in an upright position.
9. Tanks shall not be hooked up and used without propane regulators.
10. Bottles shall be transported in a secured upright position.

SNOW BLOWER

1. When travelling a seatbelt shall be worn and the floor of the cab shall be kept free and clear of tools and debris.
2. Excessive speed or careless driving will not be tolerated.
3. When ascending or descending the tractor, face the steps provided on the machine, and use the handrails. (See Getting On and Off Equipment.)
4. When loading (blowing snow) the tractor must have its strobe light on and the four way hazard lights activated. The tractor headlights shall be on due to the billowing snow.
5. The truck that is being loaded shall have its four way flashers on. The trucks that are waiting to be loaded shall line up on the centreline approximately 15m (fifty feet) behind the blower unit with their four way flashers on to warn the traffic that there is a hazard ahead.
6. Any equipment defects shall be recorded on the white board in coffee room and reported to the Works Foreman.
7. When travelling with the tractor, the three-point hitch control shall be turned to manual position (not auto).

SPRAYING CHEMICALS

1. Long-sleeved shirts, long pants, and adequate footwear are required during spraying operations. No running shoes shall be allowed. Employees shall have rubber boots available in each spray unit.
2. Respirators and eye goggles shall be provided.
3. Rubber gloves and aprons shall be provided for mixing and pouring chemicals.
4. Employees shall always stand upwind when mixing and pouring

chemicals.

5. Employees shall mix herbicides in a well-ventilated area.
6. Employees shall ensure that spill containment equipment is present in spray units.
7. Consider the effects of weather on spray application.
 - Only spray when wind is less than 16km/hr.
 - Only spray when the temperature is less than 30 degrees Celsius
8. Employees shall ensure that fire extinguisher; first aid kit and all other safety equipment are in good repair.
9. Employees shall regularly review previously sprayed areas.
10. Do not use commercial car washes to wash spraying equipment unless chemical has been rinsed off first.
11. No smoking or eating when spraying or mixing chemicals.

SPRAYING WITH PORTABLE SPRAYERS

1. Always follow special storage instructions listed on herbicide labels.
2. Protect herbicides from extreme temperature.
3. If leaks are found, transfer the contents of the leaking vessel to another properly labelled container.
4. Store herbicides in vehicles where they will not expose the driver or personal protective equipment to spills in an accident.
5. Employees shall ensure that a fire extinguisher and first aid kit is in good repair and kept in the vehicle.
6. Employees shall consider the effect of weather on spraying application. When spot spraying, it is up to the discretion of the sprayer when the weather becomes too extreme to effectively spray safely.
7. Do not use commercial car washes to wash spray equipment unless all chemical has been rinsed off the equipment.
8. Regularly review previous sprayed areas.
9. Rubber gloves and aprons shall be provided for mixing and pouring chemicals.

STEPLADDERS

As with all ladders, make sure that the stepladder is in good condition and is the right ladder for the job to be done.

Stepladders shall be used only on clean and even surfaces.

1. No work shall be done from the top two steps of the stepladder (OHS), counting the top platform as a step.
2. When in the open position ready for use, the incline of the front step section shall be one (1) horizontal to six (6) vertical.
3. The stepladder shall only be used in the fully opened position with the spreader bars locked.
4. Tops of stepladders shall not to be used as a support for scaffolds.
5. Do not overreach while on the ladder. Climb down and move the ladder over to a new position.
6. Only CSA Standard ladders shall be used.
7. When ascending or descending a ladder face the ladder at all times.
8. Keep ladders clean and free from grease, oil, mud, snow, wet paint and other slippery material.

STREET SWEEPING

1. Before leaving shop all fluid levels will be checked and a walk around inspection complete.
2. When travelling, a seatbelt shall be worn.
3. The street sweeper shall go with the traffic flow when it is operating. It shall have its revolving or strobe light activated and the operator shall have the four way hazard lights on.
4. Excessive speed or careless driving shall not be tolerated.
5. Dust masks and ear protection shall be worn when needed.
6. Do not get out of the sweeper when it is moving or when the brooms are operating.
7. When dumping make sure to check for overhead wires before raising the hopper.

8. When changing gutter brooms or doing any work inside the machine make sure the hopper is fully raised.

TRACTORS

1. All fluid levels will be checked and a walk around inspection completed before tractor is driven.
2. When travelling, a seatbelt shall be worn.
3. The floor of the cab shall be kept free and clear of tools.
4. When ascending or descending the tractor, face the steps provided on the machine, and use the handrails or handholds. (See Getting On and Off Equipment.)
5. The power take-off guards are to be securely mounted when the power take-off is operating.
6. Brakes shall be set when the tractor is parked.
7. The operator shall not permit any person to practice with or ride on the tractor at any time, unless authorized by the CAO.
8. Do not get off or on the tractor while it is moving.
9. Defects shall be recorded on the white board in coffee room and reported to the Works Foreman.
10. Ear protection shall be worn when needed.

TRUCKS AND TRAILERS

1. Operators of Village of Empress vehicles must have the proper class of operator's license.
2. The operator of motor vehicles shall obey the traffic rules.
3. The operator shall walk around the truck and check tires and for any other disorders before operating. The operator shall also check all signals, brakes and other lights.
4. Keep the vehicle under control at all times by driving according to the existing road and weather conditions. Excessive speed or careless driving will not be tolerated.
5. The operator shall not permit any person to practice with or ride in a vehicle at any time, unless authorized by the CAO.

6. No person shall ride on any vehicle, towed vehicle or equipment, unless they are properly secured with a safety belt and proper guards have been installed.
7. Loose material shall be prevented from falling off the vehicle.
8. The operator of a vehicle with mounted equipment, when parked, shall secure the equipment to the vehicle or from falling (i.e.: spray trucks, etc.).
9. The operator of a vehicle when towing, shall securely attach the vehicle and use safety chains of sufficient strength to prevent losing the towed load.
10. When loading dump trucks, the driver or any other person shall remain in the cab or away from the loading area.
11. Loads extending 1.5 metres or more shall display a red flag by day and a red light by night.
12. Truck drivers hauling any type of equipment or operating mounted equipment will note overhead power lines and observe specified clearances.
13. Equipment shall not be loaded directly underneath a power line.
14. Persons shall not be allowed on or near a truck bed during winching operations and the winch cable shall be in good repair.
15. Oversized or over length loads shall be signed in accordance with the *Motor Transport Act*.
16. The truck and/or trailer weight shall not exceed the weight allowed in accordance with the *Motor Transportation Act*.
17. Compressed gas cylinders shall, during transportation, be kept in an upright position and secured against falling.
18. All vehicles/trucks shall be equipped with fire extinguishers, flags, flares and a first aid kit.
19. Fire extinguishers, flags, flares and first aid kits must be kept in good order and be readily accessible.
20. When operating a vehicle behind any heavy equipment, caution shall be used as the vehicle may stop and backup without notice. Further, when parking a vehicle near heavy equipment, try to ensure that the

vehicle is parked well away from the machine and in clear view of the operator.

WELDING, CUTTING AND BURNING

Work involving welding, cutting and burning can increase the fire and breathing hazards.

1. Always ensure that adequate ventilation is supplied since hazardous fumes can be created during welding, cutting or burning.
2. Where other workers may also be exposed to the hazards created by welding, cutting and burning, they must be alerted to these hazards or protected from them by the use of "screens".
3. Always have firefighting or prevention equipment on hand before starting welding, cutting or burning.
4. Check the work area for combustible material and possible flammable vapours before starting work.
5. Obtain a burning permit if required.
6. Check cables and hoses to protect them from slag or sparks.
7. Never weld or cut lines, drums, tanks, etc. that have been in service without making sure that all precautions have been carried out and permits obtained.
8. Never enter, weld or cut in a confined space without proper gas tests and a required safety lookout.
9. When working overhead, use fire resistant materials (blankets, tarps) to control or contain slag and sparks.
10. Cutting and welding shall not be performed where sparks and cutting slag will fall on cylinders (move all cylinders away to one side).
11. Open all cylinder valves slowly. The wrench used for opening the cylinder valves shall always be kept on the valve when the cylinder is in use.

WHEEL LOADERS

1. All fluid levels will be checked and a walk around inspection completed before loader leaves the shop.

2. When travelling, a seatbelt shall be worn.
3. When ascending or descending the loader, face the steps provided on the machine, and use the handrails or handholds. (See Getting On and Off Equipment.)
4. Do not get off or on the loader while it is moving.
5. The operator shall not permit any person to practice with or ride on the loader at any time, unless authorized to do so by the CAO.
6. When the loader is left unattended, the bucket shall be lowered to the ground and the machine shut off.
7. Defects shall be recorded on the white board in coffee room and reported to the Works Foreman.
8. Ear protection shall be worn when needed.
9. When travelling with the loader the bucket shall be in the lowest height possible to prevent tipping.

WORKING NEAR OVERHEAD POWER LINES

1. Keep watch overhead and take time to examine the hazards.
2. Before operating equipment, take extra care and precautions.
3. Check the height of your equipment or load.
4. Plan your moves.
5. Look out for uneven ground that may cause your vehicle to weave, bob, or bounce.
6. Think about wind and temperature - they affect the power line's height.
7. Never ride or climb on equipment or a load when near a power line.
8. Work around power lines shall be done only during daylight hours.
9. Don't ground your equipment around a power line.
10. If work is being carried out near the "safe limit of approach" use a trained signaller to act as an observer to ensure that the required distance is being maintained.
11. Do not place materials or equipment under or adjacent to the overhead power lines if it reduces the clearance above ground required by O.H.& S. regulations. Contact the electrical utility for assistance to determine

the required clearance between the power line and the ground.

12. Do not allow excavations to reduce the support required for power poles. Contact the electrical utility to determine the support required. Request line locators in case of grounding grids buried at the base of power poles.

EQUIPMENT FIRES CAUSED BY CONTACT WITH POWER

1. In the event of a life-threatening fire, jump clear and try to land as far away as possible (on both feet) without touching the equipment as you land.
2. Jump with both feet together and hop as far away as possible. Remember you are still in danger even if you have cleared the vehicle - shuffle away to minimize the danger of electrical currents in the ground passing through your body.

CONTACT WITH AN OVERHEAD POWER LINE

1. If you are alone and don't have a radio or cell phone stay in the vehicle until help arrives – this is the safest place.
2. Stay away and try to keep other workers away from the area.
3. If it can be done safely try to break contact with the line by moving the vehicle at least 10m(32 feet) away.
4. Don't try to break contact if the cable or equipment appears to be welded to the line – this could cause the line to whip or snap.
5. Do not touch power lines with wood, it may be damp and conduct electricity.
6. If a line is on the ground, it could be charging the surrounding area. Stay back (10m) from the line. As well, if a line is touching a piece of equipment, do not approach the equipment or touch it. **Never assume** the breaker is open or the line is dead.

JOB PROCEDURES

Job procedures are a step-by-step description of how to do a job from start to finish. Job procedures provide an easy reference for employees to use before starting a job, in particular, a new or complex job. In order to ensure that the job procedures accurately reflect the hazards of the worksite of The Village of Empress we are committed to regularly reviewing our job procedures.

Supervisory and non-supervisory employees will do this review. This committee shall review the job procedures annually and provide recommendations to reflect the changing needs found at our worksite to the Works Superintendent.

BOOSTING

1. Connect the positive booster cable (red grip) to the positive terminal (+) of the low battery. Connect the other end of the positive cable to the positive (+) post of the boost battery.
2. Connect the negative cable (black grip) to the negative (-) post of the boost battery. Take the other end of the negative cable and ground this end to a good ground on the engine block of the vehicle/equipment that is being boosted.
3. Ensure that the vehicle/equipment is in park or neutral and the brake is set before attempting to start.
4. To remove the cables, do the steps in reverse, - red off first, than black.

CHANGING GRADER BLADES

1. Park grader on level area and set parking brake on.
2. High lift the blade and put it as close to parallel to the floor (you can even rest the front of the blade on the front tire).
3. Loosen and remove nuts from bolts holding the blade in position. If you are using an impact wrench, safety glasses shall be worn.
4. For an 8 foot blade, remove all bolts, except the end bolts. Two employees (preferably 3) will be required to remove the blade (one at each end). Holding the blade at each end they will remove the end bolts and remove the blade and stack in designated area.

5. To attach a new blade, each person will lift an end up and the 3rd person will fasten with a bolt and nut. The center bolts and nuts can now be put in place and tightened by hand. Also be sure bolts fit into the punched hole, which will prevent the bolt from turning when, tightened by hand wrench or air impact wrench.
6. A 4 foot blade may be changed by one person.

SETTING UP OXY-ACETYLENE EQUIPMENT

1. Ensure you are wearing proper foot and hand protection.
2. Uncap the cylinders and stand them vertically with cylinder valve outlets pointing away from each other.
3. Secure both cylinders against movement.
4. Crack the cylinder valves one at a time to remove dust or dirt.
5. Attach the pressure regulator to the cylinder valves. Oxygen connections have right hand threads; acetylene connections have left hand threads. Blow back preventers must be installed on each line.
6. Tighten regulators to cylinder connections firmly.
7. Attach hose to the regulators and tighten connections.
8. Release regulator-adjusting screws by turning them anti-clockwise.
9. Open cylinder valve slowly. Oxygen valves should be opened fully; acetylene one to one and a half turns only key type valves – leave key on oxy acetylene valve.
10. Flush or purge the hoses one at a time by engaging and releasing the regulator screws.
11. Attach torch mixer and tip and tighten firmly.
12. Adjust working pressures for both oxygen (20-40 psi) and acetylene (12-15 psi). The bigger the tip size, the more pressure is required.
13. Check connections for leaks using soapy water.

LIGHTING AN OXY-ACETYLENE TORCH

1. Ensure you are wearing eye and hand protection. Also make sure you have a fire extinguisher nearby.
2. Purge the line of any air or explosive gasses by opening the torch needle

valves one at a time.

3. Open acetylene needle valve about ½ turn.
4. Do not open oxygen needle valve yet.
5. Using striker, ignite the acetylene ensuring the flame will not cause physical or property damage.
6. Open oxygen needle valve and balance mixture to the desired combination.

EXTINGUISHING FLAME & DISMANTLING OXY-ACETYLENE EQUIPMENT

1. Close oxygen needle valve first, then the acetylene needle valve at torch end.
2. Close fuel (acetylene) cylinder valve.
3. Close oxygen cylinder valve.
4. Drain fuel (acetylene) gas by opening torch acetylene needle valve for a moment. Close valve.
5. Drain the oxygen line in the same manner.
6. Re-open both torch valves.
7. Release pressure-adjusting screws on both regulators.
8. Regulators and torches can now be disconnected.

STARTING A CHAINSAW (COLD START)

1. Prior to start up, ensure:
 - a) You have been trained in the use of a chain saw.
 - b) Chain break is in place.
 - c) Chain has proper tension.
 - d) Equipment handles are tight.
 - e) Equipment levers are tight.
 - f) Put on required PPE (head/eye/hearing/leg/foot protection).
2. Engage the throttle latch.
3. Pull the choke all the way out.
4. Set the saw on the ground in a clear area.

5. Place your right foot in the rear handle.
6. Grip the front handle firmly with your left hand.
7. Pull the starter handle slowly to engage the starter, then apply a short, fast pull to start.
8. Keep hold of the starter handle as the rope rewinds (reduces starter damage).
9. Repeat steps seven and eight until the saw fires.
10. When the saw fires, push the choke in, the saw will usually start on the next pull.
11. Rev up the engine briefly to release the throttle catch and let the saw idle.

WORKING NEAR OVERHEAD POWER LINES

1. Before starting a job near an overhead power line, the supervisor shall contact the electrical and utility company involved and determine the operating line voltage.
2. Once the live voltages have been determined, the supervisor shall determine the safe limit of approach by using the following chart.

<u>OPERATING VOLTAGE OF OVERHEAD POWER LINES BETWEEN CONDUCTORS</u>	<u>SAFE LIMIT OF APPROACH DISTANCE FOR PERSONS AND EQUIPMENT</u>
Above 750V (COVERED CONDUCTORS (1))	300M
Above 750V (INSULATED CONDUCTORS (1) (2))	1.0M
0-40 kV	3.0M
69kV, 72 kV	3.5M
138kV, 144 kV	4.0M
230 kV, 240kV	5.0M
500 kV	7.0M

NOTES:

- (1) Conductors must be insulated or covered throughout their entire length to comply with these groups.
- (2) Conductors must be manufactured to rated and tested insulation levels.

3. The supervisor shall then discuss with the crew any activities that may come close to approaching safe limits.
4. The workers shall ensure that the work is performed according to the regulations.
5. Never approach or allow equipment to approach the overhead power line closer than the safe limit.
6. Never excavate near power poles. Excavation MUST NOT be carried out underneath or around energized power lines or poles unless the electrical company has been notified in advance. Always ensure that the clearance of the lines remains intact and that there is sufficient support for the power line.

GENERAL SAFETY RULES

General Safety Rules are a set of directions that governs and controls conduct or action at a Village of Empress worksite in order to promote a safe work environment. In order to ensure that the General Safety rules accurately reflect the hazards of the worksites of the Village of Empress we are committed to regularly reviewing our General Safety Rules.

GENERAL SAFETY RULES

1. Employees shall arrive at their place of work promptly and be prepared to undertake their assigned duties.
2. Employees are responsible for the safe operation of machinery and equipment and for the quality of work including strict adherence to established work practices and safety procedures for that equipment.
3. Employees shall use all necessary personal protective equipment where and when it is required.
4. Employees shall not report to work under the influence of alcohol or drugs and shall not consume either alcohol or drugs during the working day.
5. Fighting, wrestling, horseplay, practical jokes or otherwise interfering with other workers is prohibited.
6. All work shall be carried out in accordance with appropriate safe work practices and your supervisor's direction.
7. Only those tools that are in good repair, with all guards and safety devices in place shall be used.
8. All equipment damage must be reported to your supervisor and also

- recorded in the equipment repair book.
9. Hydraulic implements shall always be lowered to the ground when not being used.
 10. Never walk under suspended loads.
 11. Compressed air shall not be used to clean clothing being worn or any portion of the body.
 12. Do not deface or tamper with posted rules, signs, equipment or guards.
 13. Tampering with or making unauthorized changes in safety devices is prohibited.
 14. Projecting nails shall be removed from salvaged lumber.
 15. Gas, solvent or varsol shall not be used as a body cleaner.
 16. When traffic signs are missing, defaced or pulled out, an employee is to erect the same or report the missing or defaced sign to the Works Foreman.
 17. Alcohol and Drugs: Any alcohol or illicit drugs found or used on the Village of Empress's time will mean immediate suspension and termination may follow.
 18. Seat Belts: Seat belts must be worn in vehicles and equipment at all times which is required by the Traffic Safety Act and the Occupational Health and Safety Regulations.

DRIVERS QUALIFICATIONS

1. All employees must have a valid *Class 5* Alberta Operators License, while operating a vehicle provided by the Village of Empress. Some positions may require a higher classification according to their job requirements.
2. If an employee feels he/she is physically unable to operate the vehicle safely, he/she shall not attempt to drive and should report immediately to their Supervisor.
3. It is the Supervisor's responsibility to ensure that all employees are properly qualified under Provincial and Federal Regulations to operate equipment while employed by the Village of Empress.
4. The Village of Empress requires a Drivers License Abstract at the time of hiring at the cost of the employee and a copy of their valid *Class 5* license kept on file.

5. Employees requiring a higher drivers license classification depending on job description will provide a copy of license qualifying them to operate that equipment prior to commencing employment.

Any employee found not having the proper Class of License or not having proof of such shall not be allowed to operate any piece of equipment or vehicle owned by the Village of Empress.

GENERAL RULES**MANDATORY REQUIREMENTS**

1. Wear proper clothing, footwear, safety vests, and hearing, respiratory, eye, and head protection on work sites requiring such protection as per Village of Empress policies.
2. Report to your Supervisor all unsafe acts, unsafe conditions and near miss accidents as soon as possible.
3. Report all injury or damage accidents immediately to your Supervisor.
4. Perform all work in accordance with safe work practices and your Supervisor's direction.
5. Maintain good housekeeping in your work area.
6. Operate all vehicles and mobile equipment in accordance with site rules and highway regulations.
7. Do not permit unsafe acts to continue.
8. Every worker shall wear clothing suitable for the conditions and the work being performed. Ragged or loose clothing is prohibited.
9. Keep ladders clean and free from grease, oil, mud, snow, wet paint and other slippery material.

VIOLATION OF SAFETY REGULATIONS

1. If an employee is not following proper procedures as set out in this manual, his/her Supervisor shall immediately rectify the situation by instructing the employee as to proper procedure.
2. If the employee is found to be in violation of these safety regulations for a second time, the Supervisor may suspend the employee from work for up to five working days and the incidents shall be reported to the Department Head.
3. If the employee is found to be in violation of these safety regulations a third time, employment may be terminated.

PERSONAL PROTECTIVE EQUIPMENT

Personal protective equipment is the third and last means of protecting workers from injury. The Village of Empress is committed to minimizing hazards by ensuring that all jobs are well planned, that workers are properly trained and all Safe Work Practices, Job Procedures and Safety Rules are followed. Personal protective equipment then provides an additional degree of protection from injury. The Village of Empress is committed to ensuring that proper personal protective equipment is used by all employees as required to provide the final means of protection for the jobs they are undertaking.

CLOTHING AND SAFETY EQUIPMENT

1. Safety issue equipment such as hearing protection, respiratory protection, eye protection etc., will be made available to any person requiring such protection.
2. Safety equipment provided shall be kept in good repair and the employee using it is responsible for its safekeeping.
3. All footwear will be CSA approved steel toed.
4. Safety glasses with side shields shall be worn in all areas where a recognized hazard to the eyes exists.
5. Adequate gloves are to be used when handling heavy or ragged material.
6. Rings, watches, neck jewellery, bracelets, gloves, and loose clothing shall not be worn in areas where high-speed machinery is in use.
7. Proper fall protection shall be worn where a hazard of falling exists.
8. Face shields shall be worn during grinding, chipping, etc. Welding helmets, goggles and masks are provided and must be used.
9. Hard hats (with side impact protection) are to be used in accordance of the Occupational Health & Safety Act, Industrial Standards (type 2).
10. In cold weather, proper clothing and protection shall be worn.
11. Care shall be taken to protect the skin from the sunrays.
12. In accordance with the Occupational Health & Safety Act, all employees shall properly wear reflective safety vests while they are working or standing on, or within 3 meters of a road surface.
13. Every worker shall wear clothing suitable for the condition and the work being performed. Ragged or loose clothing is prohibited.

GENERAL INFORMATION FOR FOOT PROTECTION

Safety footwear is designed to protect against foot hazards in the workplace. Safety footwear protects against compression, puncture injuries and impact.

Safety footwear is divided into three grades, which are indicated by coloured tags and symbols.

The tag colour tells the amount of resistance the toe will supply to different weights dropped from different heights.

The symbol indicates the strength of the sole. For example, a triangle means puncture-resistant sole able to withstand 135kg(300lbs) of force without being punctured by a 5cm(2 inch) nail. For more information, look at the Occupational Health & Safety Act.

In construction, it is recommended that only the green triangle grade of footwear, which also gives ankle support be used.

GENERAL INFORMATION FOR LIMB & BODY PROTECTION

Due to the nature of the workplace and the number of different hazards, it is not possible to cover specialized limb and body protection in detail. These types of hazards are known as "job exposures" (exposure to fire, temperature, body impacts, corrosives, molten metals, cuts from sharp or abrasive materials, etc.). PPE in the category would be items such as:

- Leg, arm, chin and belly guards
- Speciality hand pads and grips
- Leather aprons and leggings
- Full body suits
- Flame and chemical resistant clothing
- Various types of plastic boot covers and overshoes.

For more information on the type of speciality PPE that you require, check your local Occupational Health & Safety office. With all PPE, following the manufactures instructions on its use, care and cleaning is critical and will help you get the full service life from your speciality PPE.

Hand PPE (Gloves and Mitts)

PPE for the hands includes finger guards, thimbles, hand pads, mitts, gloves and barrier creams. Choose hand PPE that will protect against the job hazards. Gloves should fit well and be comfortable. This type of PPE has to protect against chemical, scrapes, abrasions, heat and cold, punctures and electrical shock.

Types:

PPE for the hands come in many forms, each designed to protect against certain hazards. Gloves most commonly used are made from leather, cotton, rubber, synthetic rubbers and other man-made materials, or combination of materials.

Vinyl coated or leather gloves are good for providing protection while handling wood or metal objects. When selecting hand PPE, keep the following in mind: look for anything at the job-site that may be a hazard to the hands. If the gloves are to be used, select the proper type for the job to be done. Inspect and maintain hand PPE regularly. If in doubt about the selection or need for gloves or hand PPE, consult your safety supplier, Material Safety Data Sheet (MSDS) or local Occupational Health & Safety office.

GENERAL INFORMATION FOR RESPIRATORY PROTECTIVE EQUIPMENT

Respiratory protection falls into two major categories. The first category is Air Purifying Respirators (APRS), which are particle (dust) chemical cartridges but have no visor plate. The second category is Atmosphere Supply Respirators, including self-contained breathing apparatus (SCBA) air line systems and protective suits that completely enclose the worker and incorporate a life support system.

APRS (Air Purifying Respirator System)

There are two basic types of APRS:

- Disposable filter type with or without charcoal or chemical filter "button"; and
- The reusable rubber facemask type with disposable or rechargeable cartridges.

It is important to remember that APRS are limited to areas where there is enough oxygen to support life. APRS do not supply or make oxygen.

The service life is affected by the type of APR, the wearer breathing demands and the concentration of airborne contaminants. When an APR is required, consult the Material Safety Data Sheet (MSDS), Occupational Health & Safety, or supplier for the exact specifications for the APR.

Facial hair can prevent a good seal and fit of an APR: one to three days' growth is the worst. Follow the manufacturer's instructions to the letter regarding the mask, filters, cartridges and other components. Workers who must use respiratory protection should be clean-shaven.

An APR is only as good as its seal and its ability to filter out the contaminants it was designed to filter.

Combination Respirators

This type of APR combines separate chemical and mechanical filters. This allows for the change of the different filters when one of them becomes plugged or exhausted before the other filter (usually the dust filter plugs up before the chemical filter). This type of respirator is suitable for most spray painting and welding. For more information check the Material Safety Data Sheet (MSDS), Occupational Health & Safety Regulations, the local Occupational Health & Safety office or the safety equipment supplier.

For more information, look at the Occupational Health & Safety Act.

GENERAL INFORMATION FOR EYE AND FACE PROTECTION

This PPE is designed to protect the worker from such hazards as:

- Flying objects and particles
- Molten metals
- Splashing liquids
- Ultraviolet, infrared and visible radiation (welding).

This PPE has two types. The first type, basic eye protection, includes:

- Eyecup goggles, and
- Monoframe goggles and spectacles with or without side shields.

The second type, face protection includes:

- Metal mesh face shields for radiant heat or hot and humid conditions
- Chemical and impact resistant (plastic) face shields
- Welders shields or helmets with specified cover
- Filter plates and lens.

Hardened glass prescription lens and sport glasses are not an acceptable substitute for proper, required industrial safety eye protection.

Contact lens should not be worn with face shields. Contact lens may trap or absorb particles or gases causing eye irritation or blindness. A hard contact lens may break into the eye when hit.

Basic eye protection should be worn with face shields. Face Shields alone often aren't enough to fully protect the eyes from work hazards. When eye and face protection are required, advice from the Occupational Health & Safety office, Material Safety Data Sheet (MSDS) or your supplier will help in selection.

For more information, look at:

- Alberta's Occupational Health & Safety Act and regulations.

HEAD PROTECTION

Safety headwear is designed to protect the head from impact from falling objects, bumps, splashes from chemicals or harmful substances and contact with energized objects and equipment.

For example, in construction, the recommended type of protective headwear is the Type 2 hat, which has the required "dielectric strength". There are many designs but they must meet the CSA requirements for Type 2 industrial head protection.

Most head protection is made up of two parts:

- The shell (light and rigid to deflect blows)
- The suspension (to absorb and distribute the energy of the blow)

Both parts of the headwear must be compatible and maintained according to manufacturers instructions. If attachments are used with headwear, they must be designed specifically for use with the specific headwear used. Bump caps are not considered a helmet. In Alberta they can only be used when the only hazard is where a worker might strike his/her head against a stationary object.

MAINTENANCE PROGRAM

POLICY

It is the policy of the Village of Empress to maintain all tools and equipment in a condition that will maximize the safety of all personnel.

To accomplish this, a "Maintenance Program" shall be maintained and shall include the following components:

- Adherence to applicable regulations, standards, and manufacturers

- specifications.
- Scheduling and documentation of all maintenance work.

The Supervisor shall be responsible for the application of this program in their area of responsibility. All employees shall regularly check tools and equipment that they are working with and shall take out of service any tools or equipment that poses a hazard to a need of repair replacement.

SCHEDULE

A schedule for maintenance of equipment shall be established according to the application standards and specifications for each item noted.

RECORDS AND MONITORING

Records for the maintenance of the equipment shall be recorded and maintained.

VEHICLE MAINTENANCE RECORDS

A maintenance record will be kept on each vehicle/machine and it will be the responsibility of the operator of that unit to record all maintenance, including: repairs, oil changes and lubrication, the hours the unit worked and at what jobs. Also all fuel fill ups will be recorded with mileage/hours entered at each fill up. The record is to be submitted to CAO on a monthly basis.

DEFECTIVE TOOLS

Defective tools can cause serious and painful injuries. If a tool is defective in some way, **DON'T USE IT**. Tag it and bring it to your Supervisor's attention.

Be aware of problems like:

- 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

To ensure safe use of hand tools, remember:

- never use a defective tool
- double check all tools prior to use
- ensure defective tools are repaired or discarded
- use proper tool for the job

Air, gasoline or electric power tools, require skill and complete attention on the part of the user even when they are in good condition. Don't use power

tools when they are defective in any way.

Watch for problems like:

- broken or inoperative guards
- insufficient or improper grounding due to damage on double insulated tools
- no ground wire (on plug) on cords of standard tools
- frayed power cords
- the on/off switch not in good working order
- tool blade is cracked
- the wrong grinder wheel is being used or
- the guard has been wedged back on a power saw

REGULATIONS, STANDARDS, MANUFACTURER'S SPECIFICATIONS & RULES

VEHICLE

- Brakes are to be of a sufficient quality and properly adjusted.
- Steering – Wheel free play shall be minimum
- Lights – Headlights are to be properly adjusted
- Other lights are to be properly working

MOBILE EQUIPMENT

- Brakes are to be properly adjusted
- Steering mechanism is to be properly adjusted
- Approved roll-over protection seatbelts shall be in place
- Back-up alarm system shall be in working order

POWER TOOLS

Proper safety protection shall be maintained in accordance with the manufacturer's specifications and instructions and be in good repair.

HAND TOOLS

Hand tools shall be in good working order and be maintained in good condition.

LADDERS

Metal or wooden ladders and stepladders shall meet the standards, which are not less than the requirements of the Canadian Standards Association.

POWER CORDS

Power cords shall be in good repair and three (3) pronged.

- The neutral, white wire to the silver screw
- The hot, black wire to the copper screw
- The ground, green wire to the green screw

TOW ROPES, WINCH CABLES, SLINGS & CHAINS

- They shall not be frayed
- The hooks shall be of the proper size, and in good repair
- Chains shall be in good state of repair, with respect to stretching, broken or improper links

AIR HOSES

- Air hoses shall not show signs of deterioration of the inner or outer case
- The fittings shall be in good working condition

CLAMPS

- The proper size of cable clamp shall be used
- They shall be installed properly, and in good condition

PERSONAL PROTECTIVE EQUIPMENT

- Personal protective equipment shall be kept in good working and clean condition
- When personal protective equipment is worn and not effective report it to your Supervisor

SAFETY TRAINING

PURPOSE

The purpose of this policy is to provide for general and specialized safety and related training throughout all levels of Village of Empress.

POLICY

The Village of Empress will provide and ensure that all employees participate in all safety and related training that is necessary to minimize losses of human and physical resources to the Village of Empress.

This training will include, but will not be limited to:

- New hire safety orientation
- Job-specific training
- Safety training for management, supervisors, and employees
- Task and trade-specific training and certification

- Specialized safety and related training
- Refresher training

MANAGEMENT/SUPERVISOR SAFETY TRAINING

The Village of Empress will provide and ensure that Management/Supervisors are qualified or able to instruct employees in safety, as outlined in the safety manual and Occupational Health & Safety Regulations.

CERTIFICATION FOR SPECIFIC TRAINING

Documentation of task, trade-specific training and certification Workplace Hazardous Materials Information Systems (WHMIS), Transportation of Dangerous Goods (TDG), explosives and first aid shall be kept on file of the employee receiving training and certification.

SAFETY MEETINGS

Regular Safety Meetings shall be held at a set time and place once a month and additional meetings as required by the Safety Foreman.

Department Heads shall designate who attends safety meetings.

A record of attendance and the minutes of the meeting shall be recorded and kept in the safety-meeting file in the Works Foreman's office.

TOOL BOX SAFETY MEETING

Tool Box Safety Meetings are safety meetings of a short duration and are held at the job site, which includes the immediate workers and supervisors.

A record of attendance, date and discussed topics, solutions and actions taken shall be recorded on a Tool Box Meeting form. A copy of these minutes will be forwarded to the Department Head.

Tool Box Meetings shall be held as often as required to discuss safety concerns of the crew and to ensure that they are trained to adequate levels.

VILLAGE OF EMPRESS
New Hire Employee Safety Orientation

Place: _____

Employee Name: _____ Date: _____

Address: _____ Phone No.: _____

Supervisor: _____

Topics Covered

Village of Empress Safety Manual

Employee's Responsibilities for Safety:

Safe Work Practices:

- | | | | |
|-----------|--------------------------|--------------|--------------------------|
| Ladders: | <input type="checkbox"/> | Power Tools: | <input type="checkbox"/> |
| Vehicles: | <input type="checkbox"/> | Trenching: | <input type="checkbox"/> |
| Equipment | <input type="checkbox"/> | Others: | <input type="checkbox"/> |

The location of the Safety Manual for review:

Job Description/Duties:

Personal Protective Equipment:

Safety Committee Meetings:

Tool Box Meetings:

Reporting Unsafe Acts/Conditions:

Reporting Accidents:

Trade Related Topics:

This will certify that I have been given the Village of Empress orientation briefly on the above noted subjects as indicated by me with an "X", and that I fully reviewed and understand its contents.

Employee's Signature

Date

Supervisor

Date

**Village of Empress
Pre-Job/Tailgate Meeting**

Date: _____ Supervisor: _____

Location (if applicable): _____

Job Description: _____

Department (Parks, Public Works, etc): _____

Attendance

Print Name

Signature

1	_____	_____
2	_____	_____
3	_____	_____
4	_____	_____
5	_____	_____
6	_____	_____
7	_____	_____
8	_____	_____

Hazard Assessment/Identification

1	_____
2	_____
3	_____
4	_____
5	_____

Topics Covered

1	_____
2	_____
3	_____
4	_____

VILLAGE OF EMPRESS
Tool Box Meeting

Crew: _____

Time: _____

Date: _____

Supervisor/Foreman's Name: _____

Number in Attendance: _____

Number of Crew: _____

Review of Previous Meeting:
Incident/Accidents/Near Misses Reviewed:
Worker's Concerns:
Supervisor's Concerns:
Solutions/Action to be Taken:
New Topics to be Discussed:
Personal Protective Equipment Maintenance:

Supervisor/Foreman's Signature: _____

Note: Names of Attendees shall be recorded on the appropriate "Tool Box Meeting Attendee List" (Appendix 3 in the Town Safety Manual)

VILLAGE OF EMPRESS
Safety Meeting

Office Location: _____ Date: _____ Time: _____

Supervisor: _____ Phone Number: _____

Number of Employees: _____ Number Present: _____

AGENDA

1. Review of Minutes From Last Meeting

2. Business Arising out of Minutes:

3. New Business:

4. Accident Review (Vehicle Accident and Personal Injury Accident):

5. Employee Recommendations and/or Suggestions:

6. Review of Safety Matter in Connection with Current Work Activities:

7. Date of Next Meeting: _____

8. Time Meeting Adjourned: _____ Chairman's Signature _____

INSPECTION POLICY

It is the policy of this municipality to maintain a program of safety inspection. The objective of this program is to control hazards in the workplace.

All Village of Empress facilities and job sites shall be included in this inspection program.

Informal inspections shall be conducted by supervisory personnel on an ongoing basis in their areas of responsibility.

The Department Head or delegate shall conduct formal inspections at each facility or job site regularly or on a scheduled basis. The supervisor for the area shall also complete formal inspections.

The finding of inspections shall be written into a report and reviewed at the next safety meeting.

VILLAGE OF EMPRESS

WORKSITE SAFETY INSPECTION

DATE: _____

Inspector's Signature

Date

Location: _____

Inspected By: _____

ITEMS TO WATCH FOR:

Buildings & structures, windows, floors, doors, stairs	Atmospheric condition, ventilation
Personal protective equipment	Toxic material storage
Warning signs, labels	First aid, contents, training
Aisles, works surfaces	Flammable liquid, gas, labels,
Safe work practices	Lighting
Storage containers	Proper lifting
Electrical wiring, cords	Inspection of pressure vessels
Housekeeping	Maintenance
Exits, alarms, emergency lighting, drills	Materials handling equipment
Fire protection equipment	Production equipment
Safety Training	Heating and cooling
Guarding controls	Smoking
Sanitation	Hand and power tools
Locker and lunch room	Storage facilities, areas
Ladders	Job procedures
Bulletin board	Vehicles

Description		Date Completed & By Whom

INVESTIGATION POLICY

INTERPRETATION

An incident/accident is an unplanned and unscheduled event which results in damage or injury, or which could have resulted in damages or injury.

POLICY

It is the policy of this municipality to have all incidents/accidents thoroughly investigated.

PURPOSE

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

RESPONSIBILITIES

All employees shall report all incidents/accidents to their immediate Supervisor. The Department Head or delegate will conduct initial investigations and submit his/her report to the Municipal Administrator and shall be reported to the Workers Compensation Board and/or Occupational Health & Safety as required.

INCIDENTS

PROCEDURES

1. Report all incidents and injuries to your Foreman/Supervisor as soon as possible. Minor injuries are to be recorded in the First Aid Record Book. Report unsafe conditions, near misses and property damage as well.
2. When an incident occurs, the Workers Compensation reports are to be completed as follows:
 - The employer's form is to be completed by the Supervisor/Foreman of the employee involved in the accident and turned in to the Village of Empress Office as soon as possible after the accident.
 - The employee's form is to be completed by the employee and turned into the Village of Empress Office as soon as possible after the accident.
 - If an accident disables or is likely to disable a worker for more than the day of the accident, the employer must inform the WCB within 72 hours.

3. As per subsection 18 (1) of the Occupational Health & Safety Act if a serious injury or an accident that has potential of causing serious injury to a person occurs at a work site, the employer responsible for that work site shall forthwith notify a Director of Inspections as to the time, place and nature of the serious injury or accident.
4. An employee shall not assume liability for an incident/accident involving vehicles, equipment or property not owned by the Village of Empress.

**VILLAGE OF EMPRESS
INCIDENT INVESTIGATION FORM**

Page 1 of 2
File #: _____

Incident Type: Injury/Illness <input type="checkbox"/> Property Damage <input type="checkbox"/> Near Miss <input type="checkbox"/> Fire <input type="checkbox"/> Spill <input type="checkbox"/>		
Other <input type="checkbox"/>		
Incident Date:	Time:	
Specific Location:		
Person(s) Involved:		
Name:	Address:	Phone:
Accident Reported By:		Reported to:
Date Reported:		Time Reported:
Witnesses: (Have Witnesses complete Statement Form)		
Name:	Address:	Phone:
Injuries: (For all injuries also complete WCB Form)		
Name:		
First Aid Given:		By Whom:
To Hospital:		By Whom:
Where:		
Doctor:		
Property Damage: (For all property damage also complete Insurance Report)		
Description of Property:		
Serial Number:		
Owned By:		
Description of Damage:		
Estimated Cost:		
Description of Incident:		
Supervisor's Comments:		

Diagram of Scene:	
Immediate Causes(s):	
Description:	
Corrective Action(s): (Immediate/Interim/Final):	
Supervisor:	Date/Time:
Department Head Comments & Recommendations:	
Department Head:	Date:
Reviewed By Municipal Administrator:	Date:

EMERGENCY PREPAREDNESS

The Occupational Health & Safety Code, Alberta, specifies the number and qualifications of First Aid trained personnel who must be present in a workplace or on a job site.

These regulations also specify the requirements for First Aid equipment and the employer's responsibility.

Village of Empress recognizes that there is always a risk of an emergency.

To ensure adequate preparedness for emergencies, the following procedures and guidelines shall be followed at all times:

- Evacuation Procedures
- Action in cases of emergency including:
 - ◆ Discovery of fire.
 - ◆ Discovery of someone requiring first aid.
 - ◆ Severe weather.
 - ◆ Explosion.
 - ◆ Escape of oil, gas, or other dangerous chemicals.
 - ◆ Earthquake.
 - ◆ Telephone Threats (bomb scare).
 - ◆ Hostage taking incidents.
 - ◆ Violent person(s) in building.
- Guidelines if taken hostage.

EVACUATION PROCEDURE

In the event of an alarm or an evacuation order has been announced:

5. Move to the nearest exit in an orderly fashion (DON'T PANIC).
6. Move quickly and quietly. Close your office door(s).
7. When outside, meet at the following marshalling areas:
 - a) Village Office Staff
All staff report to the car wash across the street.
 - b) Public Works Shop
All personnel report to the front parking lot.

SPECIAL CONSIDERATION:

Alert any visitors of the Evacuation Procedure and escort them out of the building.

ACTION IN CASE OF AN EMERGENCY SITUATION**A. Discovery of Fire**

- Remove those in immediate danger.
- Activate fire alarm.
- If small fire, try to control or extinguish fire.
- Dial 9-1-1 and report full details.
- Initiate evacuation procedure.
- Close all the doors if time permits.

B. Discovery of someone requiring First Aid

- Assess situation. Quickly determine what happened.
- Administer First Aid to victim. Keep person calm and warm.
- If there is any concern of a head, neck, or back injury, do not move victim unless a threat to life exists.
- Depending on severity, dial 9-1-1 and report full details.
- Remain at the scene to brief and assist Emergency Medical services upon their arrival.
- Document and report incident.

C. Dangerous Weather**TORNADOES:**

- The basement or an interior hallway on the lower level floor is the safest.
- Keep away from windows, skylights, and overhead light fixtures.
- Closets, small rooms, and inside hallways will give some protection against flying glass and debris, otherwise get under heavy furniture.
- If driving, drive away from the tornado at a right angle to its direction of travel (if possible). If you cannot escape its path, get out of your vehicle immediately and seek shelter in a ditch or ravine, keeping its slope between you and the funnel. Protect your head with your arms.
- If caught outdoors and you cannot reach your designated shelter, lie flat in a ditch, excavation, or culvert. If possible, lie flat, holding on the base of a small tree, bush, or shrubbery to avoid being lifted or blown away.
- Listen to the radio for further information and follow instructions.

LIGHTNING:

- You can estimate the distance of a lightning stroke by counting the seconds between the flash and the thunderclap. Each second

indicates about 300 meters. If you count less than 5 seconds, take shelter. Lightning is near.

- Stay indoors when there is lightning.
- If indoors, keep away from windows, doors, fireplaces, radiators, stoves, metal pipes, sinks, or other charge conductors. Don't handle electrical equipment or telephones during an electrical storm.
- If you're caught outdoors, seek shelter in a building or depressed area.
- Keep away from fences, telephone and power lines.
- Don't be the tallest object in the area. Get well away from hilltops and trees. Never take shelter under a tree.
- If you're in the open, kneel with your feet close together and lower your head. Don't lie flat.

D. Explosion

- Fall to the floor and take immediate shelter under tables, desks, or other such objects that will offer protection against flying debris.
- Protect your face and head with your arms.
- After the effects of an explosion have subsided, follow evacuation procedure.
- Call 9-1-1, if required and report full details.
- Do not return to building until "All Clear" signal has been given by Fire Chief or other emergency response official.

E. Escape of Oil, Gas, or Other Dangerous or Toxic Chemical

- Evacuate crosswind – never downwind from substance.
- Call 9-1-1 and report full details.
- Administer First Aid if required.

F. Earthquake

- If possible, keep at least 5 meters (15 feet) away from windows to avoid flying glass.
- Keep away from skylights and large overhead light fixtures.
- Step under doorway, into narrow hall or corridor, or take immediate shelter under tables, desks, or other such objects that will offer protection against flying glass or debris.

G. Telephone Threats (Bomb Scares)

- Listen carefully.
- Write down the exact message.
- Ask what building, when, why.
- Ask to repeat, (not understanding).
- Note voice characteristics, background noise.
- Note time and date call received.

- Whenever possible, signal another employee to dial 9-1-1 and report situation.
- Keep calm; do not panic.
- When conversation is over, hang up. After a few seconds, dial *57 and a recording will guide you through a Call Trace procedure.
- Report all details to the police.

H. Hostage Taking Incident (see subsequent "Guidelines if Taken Hostage")

- At first opportunity, dial 9-1-1.
- Do not activate the fire alarm.
- Anyone able to leave the area is to report to your designated Marshalling Area.
- Obey the directions of the hostage taker.
- Obey directions of Police who will control all personnel movement once they arrive on the scene.

I. Violent Person(s) in Building

- Call 9-1-1 and report details.
- Do not be argumentative.
- Notify Municipal Administrator.

GUIDELINES IF TAKEN HOSTAGE

1. Don't be a hero. Accept your situation and be prepared to wait.
2. The first 15 to 45 minutes are the most dangerous for all concerned. Follow the instructions of your captors. The longer you are together, the less likely the captor will hurt you.
3. Don't speak unless spoken to and only if necessary. Try to be friendly if possible, but not phony.
4. Try to get rest. Sit if you can. If the situation goes for a long period of time, try to sleep if you can.
5. Don't make suggestions to the hostage takers. If your suggestion goes wrong, he may think you planned it that way.
6. Don't try to escape unless you are absolutely sure you can make it and even then, rethink before you try.
7. If anyone needs any special medication, inform your captors.
8. Be observant of everything you see and hear. Try to memorize the number of captors, their descriptions and conversations, weapons carried,

etc. Also numbers and identities of other hostages, you may be released and your information will help the police.

9. If you are permitted to speak on the phone, be prepared to answer Yes or No questions asked by the police.
10. Don't be argumentative to captors or to other hostages. Put forth a cooperative attitude.
11. Don't turn your back on your captors unless directed to do so. Don't stare at them either. Eye contact can be good. People are less likely to harm someone they are looking at.
12. Be patient, even though the police may appear to be doing nothing, they are engaged in a complex program designed to rescue you unharmed as soon as possible.

VILLAGE OF EMPRESS
YEAR-END INCIDENT/ACCIDENT SUMMARY

No.	Date Y/M/D	Lost Time Cases	Medical Referrals	Lost Days	Repeats	Name of Person
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						
13.						
14.						
15.						
16.						
17.						
18.						
19.						
20.						

LEGISLATION

The Occupational Health and Safety Act, the Occupational Health and Safety Code and the Occupational Health and Safety Regulations are the primary pieces of health and safety legislation for employers and employees in Alberta.

HIGHLIGHTS OF THE ACT & REGULATIONS:

- Employers shall ensure, as far is reasonably practical, the health and safety of the workers.
- Workers shall take reasonable care to protect the health and safety of themselves and other workers and shall co-operate with their employers for the purpose of protecting the health and safety of themselves and other workers.
- If a serious injury, or accident that has the potential for serious injury occurs at a work site, the employer shall notify Occupational Health and Safety and shall conduct an investigation.

Accidents to be reported to Alberta Labour:

- An injury or accident that results in death.
 - Injury resulting in the worker being admitted to hospital for more than two days.
 - Unplanned or uncontrolled explosion, fire or flood.
 - Collapse or upset of a crane, derrick or hoist.
 - Collapse or failure of any component of a building or structure necessary for the structural integrity of the building or structure.
-
- No worker shall carry out any work if, on reasonable and probable grounds, he/she believes that there is **imminent** danger to health and safety of him/herself or another worker.
 - Where work is to be done which may endanger any worker, the employer shall ensure that the work is done only by a competent worker, or under the direct supervision of a competent worker.
 - A person who contravenes the Occupational Health and Safety Act or Regulation, or fails to comply with an order made under the Act or the Regulation, is guilty of an offence and liable for fines or imprisonment.

The above highlights are general only and each worker has the responsibility to obtain and become familiar with the content of the Act and the applicable regulations.

The Village of Empress requires that all its personnel be familiar with and practice their established safety standards. We insist that the safety standards of the Town are the absolute minimum when on site and that, as individuals, all employees and contractors are to conduct themselves in such a way that safeguards them, their fellow workers, and the assets of the Town. It will be the responsibility of Management to ensure the compliance by

employees with established rules and regulations for the health and safety of the Town.

The Occupational Health and Safety Act and Regulations binder is available at the Village Office and Public Works Shop and for personnel to review. The provincial regulations outline safety responsibilities and minimum safety requirements. It is the responsibility of all personnel, to read, understand and comply with the regulations that are applicable to their job.

This manual may be revised and/or amended at any time as the need arises. Suggestions for its improvement are encouraged from employees and should be discussed with their Department Head.