

400-1.4 PERSONAL PROTECTIVE APPAREL

PROTECTIVE FOOTWEAR, PROTECTIVE HEAD GEAR

- POLICY:** The Rural Municipality of Gull Lake No. 139 shall ensure a process to eliminate or decrease the risk of work related foot and head injuries in accordance with the Occupational Health and Safety Regulations (1996)
All employees must supply their own protective footwear.
- PURPOSE:** To ensure that a worker uses footwear and head wear that is appropriate to the risks associated with the workers place of employment and occupation.
To protect a worker who may be at risk from a falling object or who may tread on a sharp object.
To prevent foot and head injuries to the employees of the Rural Municipality of Gull Lake No. 139.
To assist supervisors and employees in determining when hard hat use is mandatory.
To minimize or eliminate hazards/risks which may result in personal injuries/illnesses, service interruption, or loss.
To promote and maintain a safety program based on the AInternal Responsibility System@ where roles, responsibility and account abilities are known and implemented.
- APPLICATION:** This policy applies to all employees including contractors and consultants providing services to the R.M. of Gull Lake No. 139.
- COUNCIL TO:** Ensure all workers use approved protective footwear/head wear as required in mandatory protective footwear/head wear areas.
Authorize expenses for the approved head wear
Ensure that all employees are aware of the protective footwear requirement.
- SUPERVISOR TO:** Ensure all workers use approved protective footwear or head wear as required in mandatory protective footwear head gear protection areas.
A supervisor may direct an employee to wear a hard hat at any time when in their opinion there is a risk of head injury.

WORKERS TO: Ensure that they use approved footwear as required in mandatory footwear areas.
Ensure that they use approved protective head gear as required in mandatory head protection areas.

DEFINITIONS: **Construction** - The erection, renovation, repairs, dismantling and painting of a structure, clearing, earthmoving, grading, trenching digging, boring, drilling, blasting and concreting.
Hard Hat - means protective head wear
Color - means fluorescent orange or other high visibility color
Mandatory - condition of employment in mandatory protective footwear areas or mandatory head wear protective areas.
Approved -means CSA (Green Triangle) approved having a safety toe, puncture resistant soles with boot height appropriate to the work to be performed.
Risk - shall be interpreted to mean all areas where hard hats are mandatory as per this policy or where in the opinion of the Employer or supervisor protective head gear is warranted.

MANDATORY FOOTWEAR AREAS

- When working between construction ahead, survey crew or road work signs where road maintenance or construction is taking place.
- When engaged in the repair/maintenance/construction of bridges.
- When working in the vicinity of equipment capable of propelling objects at high speeds (eg. mowers, hand operated weed whacker)
- When bush clearing
- While working in repair shops while repairing and or maintaining equipment.
- While working in and around equipment such as loaders, backhoes, crushers, graders and all heavy equipment.
- When working in and around excavations, trenches, culverts, post hole augers..

MANDATORY HEAD PROTECTION AREAS

- When working between construction ahead, survey crew or road work signs where road maintenance or construction is taking place.
- When working on the side slope or the road surface
- When erecting and repairing signs
- When engaged in the repair/maintenance/construction of bridges

- When working in the vicinity of equipment capable of propelling objects at high speeds (eg. mowers/hand operated weed whackers)
- When bush clearing
- When using the shop overhead cranes
- While working in the area of overhead equipment such as cranes, backhoes, crushers, loaders.
- When working in and around excavations, trenches, culverts.
- At all times when operating power equipment unless an enclosed cab is provided.
- When working where heavy equipment/trucks are operating (eg. Pits)
- When engaged in the repair/maintenance of equipment inside the right of way.

MISCELLANEOUS PROTECTIVE APPAREL

POLICY: The Rural Municipality of Gull Lake No. 139 shall ensure a process to eliminate or decrease the risk of work related injuries

PURPOSE: To prevent injuries to the employees of the Rural Municipality of Gull Lake No. 139.
To ensure that all employees protective apparel or supplies that are appropriate to the risks associated with the work being done.

COUNCIL TO: Ensure resources are provided for the use of fluorescent safety vests, rubber gloves, safety glasses and ear plugs to CSA Standards.

FOREMAN TO: Ensure all workers use approved protective safety equipment as required in mandatory work areas.

EMPLOYEES TO: Ensure that they use approved safety equipment as required in mandatory work areas.

**OPERATING GUIDELINES:
MANDATORY AREAS:**

- When working between construction ahead, survey crew or road work signs where road maintenance or construction is taking place (vests)
- When engaged in the repair/maintenance of bridges (vests)
- When working in and around excavations, trenches, culverts etc. (ie. vests)
- When driving equipment (ie earplugs)-according to OH & S noise guidelines
- When working with hazardous products as listed in the MSDS manuals (ie gloves and safety glasses).

NOTE:

Clarification of concerns regarding the intent of the policy should be addressed in the following manner:

- (i) Every attempt should be made to resolve the issue with the local Supervisor.
- 2) Persistent concerns should be raised to the Council

NON COMPLIANCE:

It is the responsibility of all employees to ensure the provisions of this policy are followed and adhered to. Supervisors and employees will be held responsible and accountable for non compliance. If in doubt, supervisors and employees should err on the side of safety.

Note: All requirements of this section are conditions of employment. Visitors to a work site where Personal Protective Apparel is required must comply by using the necessary Personal Protective Apparel. Enforcement lies with the supervisor and Council.

400-1.5 FIRE SAFETY POLICY

POLICY: A process to prevent the outbreak of fire at any work site of the Rural Municipality of Gull Lake No. 139 and to provide effective means to protect workers from any fire that may occur.

PURPOSE: To prevent fires and any harm that could result to the workers, public and property and to provide effective means to protect from any fire that may occur.

COUNCIL TO: Ensure that the fire safety plan is posted in a conspicuous place for reference by workers and locations of all fire extinguishers. Ensure that the fire safety procedures and training is carried out. Ensure that all portable fire extinguishers are inspected, maintained and tested on a regular basis.

FOREMAN TO: Document and have a copy offsite of all locations and storage methods of flammable substances present in the workplace assist in development of a plan to include notification of fire department, evacuating endangered workers. Train all workers to know who is designated to carry out the fire safety plan and their duties. Ensure that all equipment is equipped with fire extinguishers.

WORKER TO: To take all reasonable and practicable steps to prevent the outbreak of a fire at their place of employment. Familiarize themselves with the locations of all hazards and fire safety plans within their place of employment and their duties and responsibilities in carrying out the fire safety plan.

400-1.6 WORKING ALONE POLICY

POLICY: A process to protect workers who must work alone

PURPOSE: To provide a process that identifies the risks arising from working alone.

To provide an effective communication system that consists of:

- (i) Radio/telephone communication
- (ii) Provide a process for regular contact with the worker

To ensure workers meet or exceed first aid qualifications for working alone.

To ensure first aid supplies meet or exceed the Occupational Health and Safety Regulations (1996)

To ensure emergency response plans are established prior to the start of work (e.g. RCMP contacts, locations of nearest health facility, emergency transportation availability).

To put forth guidelines when working in a hazardous situation where the workplace risk assessment requires the use of more than one worker.

RESPONSIBILITIES:

COUNCIL TO: Ensure resources, training and emergency response plans are in place where workers are alone.
Ensure an effective communication system is in place for workers who are alone.
Ensure a process to establish and review standard operating procedures.

FOREMAN TO: Ensure workers have the appropriate first aid training, certification and supplies.
Actively participate in the identification of risks associated with each activity before it starts and establish safe work procedures.
Once they have been identified all documentation will be given to the worker to ensure they are familiar with the proper procedure.
Make sure emergency response plans are prepared with the necessary contacts and that all workers have copies of the plans.
Ensure that the communication system is operational and workers have received adequate training.

Read, review, revise and understand applicable standard operating procedures.

WORKERS TO: Actively participate in the identification of risks associated with each activity prior to commencement and establish safe work procedures.
Read, review, understand and follow the established working alone policy, procedures and necessary emergency response plan.

**OCCUPATIONAL HEALTH AND SAFETY
CONSULTANT/COORDINATOR:**

Recommend minimum training standards for workers who work alone.
Assist and advise with process, procedures and equipment to minimize or eliminate the hazards.
Assist and advise with preparing of emergency response plans.

400-1.7 LOCK OUT POLICY

- POLICY:** A process to protect workers who undertake the maintenance, repair, test or adjustment of a machine.
- PURPOSE:** To provide a written lock out process to each worker to ensure theirs and others safety when repairing, testing, adjusting or maintaining a machine.
- COUNCIL TO:** Provide a written lockout process to each worker who is required to work on a machine either repairing, testing, adjusting, or maintaining a machine.
Ensure the purchase of the lockout tags for the workers to use to ensure safety while performing maintenance, repair, testing, or adjusting of a machine.
Ensure the workers understand that if the lockout tags are not being used the keys must be removed from the machine to ensure that it cannot be used while under lockout.
- FOREMAN TO:** Ensure all workers are adequately informed of the process for lockout.
- WORKER TO:** Ensure the safety of themselves and others by following the written lockout process.

Locking out – References Occupational Health and Safety Act and Regulations:

- (1) Subject to section 140, before a worker undertakes the maintenance, repair, test or adjustment of a machine other than a power tool, an employer or contractor shall ensure that the machine is locked out and remains locked out during that activity if not doing so would put the worker at risk.
- (2) Before a worker undertakes the maintenance, repair, test or adjustment of a power tool, an employer or contractor shall ensure that the energy source has been isolated from the power tool, any residual energy in the power tool has been dissipated and the energy source remains isolated during that activity.
- (3) An employer or contractor shall:
 - (a) provide a written lock-out process to each worker who is required to work on a machine to which subsection
 - (1) applies; and
 - (b) where the lockout process uses a lock and key, issue to that worker a lock that is operable only by that worker's key and a duplicate key.
 - (4) Where the lockout process does not use a lock and key, an employer or contractor shall designate a person to co-ordinate and control the lockout

process.

- (5) Where the lockout process uses a lock and key, an employer or contractor shall designate a person to keep the duplicate key mentioned in clause (3)(b) and ensure that:
 - (a) the duplicate key is accessible only to the designated person; and
 - (b) a log book is kept to record the use of the duplicate key and the reasons for that use.
- (6) Where it is not practicable to use a worker's key to remove a lock, an employer or contractor may permit the person designated pursuant to subsection (5) to remove the lock if the designated person:
 - (a) has determined the reason that the worker's key is not available;
 - (b) has determined that it is safe to remove the lock and activate the machine; and
 - (c) if a committee or representative is in place, has informed the co-chairpersons or the representative of the proposed use of the duplicate key before it is used.
- (7) An employer or contractor shall ensure that a designated person who is permitted to use a duplicate key pursuant to subsection (6):
 - (a) records in the log book the use of the duplicate key, the reason for its use and the date of its use; and
 - (b) signs the log book each time that the duplicate key is used.
- (8) Where a central automated system controls more than one machine, an employer or contractor shall ensure that the machine to be maintained, repaired, tested or adjusted is isolated from the central system before the lock-out procedures required by subsection (3) are implemented.
- (9) Before undertaking any maintenance, repairs, tests or adjustments to a machine to which subsection (1) applies, a worker shall lock out the machine following the process mentioned in clause (3)(a).
- (10) After a lock-out device has been installed or a lockout process has been initiated, the worker who installed the first lock or initiated the process shall check the machine to ensure that the machine is inoperative.
- (11) No person shall deactivate a lockout process that does not use a lock and key except the person designated pursuant to subsection (4).
- (12) No person shall remove a lock-out device except the worker who installed the lock-out device or the designated person acting in accordance with subsection (6).

400-1.8 DISCIPLINARY PROCEDURES (Res.221-08)

The nature of discipline is corrective and its purpose is to motivate employees to accept rules and standards of conduct which are necessary to achieve the goals and objectives of the municipality.

The Municipal Council agrees to act reasonably in all circumstances in applying disciplinary procedures. In the event the Municipal Council initiates a disciplinary action against an employee the following procedure shall be followed:

1. **Oral Reprimand** - The employee shall be interviewed by the Employee Committee and made aware of the performance problem. The employee shall be heard and any explanation considered. The employee shall be made aware of the improvement expected. The date and content of the discussion are to be recorded in a memo to be retained in the employee's personnel file.

2. **Written Reprimand** -If the desired degree of improvement does not follow the verbal warning or if a further incident occurs, whether it is a repetition of the first or a different infraction, a written warning is to be given to the employee by the Reeve. The written warning shall include:
 - Confirmation of the warning discussion
 - Statement of the rule or standard abused or the nature of the unsatisfactory performance.
 - Statement describing the improvement that is required.
 - State consequences should situation not be rectified.
 - Written warning to be acknowledged by the employee in writing and a copy retained in the individual's personnel file.

The Municipal Council has the right to bypass discipline steps, depending on the type and severity of action and the impact on the job and fellow employees. Council may go directly to suspension if necessary.

400-1.9 FIT FOR WORK PROGRAM

Refer to Policy 200-97.1 (Formally the Drug & Alcohol Policy, Res. 177-10).

400-2 TRANSPORTATION EMPLOYEES

Transportation employees are hired by the Council and responsible to the Foreman, who is responsible to Council. The Foreman may hire casual labour from time to time as the work load requires with prior consent of Council at the basic rates set out in 400-8.

400-2.1 TRANSPORTATION - WAGE NEGOTIATIONS:

The Council should determine if the employees are at their appropriate wage levels, after taking into consideration. The experience, qualifications, years of work with the municipality, job function and responsibility level, and wage relative to other employees etc. If the employee is not at their appropriate wage level, then adjustments should be made. These adjustments could be made over a phase-in period.

The employees' committee should meet with each employee prior to the December Council meeting for the purpose of determining the employees' expectations and to hear any considerations the employee may have in mind.

The employee Committee shall consider the amount that can be expended on salary increases with consideration to a Cost of Living Allowance and a performance bonus and make recommendations to the council.

The Cost of Living Allowance will then be applied uniformly between all employees.

The Council, in December will hear the committee's recommendations and set the employee wages for the coming year.

400-2.1.1 TRANSPORTATION - HOURS OF WORK

A normal work week will consist of 50 hours per week during high season April through October and 40 hours per week from November through March. No overtime shall be paid.