



Health and Safety Policy Statement

February 22, 2023

By providing a safe and healthy work environment, The Corporation of the Town of Tillsonburg is committed to the protection of all employees, contractors, and visitors from occupational illness, injury, or property loss. The Town of Tillsonburg will take all reasonable actions in maintaining a psychologically healthy and safe workplace.

The Corporation of the Town of Tillsonburg, as the employer, is ultimately responsible for worker health and safety.

I, Kyle Pratt, CAO of The Corporation of the Town of Tillsonburg, am personally committed to taking every reasonable precaution for the protection of all workers. To fulfill this commitment The Town of Tillsonburg will make every effort to provide and maintain a safe and healthy workplace by adhering to acceptable industry standards and complying with occupational health and safety legislation. In keeping with occupational health and safety legislation, a healthy and safe workplace will be accomplished in consultation and cooperation with management and employees, in particular the worker health and safety representative.

Supervisors will be held accountable for the health and safety of workers under their supervision. Responsibility includes ensuring that machinery and equipment are safe and that work practices are in compliance with established legislation, workplace practices and procedures. To protect their health and safety, workers must receive adequate specific work task training.

Every employee must protect his/her health and safety and the health and safety of other workers by working in compliance with legislation and established workplace practices and procedures.

Contractors will be required to operate according to legislative requirements using best practices and following The Town of Tillsonburg policies and procedures regarding health and safety.

Health and safety is an integral part of the Town's everyday business. It is in the best interest of all to join together and put into practice health and safety principles in all work activities.

This policy will be reviewed annually and will be revised in light of any legislative or organizational changes, as necessary.

Signed, this 14th day of February, 2023

Kyle Pratt
Chief Administrative Officer

THE CORPORATION OF THE TOWN OF TILLSONBURG



ADMINISTRATIVE POLICY

CORPORATE HEALTH AND SAFETY POLICY

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Definitions:

As defined under the *Occupational Health and Safety Act*.

Competent Person – means a person who,

- a) is qualified because of knowledge, training and experience to organize the work and its performance,
- b) is familiar with the Act and the regulations that apply to the work, and
- c) has knowledge of any potential or actual danger to health or safety in the workplace

Employer – means a person who employs one or more workers or contracts for the services of one or more workers and includes a contractor or subcontractor who performs work or supplies services and a contractor or subcontractor who undertakes with an owner, constructor, contractor or subcontractor to perform work or supply services

Prescribed – means prescribed by a regulation made under the Act

Regulations – means the regulations made under the Act

Supervisor – means a person who has charge of a workplace or authority over a worker

Worker – means a person who performs work or supplies services for monetary compensation but does not include an inmate of a correctional institution or like institution or facility who participates inside the institution or facility in a work project or rehabilitation program.

Workplace – means any land, premises, location or thing at, upon, in or near which a worker works

Responsibilities:

Chief Administrative Officer

- Ensure the requirements of this policy are fulfilled throughout the Corporation
- Oversee the framework of Occupational Health and Safety activities of the Town
- Hold all levels of the organization accountable for their safety performance
- Ensure the corporation complies with the Corporate Health and Safety Policy, as well as all relevant health and safety legislation
- Ensure appropriate standards in safety training and orientation are established and that compliance to these standards is on-going
- Monitor the health and safety program to ensure compliance with existing policy, regulations, and standards and that appropriate commendations and/or corrective measures are applied
- Ensure Joint Health and Safety Committees are established and functions are carried out as prescribed
- Take all reasonable care to ensure that contractors, visitors and the general public comply with their health and safety responsibilities
- Take every precaution reasonable in the circumstances for the protection of a worker

Directors

- Ensure that the requirements of this policy are carried out throughout their Department(s)
- Be familiar with the conditions and regulations of all applicable safety legislation, Town policies, programs and procedures to ensure that the requirements therein are followed
- Ensure all jobs are evaluated with respect to hazards and that appropriate hazard controls are put into place

- Ensure safety policies and procedures are enforced and that no person is permitted to do work without proper training, instruction and adequate supervision
- When appointing a supervisor, appoint a “competent person”
- Ensure the protection and safety of their subordinates and the general public takes precedence over all other considerations
- Ensure that the proper equipment, materials and personal protective devices, which are prescribed or may be required to perform jobs safely, are provided, maintained and used according to legislation, procedures and/or manufacturer’s guidelines
- Hold all levels of supervision accountable for health and safety compliance
- Evaluate the health and safety performance of subordinates
- Provide first aid facilities as required
- Provide assistance and co-operation to the Joint Health and Safety Committee members and health and safety representatives in carrying out their functions
- Ensure contractors, visitors and the general public are aware of their responsibilities and that compliance is met
- Take every precaution reasonable in the circumstances for the protection of a worker

Managers/Supervisors

- Be familiar with and ensure that each worker is fully aware of and complies with the Town’s health and safety policies, programs and sections of the *Occupational Health and Safety Act* and Regulations that pertain to their work
- Ensure that workers wear the appropriate personal protective equipment
- Ensure workers are advised of actual or potential hazards to their health and safety, of which the supervisor is aware
- Establish standard operating procedures, safe work procedures or standard operating guidelines (SOPs, SWPs, SOGs) for any specific hazardous operations or conditions within their area of responsibility and ensure they are communicated and understood by the workers
- Ensure workers receive proper training and instructions prior to work being performed and ensure that workers have demonstrated an understanding of the work to be performed.
- Hold accountable all persons reporting to them, including managers, supervisors, lead hands, contractors, etc.
- Identify, investigate and correct or inform superiors of all occupational health and safety concerns
- Investigate all accidents and incidents, determine the causes and corrective actions, as per the Employee Incident Reporting Process
- Know and comply with the Town’s processes on Work Refusals and Critical or Fatal Injuries
- Co-operate with the Joint Health and Safety Committee members
- Take every precaution reasonable in the circumstances for the protection of a worker

Workers

- Understand and work in compliance with the Town’s health and safety policies, programs and provisions of the *Occupational Health and Safety Act* and Regulations
- Learn, understand, practice and comply with standard operating procedures, safe work procedures or standard operating guidelines (SOPs, SWPs, SOGs)
- Report all accidents, injuries and incidents to their supervisor immediately, as per the Employee Incident Reporting Process and co-operate in the investigations
- Use or wear the equipment and personal protective devices or clothing as required
- Report all hazards, unsafe acts and any contraventions of the *Occupational Health and Safety Act* or Regulations to their supervisor
- Refuse unsafe work
- Shall not use or operate any equipment, machine, device or thing or work in a manner that may endanger himself, herself, or any other worker
- Shall not engage in any prank, contest, feat of strength, unnecessary running or rough and boisterous conduct
- Co-operate with the Joint Health and Safety Committee members

Joint Health and Safety Committees

- Be familiar and comply with their duties under the *Occupational Health and Safety Act*
- Foster an atmosphere of communication and co-operation between the employer and the workers
- Identify situations that may be a source of danger or hazard to workers and make recommendations for improvement of the health and safety of workers
- Recommend the establishment, maintenance and monitoring of health and safety programs
- Obtain information from the employer on actual or potential hazards and occupational health and safety testing
- Inspect the workplace on a monthly basis, ensuring the entire workplace is inspected at least annually
- Designate members to investigate work refusals and critical or fatal injuries
- Joint Health and Safety Committees shall meet at least every three months and keep minutes of these meetings and make the minutes available to all workers and the Ministry of Labour
- Joint Health and Safety Committees shall have at least two certified members, one representing management and one representing workers and if the requirement is not being met, a written plan must be in place to comply within a reasonable time
- Joint Health and Safety Committees shall establish a written Terms of Reference and it shall be reviewed annually

Contractors

- Contractors are required to comply with all applicable health and safety legislation, Town health and safety policies and programs and specific contractual health and safety requirements
- Upon request, the contractor will be required to provide the Town with copies of their health and safety policies, programs and training records
- Contractors are responsible for ensuring all workers, including sub-contractors, understand and are in compliance with these requirements
- Failure to comply with health and safety legislation and/or Town policies and programs will be deemed a breach of the contract
- This section will be included in all contracts tendered and proof of the above may be required by the Town at any time from tendering to project completion
- Contractors are required to report all work related incidents/accidents to the Town immediately

Visitors and General Public

- Visitors and the general public shall not be allowed to enter a work area that requires the use of personal protective equipment or where the operation or use any equipment, materials or things that may endanger their health and safety or that of another person
- In the event that a visitor or member of the general public is required to enter a work area as described above, a “competent” person must accompany the person at all times and is responsible for ensuring the person is aware of and complies with the relevant workplace health and safety rules, including the use of personal protective equipment

Violations:

Correction of an employee’s violation of the health and safety procedures is not to be confused with disciplinary action. However, all employees will be held accountable for knowingly violating safety rules.

Disciplinary action for deliberate violations will be based on the investigation of each individual case, and will follow the Corporation’s disciplinary practices in consultation with the Human Resources Manager. Because of the seriousness of safety violations, the minimum action will be a letter of reprimand.

These rules are not intended for the purpose of restricting anyone’s rights but to prevent injury and property loss.

Operating Conditions:

Post warning signs wherever they may prevent a potential injury. All such warning signs must be obeyed. Warning signs or barriers must not be removed until the job is completed. Machine guards and other protective devices must be used during operation and are not to be altered at any time.

Standard Operating Procedures:

Responsibility

The workplace manager/supervisor is responsible for ensuring that Standard Operating Procedures are written for each critical piece of equipment at the workplace and that the employees who operate the equipment are trained in these procedures.

All workers engaged in Hydro Operations, refer to the Hydro Division SOP Manual for specific operating procedures.

Procedure

General

1. Each workplace will review the various equipment used at their facility and from this will develop a list of critical equipment (ie tractor, chipper, etc.).
2. A Standard Operating Procedure will be developed for each of these critical pieces of equipment.
3. All employees that operate a piece of critical equipment will be trained in the Standard Operating Procedure.

Standard Operating Procedure Format

1. Each Standard Operating Procedure should consist of the following sections:
 - (a) **Equipment:**
 - (i) Brand Name, Type, Model Number
 - (ii) Suppliers Name and Address
 - (iii) Specific Machine Requirements (i.e. temperature/humidity requirements)
 - (b) **Materials:**

List of materials that are consumed in the operation of the equipment (i.e. compressed air, gasoline)
 - (c) **Pre-Start Up Inspection Checklist:**

A walk around is to be performed prior to starting up the equipment.
A checklist of items, specific to each piece of equipment, will be used to ensure completeness.

The checklist will identify:

 - (i) the frequency (ie daily, weekly, seasonally, etc.).
 - (ii) what items are to be checked
 - (iii) what remedial action is taken when a problem is identified
 - (iv) the operator who performs the checklist and the date it is

performed

The checklist items may include such things as:

- (i) all guards in place;
- (ii) all manufacturers safety features are intact and operational;
- (iii) there is no excessive wear;
- (iv) everything is fastened together properly/nothing is broken;
- (iv) all mounts secured;
- (v) gauges: pressure, temperature, etc.;
- (vi) no personnel can become endangered by start-up;

(d) **Safety Precautions:**

List the precautions that the employee should take while running the equipment, or working in the area, in order to prevent injury to himself or others.

Include information concerning potential dangers of which he should be aware. Some of the areas of concern which may be included are:

- (i) electrical grounding
- (ii) high voltage
- (iii) radiation
- (iv) danger of burns from hot or very cold items
- (v) extreme heat
- (vi) flying sparks
- (vii) explosive materials
- (viii) hot liquids
- (ix) acidic or caustic substances
- (x) skin irritants or drying agents
- (xi) toxic fumes
- (xii) flammable fumes or liquids
- (xiii) high pressure areas
- (xiv) sharp edges or grinding wheels of machines
- (xv) dangerous moving parts of machinery
- (xvi) equipment shields
- (xvii) excessive noise
- (xviii) oil on floor
- (xix) pits or holes to avoid
- (xx) pinch points

Information about what to do in emergency situations (ie location of first aid station, emergency stopping, etc.) may also be included in this section.

(e) **Personal Protective Equipment:**

This section should list all the personal protective equipment that must be worn when operating the specific equipment and may include items such as:

- (i) head protection (hard hat, sun exposure)
- (ii) eye protection (safety glasses, face shield)
- (iii) hearing protection
- (iv) respiratory equipment (filters, SCBA)
- (v) protective clothing and gloves
- (vi) foot protection

(f) **Preventive Maintenance and Critical Spare Parts:**

This section will document what preventive maintenance is to be performed on equipment.

A checklist of items, specific to each piece of equipment, will be used to ensure completeness and may parallel the type of list typically found in an owner's manual.

The qualifications of the inspector/tester (ie Automotive Mechanic, Electrician, etc.), that are required, are to be identified in this section of the procedure.

A maintenance checklist will identify:

- (i) the frequency (ie daily, weekly, seasonally, etc.).
- (ii) what items are to be checked
- (iii) what standards are to be met
- (iv) the results observed
- (v) the remedial action is taken when a problem/deviation is identified
- (vi) the operator who performs the checklist and the date it is performed

Some maintenance activities may not be performed on a fixed time schedule, but rather when certain conditions are observed. For these cases, the procedure should identify:

- (i) the condition/signal which triggers the maintenance
- (ii) what activity is to be performed
- (iii) the action taken

For critical equipment, where minimum downtime has a serious effect on the operation, a list of essential spare parts will be developed and maintained (ie standby generator).

(g) **Operation:**

This section explains in detail how to operate the equipment. It should be as complete and as easily understood as possible. Starting with the first step, all steps of the operation are listed sequentially and explanation given for how, as well as what, things are to be done. The instructions should be stated as simply and concisely as possible, assuming that the operator has no prior knowledge of the equipment/process.

Illustrations should be provided, where appropriate, to complement the written instructions.

(h) **Shutdown:**

This section should explain the steps to follow for 3 types of shutdown situations:

- (i) Emergency Shutdown
- (ii) Regular Shutdown
- (iii) Longterm (Storage) Shutdown

The steps listed for each type of shutdown are to be in the order that they are to be carried out.

Shutdown includes both shutdown of equipment and clearing the work area. Emptying containers or tanks of liquid, purging lines, etc. are part of the process.

(i) **Illustrations:**

This section should any prints, drawings, schematics or illustrations that can further clarify the written procedures.

- Audits
1. The Standard Operating Procedure should be reviewed on a periodic basis, but minimum once annually, to:
 - (a) ensure the procedure is being applied consistently
 - (b) determine if the operator understands the procedure
 - (c) allow for feedback and suggestions for improvements
 2. If an accident occurs while using the equipment, the Standard Operating Procedure should be reviewed by the Joint Health & Safety Committee, as part of their accident review and analysis.
 3. If the accident is attributed to failure to follow the Standard Operating Procedure:
 - (a) the Supervisor should document this infraction and take the necessary action to enforce the procedure
 - (b) the Joint Health & Safety Committee should include an audit of the specific Standard Operating Procedure on their subsequent Workplace Inspections, to observe compliance

Lock Out Procedures:

In **any** situation where a person would be put at risk should electrical equipment and / or a machine be accidentally activated, a **lock-out / block-out** must be used.

The following provisions must be incorporated into any departmental **lock-out** procedure:

- Individual keys and locks (numbered) should be held by authorized staff only and are not to be loaned out.
- With maintenance operations involving more than one man, multiple **lock-out** devices **must** be used;
- Disconnect switches should **NEVER** be pulled under load;
- Services should be disconnected in the (open) position and padlocked immediately;
- Always try to activate the machine to ensure that the correct power source has been turned off;
- Control buttons alone or “fuse pulling” should never be substituted for **lock-out**;
- Prior to removing lockout padlock, check the equipment and immediate area to ensure that the equipment can be started safely;
- Personalized **WARNING** tags should be attached to the **lock-out** padlocks;
- The tag and padlocks are only be removed by the individual who installed it, and only after all work has been completed, and;
- Specific department procedures for **locked-out** work and removing **lock-out** must be written and reviewed with staff.

J.H.S.C. Tag Out:

In order to protect workers from unknowingly operating unsafe equipment, Safety Committee Members will tag equipment that is unsafe. This tag will warn workers that the equipment contravenes the Act and is not to be used until the equipment has been fixed. J.H.S.C. members OR supervisors can authorize the removal of these tags. Removed tags are to be signed and dated, then returned to the Joint Health & Safety Committee via the Health and Safety / Staff Development Coordinator, Human Resources.

Electrical Safety:

Always inspect tools, power cords and electrical fitting for damage prior to using. Switch tools off before connecting them to a power supply.

- Disconnect power supply before making adjustments.
- All power tools must be properly grounded with a three-wire cord with a three-prong plug.
- Power tools used outdoors or in wet conditions must be connected to a ground fault circuit interrupter.
- Any activity that could result in accidental contact with overhead power lines must be done with a spotter.
- Before digging, contact Tillsonburg Hydro Inc (THI), the water department, and/or any other utility services to locate underground services.

Live Line Requirements:

Where electrical **lock-out** is not practical, any work on live electrical installations, equipment or power lines where the electrical system operates at greater than 300 volts must:

- Have written procedures to ensure compliance to existing legislation;
- Be performed by a suitably equipped, competent electrician, and;
- Have a suitably equipped worker present who is able to safely perform rescue and give artificial respiration if required.

Traffic Safety:

All Town employees engaged in construction projects and / or maintenance activities on a public thoroughfare, or who are endangered by vehicular traffic shall wear appropriate traffic safety vests or authorized reflective clothing. All Town employees, who are required to direct traffic, shall be covered by this rule, and shall be trained in traffic control in accordance with existing legislation and the Ministry of Transportation Traffic Control Manual (field edition).

A competent signaler shall be used whenever:

The operator's view of the intended path of the vehicle or its load is obstructed, or;

Equipment, with a lifting device, may become closer than the minimum allowable distance from a power line.

Voltage	Minimum distances
750 – 150,000	3 meters (10 ft)
150,001 – 250,000	4.5 meters (15 ft)
Over 250,000	6 meters (20 ft)

Transportation of Personnel and Materials:

- Only authorized Town employees shall be transported in Corporation vehicles or equipment;
- Operator of Town vehicles must read and follow the manufacturer's operating manual;
- Do a daily circle check of the vehicle;
- Employees should always ride in the seating provided and wear seatbelts, in accordance with the Highway Traffic Act;
- **All** sharp tools should be properly guarded and all equipment shall be properly stored and secured;
- **All** equipment requiring rollover protection should be so equipped and contain a proper seatbelt;
- Employees should never move a vehicle in reverse gear unless there is no alternative;
- All employees involved in transporting and / or receiving dangerous goods must either be certified under the Dangerous Goods Awareness Program or be under the supervision of a certified worker;
- Only accredited employees can fuel propane vehicles.

Hygiene Policy:

All Town facilities reported to by employees whose working conditions expose clothing, skin and / or respiratory system to harmful contaminants should be equipped with showers and double lockers.

Clothing worn by those workers handling potentially hazardous material as defined by Section 134 of the Industrial Establishment Regulations must be stored in lockers separate from street clothes and remain at work for cleaning.

Personal hygiene standards will be established that are division-specific and that minimize non-essential and prolonged exposures to harmful contaminants.

Excavating, Trenching, and Shoring:

All Town employees, whose work requires them to construct, work around or in trenches / excavations, shall be trained in the following areas:

- Soil types and cases of cave-ins;
- Protection from trench cave-ins including sloping, trench boxes and shoring;
- Access / egress;
- Legislative requirements.

Back Care:

No worker shall attempt to lift, without assistance or mechanical support, any weight that they cannot safely handle.

The back is strongest and most resilient when it is in the normal erect position. Any twisting or extension of the back makes the back more susceptible to injury and increases the force on the back itself.

Before lifting any object remember:

- Keep your back as straight as possible and lift with your legs;
- Never lift and twist – move your feet;
- Always test the weight to ensure it can be handled safely;
- Never reach and lift – move the object to you if a closer body position is not possible;
- Bulk objects provide more stress to the back than compact objects that weigh the same amount;
- Objects to be lifted should be positioned at waist level if possible, and;
- Report situations where confinement and / or awkward positioning creates added strain or fatigue.

Chainsaws:

All employees who may be required to operate chainsaws must demonstrate competency and understanding in the following areas:

- Protection of self and others
- Chainsaw design and hazards
- Chainsaw maintenance
- Work in a safe environment

Staff involved in felling or related lumbering activities must, in addition, demonstrate competency and understanding in the following areas:

- Plan, organize and prepare the job site
- Notching
- Felling trees

- Limbing and topping trees
- Bucking logs

No Town employee shall be permitted to operate a chainsaw unless certified and the Supervisor is satisfied that he or she can do so safely.

All gasoline-powered chainsaws shall be equipped with chain brakes and anti-kickback

chains. Personal Protection Equipment required:

- CSA or ANSI approved Class E hardhat or it shall meet the requirements of another standard that affords at least equal protection for the Health & Safety of Workers
- CSA or ANSI approved Grade 1 footwear (heavy duty toe and sole protection is required)
- Leather gloves (with ballistic nylon reinforcement on the back, liners are available)
- Hearing protection must be Class "A" CSA approved for use with decibel rating between 95 and 115 decibels
- Trousers or chaps with sewn in ballistic nylon pads
- Eye protection – safety glasses and screened face mask
- Belts – the chainsaw operator may be required to use wedges for safe felling or bucking belts equipped to hold wedges are available
- First Aid Kits – as per Regulation 1101 of the Workplace Safety & Insurance Act.

Pressure Treated Wood Safe Handling Procedures:

To ensure that employees are practicing safe handling and precautionary measures when working with pressure treated wood that is treated with Chromated Copper Arsenate (CCA), the following procedures should be followed:

1. Purchase CCA-treated wood that is visibly clean and free of excess surface residues of the preservative, as these may contain dislodged toxic chemicals.
3. Wear gloves and long sleeves when handling treated wood.
4. Wear a dust mask, eye protection, gloves and long sleeves when sawing, sanding, shaping, or otherwise machining wood to avoid skin contact with or inhalation of sawdust.
5. Where possible, cut or otherwise work with treated wood outdoors.
6. Wash hands and other exposed skin after working with the wood, and before eating, drinking, or smoking.
7. Launder clothing before reuse. Wash separately from other clothing.
8. After construction, all cut ends, sawdust and construction debris should be cleaned up and disposed of in accordance with local regulations.

Precautionary Measures

1. NEVER BURN TREATED WOOD as arsenic and chromium are released into the environment as part of the smoke or remain in the ashes.
2. Do not use CCA treated wood where:
 - a) direct food contact is possible (for example, cutting boards, counter tops, beehives);
 - b) the chemicals in the preservative may enter the food chain (for example animal feed storage, silos, water troughs, compost bins, mulch);
 - c) the chemicals in the preservative may come in contact with public drinking water (for example, well or reservoir covers).
3. If wood is cut during construction, apply an appropriate "endcut" preservative to protect exposed, untreated wood.
4. The uses of bleaches, deck cleaners or brighteners that contain sodium hypochlorite, sodium hydroxide, sodium per carbonate, oxalic acid or citric acid is not recommended as they may release toxic chemicals from CCA treated wood.

5. Reuse treated wood to the extend possible.
6. Do not dispose of CCA treated wood remnants or sawdust in compost heaps, wood chips, or mulch as chemicals from the preservative may enter the food chain.

Chipper:

Any employee working with the chipper must demonstrate competency in the following areas:

1. Personal protective equipment;
2. Proper body positioning;
3. Correct feeding;
4. Hazard identification and site preparation; and;
5. Maintenance requirements.

Before commencing any chipper work the following must be completed:

1. Prework Meeting to access potential hazards
 - a. Traffic, terrain, logs characteristics (ensure material is properly sized for ease of handling and chipping).
2. Perform daily maintenance check
3. Check to ensure the following personal protection equipment is worn:
 - a. Eye protection – safety shield
 - b. Hearing protection must be Class “A” CSA approved for use with decibel rating between 95 and 115 decibels
 - c. Orange reflective coveralls – no loose, dangling clothing or jewelry shall be worn
 - d. Leather gloves (with ballistic nylon reinforcement on the back, liners are available)

NOTE: Always stand to the right of the material being chipped and NEVER reach into the feed of the chipper. Lockout and / or block out shall be used whenever an employee is required to work in close proximity to moving parts.

Emergency Procedure:

Responsibility

1. Senior Management is responsible for ensuring that an Emergency Evacuation Plan is in place at all Town facilities.
2. The Manager / Supervisor in charge is responsible for implementing the procedure in the event of an emergency.
3. The Manager is responsible for ensuring staff understand and adhere to the emergency plan and that the emergency exit floor plan is posted.
4. Employees are responsible for knowing the nearest exit location and their appointed assembly area.
5. Managers/Supervisors are responsible for ensuring staff leave the building in an orderly manner and are accounted for at the assembly areas.

Procedure

An emergency condition may be created as the result of:

- Fire
- Explosion
- Bomb Threat
- Natural Disaster
- Chemical spill or leak
- Other life threatening situation

Communication

Facility-wide evacuation will be triggered by the fire alarm or paging system (in smaller areas verbal communication may be employed).

The Manager / Supervisor in charge will ensure appropriate emergency service(s) are notified:

- Ambulance
- Fire
- Hospital
- Police
- Hydro
- Gas

Evacuation

Upon notification of the evacuation directive:

1. Designated employee (s) will:
 - a. Town Facilities – shut down assigned equipment, perform assigned duties then exit the building through the nearest safe emergency exit
2. All other employees or members of the public will exit immediately through the nearest safe emergency exit
3. Employees should exit in an orderly manner
4. No one shall return to the building until the “all clear” is given
5. Once outside the building employee’s must report to their assigned assembly area and remain to await further instructions
6. Manager/Supervisor will perform a head count to ensure all employees have been evacuated

Return to Facility

1. The Manager/Supervisor in charge will review the matter with emergency service personnel / re- walk the facility if necessary, to determine if the facility is safe to re-enter
2. Following this, the supervisor may instruct employees to return to the workstation

Workplace Inspections:

Responsibility

The Joint Health and Safety Committee/Representative is responsible for ensuring the proper application of this policy.

Procedure

General

1. The workplace inspections will be conducted on a monthly basis. Managers and supervisors have the responsibility to ensure workplace inspections are performed.
2. If it is not practical to inspect the whole workplace once per month, then a monthly inspection of part of the workplace shall be conducted, with the whole workplace being reviewed throughout the course of the year.
3. Inspections should be conducted prior to the H&S meeting, preferably one week in advance, so that the observations and recommendations can be discussed by the whole committee.
4. A schedule of workplace inspections for the year is to be developed, published and posted by the H&S Committee, at the beginning of each year, listing the date and time.

Inspection

1. Where a JHSC exists, workplace inspections will be completed by at least 2 certified members of the Committee, (one management and one worker member).
2. The "WORKPLACE INSPECTION REPORT" (Appendix A) will be used as a checklist and recording mechanism for all safety concerns.
3. The JHSC Committee/Representative will record any issues/concerns in the "Action to Be Taken" section and assign responsibility for correction to the area supervisor or place an ACR to appropriate department.
4. Copies of the "WORKPLACE INSPECTION REPORT" will be:
 - a. posted on the H&S section of the bulletin board
 - b. posted on the G drive at G:\Health & Safety\Workplace Inspections within the appropriate year and month folders
 - c. circulated to each H&S Committee Member in the

workplace Analysis and Follow-up

1. The area supervisor is responsible for reviewing the "WORKPLACE INSPECTION REPORT" and initiating the appropriate corrective action for each discrepancy in his area, in order of its priority.
2. The "WORKPLACE INSPECTION REPORT" shall be completed by the area supervisor, within one week, with the following information:
 - a. the action taken or planned to be taken
 - b. the completion date
3. Subsequent workplace inspections will review the items from previous inspections to ensure the remedial action has resolved the concern.

Work Refusal:

1. An employee may refuse to work or do particular work where he has reason to believe that:
 - a. any equipment he is to use or operate is likely to endanger himself or another employee
 - b. the physical condition of the workplace is likely to endanger himself
 - c. any equipment he is to use, or the physical condition of the workplace, is in contravention of the Occupational Health and Safety Act, and such contravention is likely to endanger himself or another employee
2. Upon refusing to work, the employee shall promptly report the circumstances of their refusal to their supervisor, who shall notify the Manager of the department and an HR representative, and promptly investigate the report in the presence of the worker and a JHSC Representative.
3. Until the investigation is completed, the worker shall remain in a safe place near his work station, unless assigned to alternative work.
4. If, after following the investigation and/or any steps taken to resolve the concern, the employee feels that there is still an unsafe work condition, the employer shall notify the Ministry of Labour.
5. A Ministry of Labour Inspector shall investigate the refusal to work in the presence of the:

- a. employer
- b. employee
- c. health and safety representative

6. The Inspector shall decide whether the equipment or the workplace is likely to endanger the employee or another person and give his decision, in writing, as soon as is practicable.
7. Pending the investigation and decision of the Inspector, the employee shall remain at a safe place near his work station during his normal working hours, unless the employer assigns the employee reasonable alternative work during such hours.
8. Pending the investigation and decision of the Inspector, no employee shall be assigned to use the equipment, or to work in the workplace, which is being investigated, unless the employee to be assigned has been advised of the work refusal and the reasons for it.