

POLICY NO:	SA 001
POLICY TITLE:	MUNICIPAL SAFETY POLICY
DEPARTMENT:	SAFETY
APPROVAL DATE:	36-06-97 (June 1997)
REVISION DATE:	34-02-02 (February 2002) ; 2017-01-59 (January 23, 2017)
REVIEW DATE:	

Purpose:

The personal safety and health of each employee of the County of Vermilion River is of primary importance. The prevention of occupationally induced injuries and illnesses is of such consequence that it will be given priority over operating productivity where necessary. To the greatest degree possible, the County Council will provide all mechanical and physical facilities required for personal safety and health in keeping with the highest standards.

The County of Vermilion River will maintain a safety and health program conforming to the best practices of organizations of this type. 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 safety and health matters, not only between supervisor and employee, but also between each employee and his or her co-workers. Only through such a cooperative effort can a safety program of all be established and preserved in the best interest.

The County of Vermilion River's objective is a safety and health program that will reduce the number of injuries and illnesses to an absolute minimum, not merely in keeping with, but surpassing, the best experience of operations similar to the County's. The County's goal is zero accidents and injuries.

The County of Vermilion River's safety and health program will involve:

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

recognizes that the responsibilities for safety and health are shared:

- The employer accepts the responsibility for leadership of the safety and health program, for its effectiveness and improvement, and for providing the safeguards required to ensure safe conditions.
- Supervisors are responsible for developing the proper attitudes toward safety and health in themselves and in those they supervise, and for ensuring that all operations are performed with the utmost regard for the safety and health of all personnel involved.
- Employees are responsible for wholehearted, genuine cooperation with all aspects of the safety and health 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 O. H. & S. Regulations. All employees should be familiar with the O. H. & S. Act and Regulations.

ASSUMING OF RESPONSIBILITY AND ACCOUNTABILITY FOR SAFETY

Safety Coordinator:

- Provide a statement of Policy relating to the Safety Program. The statement provides a commitment and philosophy that sets levels of expectations for Safety Performance throughout the organization.
- Maintain overall control of the Safety and Loss Prevention Program direction.
- Ensure all established Safety policies are administered and enforced in all areas.
- Ensure that all field operations personnel are aware of and effectively practice the policies and procedures set out in the Safety Program.

Directors:

- Ensure implementation and maintenance of the established Safety policies on specific projects within their respective areas of the County.
- Ensure the maintenance of the highest standards of performance with respect to the Safety Program on their respective job-sites. They are also accountable for the safe performance of personnel and equipment on their projects.
- Implement a site Safety Program and develop a clear understanding of Safety responsibilities and specific duties for each foreman or supervisor. The Director must be knowledgeable of and responsible for complying with all regulations, laws and codes.
- Hold a least one Safety meeting monthly or more frequent, if required, with foremen to review Safety conditions and general Safety policies. Ensure that subtrades and foremen conduct monthly or more frequent, if required, toolbox meetings. Where there are only a few employees, the Director shall conduct a monthly or more frequent if required, toolbox meeting with all project personnel in attendance.
- Arrange for the recording of minutes of Safety committee meetings and forward copies to the Manager.

- Make daily observations of Safety activities on the project.
- Accompany government O.H.&S. Inspector during project inspection. If he/she is not available, the Director will assign another Supervisor for the inspection.
- Be aware of the hazards that exist for the short term, temporary and new hire workers who are new to activities. Ensure that new hires receive detailed safety instructions before they are allowed to start work. New employees should be assigned to work with other employees who are familiar with the project and are aware of any specific safety rules and regulations that are in force.
- Formulate a detailed hiring route for all the employees which includes a review of the project Safety rules and regulations prior to starting work (New Hire Orientation).

Supervisors/Foremen:

- Provide safe working conditions for all workers under his/her supervision.
- Provide instructions to workers in safe work procedures. As part of the routine duties, the Supervisor shall require employees to use personal protective equipment as appropriate, eg. Hard hats, goggles, masks, respirators, safety glasses or other items deemed necessary.
- Correct physical conditions which are liable to cause or have caused accidents.
- Undertake the investigation of accidents, incidents or near misses to determine the underlying causes. These must be reported in detail to the Director and the required report forms completed on a timely basis.
- Provide a good example for employees by always directing and performing work in a safe manner.
- Conduct regular inspection for unsafe practices and conditions and ensure prompt corrective action to eliminate causes of accidents.
- Work in cooperation with other project supervisory personnel in determining safe practices, enforcing their observance, developing procedures for dealing with violations and developing other general safety and accident prevention.
- Provide each employee with information about the hazards on the job and how to avoid them.
- Maintain a housekeeping standard and assign definite responsibilities to individuals for good housekeeping.
- Enforce all established safety regulations and work methods. Take disciplinary action as necessary to ensure compliance with the rules.
- Provide a minimum of one toolbox meeting monthly or more frequent, if required with his/her crew and record minutes on the prescribed form.
- Provide a regular inspection for unsafe practices and conditions, and ensure prompt corrective action to eliminate causes of accidents.

Employees:

- Carry out their work in a manner that will not create a hazard to their own safety and health or the safety and health of other employees.
- Assist site supervision in the reduction and controlling of accident producing conditions and unsafe acts on the work site.
- Report any accidents, incidents, near misses and/or injuries immediately to their supervisor.
- Report any anticipated loss of work time to his/her supervisor as soon as possible after being treated by a physician following injury.

Safety Administrator:

- Responsible for daily administration of Safety Program on site.
- Post all Safety bulletins, Safety posters and Safety rules and regulations.
- Assist project Director(s) in accident investigations, analysis and preparation of accident reports and summaries.
- Ensure that pertinent safety reports are submitted as required.
- Prepare descriptions of identified unsafe conditions and the steps taken to correct these conditions.
- Maintain a list of safety equipment purchased.
- Prepare a copy of inspection reports on equipment.
- Prepare a copy of Field Safety Inspection check lists.
- Ensure that corrective action has been taken whenever deficiencies are identified.
- Assist with Safety seminars or training.
- Maintain current knowledge of Safety literature, regulations and codes of practice.
- Establish schedules of inspection.
- Review the accident reports to keep informed about the project and municipal safety performance.

Note: On projects where a Safety administrator has not been assigned, the duties described above become part of the Director's duties.

First Aid Personnel:

For all jobs the Director will appoint adequate person(s) to provide such first aid services as may be required given the nature of the job-site and government regulations. The person(s) appointed to this position shall possess an appropriate Certificate in First Aid in accordance with the relevant Occupational Health and Safety Regulations and must be available at all times to administer first aid.

- Administer first aid as required.
- Maintain a first aid log.
- Requisition all first aid supplies and equipment.
- Maintain relations with physicians, W.C.B., ambulance services and hospitals.
- Coordinate the transportation of injured employees to a physician's office or hospital.
- Assist Safety Officer when necessary.
- Provide health education materials or instruction to all on-site employees as required.