

HALDIMAND COUNTY

POLICY No. 2003-03

Subject: **CORPORATE HEALTH & SAFETY RULES AND PROCEDURES
GUIDE**

Purpose:

The safety of employees and the public is the prime consideration for The Corporation of Haldimand County. All efforts will be extended to ensure that working conditions meet, or exceed, accepted standards. In return, all employees will be expected to practice safe working habits and maintain clean and orderly conditions that permit a safe and efficient operation.

Policy:

All County employees, visitors, and contractors are bound by these safety guidelines and should anyone choose to disregard them, appropriate action will be taken to ensure compliance. Visitors are the direct responsibility of the supervisor of the area being visited and contractors are the responsibility of the department issuing the contract.

Visitors to residents of our Home for the Aged, although not directly supervised, are bound by safety guidelines.

The following rules are by no means exhaustive or cover all possible situations. Common sense and safe work habits are the best accident prevention methods.

Individual departments will have specific safety rules and operating procedures for their own hazardous situations. Check with the supervisor if you have any concern about a certain operation.

Employees in the Home for the Aged should refer to their Health & Safety Policy manuals.

All workers engaged in Water & Sewer operations must follow the safe operation practices prescribed in EUSA's Safe Practice Guides for Water and Sewer Division.

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 flagrant violations will be based on the investigation of each individual case, and will follow the Corporation's disciplinary practices in consultation with the Manager, Human Resources. 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.

GENERAL SAFETY RULES

Housekeeping

Each employee is personally responsible to keep his / her work area in good order. This involves keeping materials, machines, floors and aisles in a clean and orderly condition. This responsibility extends to common (areas) grounds, lunchrooms and washrooms.

All fire fighting equipment and exits must be kept accessible at all times.

Personal Protective Equipment

Clothing

Every employee must wear personal clothing adequate for his / her protection in his / her normal work. In areas where protective clothing and personal protective equipment are issued or purchased out of a worker's clothing allowance as a mandatory item they shall be worn and maintained in good condition.

Eyes

All employees, including visitors and contractors, must wear CSA approved eye protection when they are performing work or are in an area where work is being performed which may create a hazard to eyes. Eye hazard areas should be clearly posted and eyewash facilities installed where eye injuries may occur.

Eye Protection **MUST** be worn:

- ✓ In a flash area / or while welding
- ✓ While handling chemicals
- ✓ While chipping, chiseling, hammering, drilling, grinding, sanding, cutting, or sawing.

Feet

CSA approved grade 1 safety shoes and / or boots are mandatory on all construction job sites or anywhere there is a potential hazard to the feet. Maintenance and operations personnel should wear safety footwear at all times. Boots / shoes that no longer afford the level of protection for which they were intended must be replaced.

Hearing Protection

Hearing protection devices are available and supplied by the County and must be worn in all operations that create noise levels, which are hazardous (maximum noise levels of 85 dba or greater). Where a noise hazard is known to exist, the need for hearing protection must be posted.

Head Protection

Class E – CSA approved hard hats or it shall meet the requirements of another standard that affords at least equal protection for the Health & Safety of workers must be worn on all construction job sites and projects and anytime employees are exposed to the hazard of head injury.

Respirators

Respirators must be fitted so that there is an effective seal between the respirator and the worker's face. (Saccharin Test)

All workplace respiratory hazards must be identified. Respirators should be used as the control method, only, if the hazard cannot be eliminated by controlling it at the source of the hazard. Each type of hazard must be matched to proper respirator.

Beards, long sideburns, conventional glasses or contact lenses must not impair the effectiveness of a respirator.

Any employee wearing a respirator must be fitted correctly and demonstrate to the satisfaction of their immediate supervisor that an effective seal will be maintained at all times when the respirator is in use.

A positive / negative fit test should be conducted each time the respirator is used. The filter must be changed whenever resistance to normal breathing occurs or when vapours are tasted or smelled. Respirators must be maintained and inspected as per the manufacturers recommendations.

Sun Exposure

Employees who work outdoors must be orientated to the potential hazards to the eye and skin posed by ultra violet UV radiation and take precaution to protect themselves from prolonged exposure to the sun.

The best and first line of defense are physical barriers afforded by such items as tightly woven clothing, head gear, eye protection with a UV filter, barrier (sun block) creams.

Sunscreens afford a secondary defense and are recommended for those areas of the skin that are not practical to cover up. Sunscreen should have a sun-protection factor of at least 30 for both UV-A and UV-B rays and should be applied at least one hour before it is required to prevent burning. Sunscreen should be reapplied throughout the day as required.

Protection Against Insect Bites

Due to the threat of possible serious illness caused by the West Nile Virus, employees should be protected against insect bites. The best and first line defense against insect bites are physical barriers afforded by such items as tightly woven clothing, head gear, and eye protection to minimize exposure for those employees who are working outside. Insect repellent can also be used as defense and this should be applied as needed throughout the day to minimize exposure for those employees who are working outside.

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.

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. (The duplicate keys are restricted to the Fleet and Facilities Manager for safekeeping);
- 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 the local hydro company and other utilities 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 County 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 County 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.

<u>Voltage</u>	<u>Minimum distances</u>
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 County employees, including residents and volunteers of the Home, shall be transported in Corporation vehicles or equipment;
- ❑ Operator of County 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.

FALL ARREST

Employees shall be secured by a fall arrest system whenever the worker may fall, more than 3 meters (10 ft) or:

- ❑ Into operating machinery, or
- ❑ Water or other liquid, or
- ❑ Onto or into a hazardous substances or liquid.

ASBESTOS

General

- ❑ All County facilities are to be surveyed for the presence of both friable and non-friable asbestos.
- ❑ The exact location of asbestos shall be determined to ensure that all persons who may disturb it are notified.
- ❑ The locations of friable asbestos (i.e. easily crumbled) should be identified on a floor plan.
- ❑ The known locations of friable asbestos should be regularly inspected (every 6 months) for signs of deterioration. Results are to be documented and reviewed by the Joint Health and Safety Committee.
- ❑ Dependent of the degree of deterioration, damage should be repaired, sealed permanently enclosed, or removed.
- ❑ All operations (including contract work) involving asbestos are to be carried out by competently trained workers utilizing proper work practices and procedures.
- ❑ Workers who are likely to disturb friable asbestos-containing material in the course of their work shall be appropriately equipped and trained according to the type of operation.
- ❑ In each case training shall cover the following areas:
 - Hazards of asbestos
 - Personal hygiene and work practices
 - The use, cleaning and disposal of respirators and protective clothing
- ❑ A log shall be maintained of all type II or III operations identifying the nature of the work, the exposed worker, and the duration of the work.
- ❑ Workers whose work activities may result in the disturbance of material suspected of containing asbestos shall immediately report the circumstances to their supervisor and cease further work until the situation has been assessed.

HYGIENE POLICY

All County 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.

CONFINED SPACE WORK PREPARATION AND PROCEDURES

Definition A “confined space” means a space to which or from which access or egress is restricted and in which, because of its construction, location or contents or work activity therein, a hazardous gas, vapour, dust or fume or an oxygen-deficient atmosphere may occur.

Responsibility

1. Any employee working in the area of a confined space is responsible for the proper application of this procedure.
2. The supervisor and manager are responsible for ensuring that employees are properly trained in confined space entry procedures, that the policy is adhered to and that all detection equipment is calibrated as per manufacturer’s instructions.

Procedure

Pre-work Meeting

- ❑ Identify potential hazards and controls including such things as:
 - Traffic
 - Locates and documentation
 - Lock-out / block-out
 - Removal of water where required
 - Exhaust fumes
 - Visibility – is temporary lighting required? Is it explosion proof?
- ❑ Set-up procedures
NOTE : record any condition that deviates from routine on the log sheet
- ❑ Identify, equipment required – inspect prior to use
- ❑ Establish who does what
- ❑ Establish a system of communication i.e. between worker, lookout person and home base

Work Protection Area

Requirements

- ❑ Advance warning
- ❑ Work site identification
- ❑ Pedestrian guidance

If exposed to vehicular traffic:

- a) All employees will have a bright orange vest / shirt / coat with fluorescent stripes front and back.
- b) Cones or delineators set up as required by local conditions for traffic control.
- c) If a traffic controller is required, then this person shall have a STOP / SLOW sign and be given both written and verbal instructions.

NOTE: Work protection controls are not to be removed until the work is completed and permanent barriers are in place.

Always test the atmosphere with an approved device before you enter (where applicable, before lifting the lid) to check for gasses that are lighter than air, such as methane gas.

A functional bump test must be performed daily on the testing device before testing the atmosphere. This bump test is conducted to determine whether or not the sensors are operating properly inside the meter. The bump test must then be recorded on a log sheet. If the meter is not in compliance, it is taken out of service.

No smoking or open flame is permitted in or around a confined space until it is established that no explosive gas hazard exists.

Record the results of each test in a permanent record book (i.e. confined space log book). Similar tests shall be made whenever a confined space is reopened, regardless of the length of time it has been closed.

NOTE: When removing and replacing maintenance hole covers and grates, the proper tools for the particular design of cover shall be used. Extra care must be taken when handling other than round covers due to the danger of falling into the maintenance hole.

After an initial check, lower the monitor and test the atmosphere, at periodic levels, to the bottom of the confined space. Re-check again if the confined space has to be pumped.

- Do not allow unit to get wet
- Space should be pumped if water level is above any duct opening
- Sensors require a minimum of four (4) seconds to respond properly

If no hazard is indicated, the confined space may be entered provided:

- a) Safe method of egress exists
 - ✓ Fixed ladder
 - Inspect rungs for signs of deterioration
 - ✓ Portable ladder – CSA approved
 - Non-slip base
 - Positioned to minimize slipping etc.
- b) The employee is wearing a full body harness connected to either a tripod or other retrieval system
- c) There is continuous monitoring of the atmosphere at all times while anyone is in a confined space (or ventilate with the appropriate equipment)

- d) Competent employee is stationed outside who is
- ✓ Close enough to maintain voice contact
 - ✓ Competent in artificial resuscitation (C.P.R.) and rescue procedures

NOTE: If mechanical ventilation equipment is to be used the blower intake must be positioned to prevent hazardous fumes from entering the enclosure. Blower should be capable of 20 air changes per hour. Ventilation should be done continuously for at least ten (10) minutes prior to entry.

If the tests show a confined space to be unsafe to enter due to:

- 1) **An unacceptable concentration of explosive gas**, the condition shall be reported to the appropriate supervisor immediately and the area barricaded. Fire department and local municipality must be notified. All planned work in the confined space shall cease until the condition is rectified.
- 2) **A concentration of hazardous gas and / or lack of oxygen**, acceptable mechanical ventilation equipment shall be used until tests show that the confined space is safe to enter.

Worker may now enter provided:

- In case of an explosive gas, you have specific departmental clearance;
- The proper entry procedures discussed previously are followed;
- Mechanical ventilation is continuous; AND
- Worker must have a continuous atmospheric monitoring device with him.

RESTRICTED SPACES & CONFINED SPACE (HOMES FOR THE AGED ONLY)

Definition “Restricted space” means a tank, vat, vessel, duct, vault, boiler or other space from which the egress of a worker is restricted, limited, or impeded because of the construction design, location or other physical characteristics of the space.

Definition “Confined space” means a space in which, because of its construction, location, contents or work activity therein, the accumulation of hazardous gas, vapour, dust or fumes or the creation of an oxygen-deficient atmosphere may occur.

Responsibility

- 1) Any employee performing work related to restricted spaces is responsible for the proper application of procedures established for specific restricted space entries.
- 2) The supervisor and the administrator are responsible for ensuring the restricted and confined space on Corporation worksites are identified; that site specific procedures are established and that employees are properly trained and equipped to perform work related to restricted spaces.

Specifically

- ◆ The employee is aware of the potential hazards and has been instructed in the procedures for entry, exiting and work in restricted spaces;
- ◆ There are procedures and measures in place for the removal of an employee in the event of an emergency
- ◆ Another worker is stationed outside the restricted space that is in constant communication with the worker and capable of implementing emergency procedures
- ◆ All mechanical equipment, in the restricted space, that is capable of harming the worker is disconnected from its power source and locked out.

WORKPLACE HAZARDOUS MATERIALS INFORMATION SYSTEMS (W.H.M.I.S.) POLICY

All Divisions/Departments are required to keep updated documentation as to the following:

- What hazardous materials are present and where they are used and stored;
- The general level of exposure to each hazardous material experienced by workers;
- The kinds of controls used to isolate materials from workers or workers from material and the effectiveness of these controls;
- Procedures for disposal of hazardous waste;
- Emergency plans for dealing with spills, fires and explosions;
- Where and when personal protective equipment is used, how and when workers are to be trained and by whom.

Individual Divisions must ensure:

- That every permanent workplace where hazardous products are used or stored has an inventory completed **each year** naming the hazardous products, the amount of each product generally on hand and the product's use;
- That any controlled product or hazardous material entering the workplace has a supplier label and an up-dated MSDS (Material Safety Data Sheet);
- That workplace labels, colour coding, tags or place cards are used to identify piping systems, bulk containers, decanted material (not returned to the original container) and hazardous physical agents such as noise and radiation;
- That workers receive specific training on the hazards, the safest method of handling or storing, and the emergency procedures associated with the materials they will use in the workplace;
- That eye-wash station / deluge showers and material safety data sheets are appropriately placed and maintained as to minimize damage resulting from accidental exposures to hazardous substances;
- The establishment, review and enforcement of the kinds of controls to be used to minimize exposures of workers to hazardous materials;
- That if personal protective equipment is to be used, the workers are trained on the use, maintenance and limitations; and

- That workers receive update training annually and as changes occur.

Workers must:

- Be familiar with the County's workplace identification systems for hazardous materials and the workers "right to know" legislation – WHMIS;
- Know the six classes and three sub-classes of hazards and their symbols;
- Be knowledgeable about Material Safety Data Sheets, supplier labels and their application;
- Always follow safe handling procedures and wear personal protective clothing / equipment where prescribed;
- Be aware of the locations of eye-wash stations, deluge showers and Material Safety Data Sheets;
- Report damaged supplier or workplace labels to their supervisor;
- Never use an unidentified product;
- Never unnecessarily prolong exposures to hazardous products which have contaminated clothing or the skin; and
- Always wash up before eating and / or smoking.

EXCAVATING, TRENCHING AND SHORING

All County 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 County 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 PROCEDURE

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.
2. Wear gloves and long sleeves when handling treated wood.
3. 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.
4. Where possible, cut or otherwise work with treated wood outdoors.
5. Wash hands and other exposed skin after working with the wood, and before eating, drinking, or smoking.
6. Launder clothing before reuse. Wash separately from other clothing.
7. 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:
 - direct food contact is possible (for example, cutting boards, counter tops, beehives);
 - the chemicals in the preservative may enter the food chain (for example animal feed storage, silos, water troughs, compost bins, mulch);
 - 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

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 County 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) Safety Wardens 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. Home for the Aged – evacuate residents in their assigned areas
 - b. Other 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) Supervisor or Warden will perform a head count to ensure all employees have been evacuated

Return to Facility

- 1) The Manager or the 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

For further information refer to your facilities Emergency Evacuation or Bomb Threat Policy.

MISCELLANEOUS

All injuries and accidents, however small, must be reported immediately to your Supervisor.

Compressed air hoses must not be used to clean off clothing, etc.

Horseplay is unacceptable.

Employees involved in an emergency situation must carry out instructions as provided by their Supervisor. In the case of life- or health-threatening emergency, the Supervisor may temporarily modify or suspend any rule. (The Supervisor will be accountable for their actions in such cases.) Other employees not directly involved must remain at their workplace unless otherwise instructed by their supervisor.

All staff should be aware of evacuation procedures and practice them periodically.

Wet areas should be reported and cleaned up immediately.

Potential tripping hazards caused by floor-mounted electrical or telephone boxes, cabling and extension cords should be marked or covered.

Filing cabinets should be treated with care – cabinets should be closed by hand and file drawers should be opened one at a time and closed immediately after their use.

Employees should report fatigue or other symptoms resulting from extended work, awkward positioning, or inadequate lighting.

Workstations should be arranged in an ergonomically sensitive manner.

Parking Lots

- ❑ Drive carefully, keep speed down, look both ways at intersections, and;
- ❑ During winter, anticipate the existence of slippery spots and walk accordingly – never run at any time

Topical Index	Administration
Policy Number	2003-03
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