

# **SAFETY ADMINISTRATIVE DIRECTIVES**

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Effective Date: January 20, 2020	

## **ORGANIZATIONAL COMMITMENT**

Organizational commitment addresses the overall system within which a municipality's Health and Safety Management System (HSMS) must operate. The personal health and safety of each individual working for Wheatland County is an integral part of our operations and must be at the forefront of each decision made. Wheatland County will provide a physically, psychologically, and socially healthy and safe work environment for employees at all levels.

Wheatland County will implement Administrative Directives, in place of prior Safety Policies, to clearly outline the requirements and governance of our internal HSMS. Wheatland County will strive to always meet or exceed current Alberta Occupational Health and Safety Legislation.

Health and safety is a shared responsibility. Employees at all levels are expected to comply with legislation applicable to their position and with Wheatland County's Administrative Directives. Every task carried out by all levels of the organization must be performed with the utmost regard for safety; for ourselves, our fellow employees, our contractors, our visitors, and the communities in which we operate.

## **COUNCIL AND MANAGEMENT COMMITMENT**

Council is committed to creating a healthy and safe environment for Wheatland County employees. Management must champion support for health and safety initiatives by actively promoting the values it has developed, being accountable for Wheatland County's overall safety initiatives and their successes and being actively involved in striving for a safe and healthy workplace for all staff.

Management will ensure the maintenance of a strong health and safety program, including all associated procedures, in an effort to proactively strive for safety excellence. Wheatland County management is responsible for ensuring that the HSMS is effective, suitable to current operations, and complies with applicable legislation. Management is also responsible for allocating the resources and support necessary to ensure the HSMS can be followed and is communicated successfully to all those within the scope of the system. Management will lead by example, ensuring that safety is at the forefront of all decisions made.

## REFERENCES

- Alberta Occupational Health and Safety Act, Regulation, and Code
- Alberta Municipal Health and Safety Association Partnerships in Injury Reduction Certificate of Recognition Standards

## DOCUMENT OWNER

Health and Safety

**Prepared By:**

Natalie Campbell, *Health and Safety Officer*



Date: January 20, 2020

**Reviewed By:**

Vinod Jasra, *Manager of People Services*



Date: January 20, 2020

**Approved By:**

Brian Henderson, *Chief Administrative Officer*



Date: January 20, 2020

<b>ADMINISTRATIVE DIRECTIVE</b> SECTION 10.1.2	<b>ASSIGNMENT OF RESPONSIBILITIES</b> Page 1/6
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## **PURPOSE**

To outline the responsibilities and accountabilities of all levels of organization for the health and safety of all workers, contractors, visitors, and the public. Health and safety is a shared responsibility between all levels of the organization, and these responsibilities include:

### **Council**

- Set policy that provides for a healthy and safe work environment
- Provision for health and safety initiatives that support the development and growth of the Wheatland County Health and Safety Management System
- Conduct all Wheatland County business in a safe manner

### **Chief Administrative Officer (CAO)**

- Insist on safe performance throughout the organization by ensuring that health and safety is considered a priority in all duties carried out and all decisions made.
- Lead by example. Be an active part of Wheatland County's Health and Safety Management System by participating in site inspections annually, and as requested by management.
- Consider health and safety priorities when establishing budgets, administrative directives, and job descriptions.
- Hold managers accountable for their safety performance in annual performance reviews.
- Understand and enforce Wheatland County safety administrative directives, safe operating procedures, and Alberta Occupational Health and Safety Legislation.
- Diligently review inspection reports, incident investigation reports, Joint Work Site Health and Safety Committee meeting minutes, and health and safety summaries submitted by the Occupational Health and Safety Officer.
- Ensure that no Wheatland County employees are subjected to or participate in harassment or violence at the work site.

### **General Managers**

- Allocate adequate human and financial resources to support the Health and Safety Management System.
- Lead by example. Demonstrate commitment to safety in the workplace by taking the lead in promoting and maintaining high safety standards.
- Actively participate in formal site inspections annually, and as requested by management.
- Provide information, instruction, and assistance to all supervisory staff in order to protect the health and safety of all our employees.

- Understand and enforce Wheatland County safety administrative directives, safe operating procedures, and Alberta Occupational Health and Safety Legislation relative to your department.
- Ensure that no employee under the manager's supervision are subjected to or participate in harassment or violence at the work site.
- Provide all supervisory staff with proper, well-maintained tools and equipment, plus any other additional personal protective devices that may be required.
- Monitor departments and projects and hold them accountable for individual safety performance. Review individual safety performance in annual performance reviews.
- Diligently review inspection reports, incident investigation reports, Joint Work Site Health and Safety Committee meeting minutes, and safety summaries submitted by the Occupational Health and Safety Officer.

### **Managers**

- Understand and enforce Wheatland County safety administrative directives, safe operating procedures, and Alberta Occupational Health and Safety Legislation relative to your department.
- Ensure adequate resources are allocated to implement corrective actions arising from incident investigation reports and inspection reports. Ensure that direct reports are timely in completing any corrective actions assigned to your business unit.
- Ensure that no employees under the manager's supervision are subjected to or participate in harassment or violence at the work site.
- Hold employees accountable for their safety performance in annual performance reviews.
- Diligently review inspection reports, incident investigation reports, Joint Work Site Health and Safety Committee meeting minutes, and safety summaries submitted by the Occupational Health and Safety Officer.
- Participate in quarterly formal site inspections for the manager's area of authority.

### **Foremen/Supervisors**

- Take all precautionary measures necessary to protect the health and safety of every employee under their supervision.
- Understand, monitor and enforce administrative directives, rules, and regulations associated with the health and safety program and current provincial Occupational Health and Safety Legislation relative to your department.
- Ensure that employees under supervision use applicable hazard controls, and properly use or wear personal protective equipment designated or provided by Wheatland County, or required to be used or worn under the Alberta Occupational Health and Safety Act, Regulation, and Code.
- Advise all employees under supervision of all known or reasonably foreseeable hazards to health and safety in the area where the employees are performing work.
- Ensure that no employee under supervision are subjected to or participate in harassment or violence at the work site.

- Conduct or have conducted by designate, an orientation for all new employees (within the first week of their employment - preferably the first day) and contractors at the beginning of each work season.
- Advise all workers of any potential or actual hazards.
- Ensure that all workers are educated to work in a safe manner and that all workers use all required hazard controls to protect their health and safety.
- Ensure all contractors have been approved by management.
- Identify and correct unsafe work practices as soon as noted.
- Ensure employees have the proper training, certification, and experience to perform required tasks including, but not limited to, the safe use and operation of County vehicles and equipment and ensure all employees are always following all safety laws.
- Provide information, safety training, competency assessments, and job specific training as required.
- Arrange for medical treatment as required, in case of injury or illness, including transportation to a doctor or hospital, as necessary.
- Report all incidents immediately to the Occupational Health and Safety Officer and start the investigation on site. Management will be included in the investigation and review of the incident. The Occupational Health and Safety Officer will complete the incident investigation.
- Ensure Incident Reports are completed for all incidents and near misses.
- Initiate maintenance of vehicles, equipment, and tools as per the preventative maintenance directive.
- Do not allow defective or damaged equipment or tools to be operated. When defects arise, ensure that the equipment and tools are taken out of service immediately.
- Monitor operator driving skills as an ongoing informal safety evaluation.
- Conduct Toolbox Talk Safety Meetings and record minutes.
- Conduct on-going informal safety inspections of work sites to eliminate any new unidentified hazards and to ensure existing hazard controls are working.
- Perform Field-Level Hazard Assessments (FLHAs) as specified in the hazard assessment directive and record and communicate all identified hazards to all workers on site.
- Demonstrate commitment to safety in the workplace by taking the lead in promoting and maintaining high safety standards.

## **Employees**

- Take reasonable care to protect the health and safety of themselves and any other persons at or in the vicinity of the work site where the employee is working.
- Read, understand, and comply with Wheatland County Health & Safety Program, Safe Operating Procedures, Safe Work Practices, and crew-specific procedures.
- At all times, when the nature of the work requires, use all devices and personal protective equipment designated and provided for the employee's protection by Wheatland County or as required by the Alberta Occupational Health and Safety Act, Regulation, or Code.

- Refrain from causing or participating in harassment or violence.
- Report a concern about a harmful worksite act, condition or hazard that occurs, exists, or has existed at the work site to their Supervisor/Foreman as soon as possible.
- Report all near misses, incidents, and injuries to their Supervisor/Foreman as soon as possible.
- Refuse to work or to do particular work at a work site if the employee believes on reasonable grounds that there is a dangerous condition at the work site or that the work constitutes a danger to the employee's health and safety or the health and safety of another worker or another person.
- Operate County vehicles and equipment (if applicable) in a safe and responsible manner, following all traffic laws and speed limit signs.

### **Occupational Health and Safety Officer**

- Update and maintain the Wheatland County Health and Safety Management System.
- Coordinate the Health and Safety Program throughout the organization in accordance with Wheatland County Safety Policy and current provincial health and safety legislative and insurance requirements.
- Initiate annual audit of the Health and Safety Management System.
- Suggest and initiate ongoing safety education programs, training, and seminars.
- Provide safety resources.
- Review incident, inspection, and hazard assessment reports to ensure recommended corrective actions and measures will help prevent similar incidents from recurring.
- Maintain appropriate health and safety documentation to comply with legislation and auditing requirements.
- Make available quarterly and annual safety performance reports to Council, CAO, management, supervisors, and employees.
- Ensure safety issues are addressed at Joint Work Site Health and Safety Committee Meetings.
- Prepare and submit annual budget requirements for the Health and Safety Management System.
- Ensure safety bulletins, posters, information, and safety regulations are distributed to all County facilities.

### **Joint Work Site Health and Safety Committee (JWSHSC)**

- Receipt, consideration, and disposition of concerns and complaints respecting the health and safety of workers.
- Participate in the identification of hazards to workers or other persons arising out of or in connection with activities at the work site.
- Develop and promote measures to protect the health and safety of persons at the work site and check the effectiveness of such measures.
- Cooperate with an officer exercising duty under the Alberta Occupational Health and Safety Act, Regulations, or Code.

- Develop and promote programs for education and information concerning health and safety.
- Make recommendations to management regarding the health and safety of workers.
- Inspect the work site prior to each on-site JWSHSC meeting.
- Participate in investigations of serious injuries and incidents at the work site.
- Participate in at least 16 hours of safety-related training per year.

### **Contractors/Sub-Contractors**

- Read, understand, and comply with Wheatland County Health and Safety Program or the companies own Health and Safety Program while working for the County as well as with project-specific Alberta Occupational Health and Safety Legislation.
- Ensure that every work site or work process under the contractor's control does not create a risk to the health and safety of any person. Take every reasonable precaution to protect the health and safety of all workers, County employees, and the general public.
- Provide and wear all appropriate personal protective equipment as required by the Wheatland County Safety Program, or by the contractors own Health and Safety Program (when Prime Contractor status is assigned to the project).
- Report hazards, near misses, accidents, and injuries to your Wheatland County project representative as soon as possible.
- Contractors and sub-contractors are responsible for maintaining their own equipment, vehicles, WCB coverage and liability insurance, unless otherwise specified.

### **Visitors**

- Sign-in and acknowledge the Wheatland County Visitor Safety Orientation upon arrival to Wheatland County work sites.
- Follow the instructions of the Wheatland County liaison when on Wheatland County work sites.
- Wear Personal Protective Equipment, as required.
- Follow the Wheatland County Health and Safety Policy and Manual and abide by the Alberta Occupational Health and Safety Act, Regulation, and Code.
- Report any unsafe conditions, acts, or injuries noted on Wheatland County property.

Wheatland County employees at all levels are responsible and accountable to ensure the health and safety of themselves and all other employees, contractors, and members of the public at or in the vicinity of our works sites. This will be achieved by utilizing safety resources provided by Wheatland County to the maximum extent possible and by ensuring compliance with all applicable government legislation.

### **REFERENCES**

- Alberta Occupational Health and Safety Act, Regulation, and Code



- Alberta Municipal Health and Safety Association Partnerships in Injury Reduction Certificate of Recognition Standards

## DOCUMENT OWNER

Health and Safety

**Prepared By:**


Natalie Campbell, *Health and Safety Officer*



Date: January 20, 2020

**Reviewed By:**

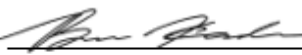
Vinod Jasra, *Manager of People Services*



Date: January 20, 2020

**Approved By:**

Brian Henderson, *Chief Administrative Officer*



Date: January 20, 2020

<b>SAFETY ADMINISTRATIVE DIRECTIVE</b> SECTION 10.2.1	<b>FORMAL HAZARD ASSESSMENTS</b> Page 1/3
Effective Date: January 20, 2020	

## **PURPOSE**

The purpose of this directive is to control the loss of human and material resources by identifying, assessing, and correcting unsafe acts and conditions.

## **ADMINISTRATIVE DIRECTIVE**

A critical step in continually improving the Health and Safety Management System is to determine what hazards, existing or potential, are present on the work site. Wheatland County will implement Formal Hazard Assessments as a tool to assist in the identification of work site hazards. Formal Hazard Assessments are critical for ensuring that adequate control measures are in place. It is through the control of identified hazards that the frequency and severity of incidents are reduced, resulting in a parallel reduction in human and financial loss.

Formal Hazard Assessments are performed by the appropriate employee with assistance from the Occupational Health and Safety Officer and a member of the Joint Work Site Health and Safety Committee. The Formal Hazard Assessments will be documented and maintained in the health and safety personnel files. Formal Hazard Assessments will also be made available to supervisors for review during a Toolbox Talk safety meeting and for ease of availability for workers to review at any time.

Wheatland County will maintain a comprehensive program of hazard assessments to include all vehicles, equipment, and processes within the municipality. Hazard assessments must include what the hazard is, potential risk, and actions proposed to correct the hazard.

## **PROCEDURE**

Formal Hazard Assessments will be developed by:

1. Inventorying all jobs/positions organization wide.
2. Inventorying all tasks associated with each job and/or position.
3. Engaging employees to assist in identifying any health or safety hazards known to be associated with the job task. Physical, chemical, biological, and psychological hazards will be considered on a job task level.
4. Evaluating the identified hazards associated with the job tasks according to risk. Wheatland County uses a 15-point Risk Assessment Matrix comprising of probability, frequency, and severity, each comprised of 5-point scale. 1 point is considered low probability, low frequency or low severity. 5 points is considered high probability, high frequency, or high severity. The sum of the points awarded

to the probability, frequency, and severity equals the Risk Ranking for the job task, with 3-6 points being Low Risk, 7-11 points being Medium Risk, and 12 Points and higher being High Risk.

5. Assigning known controls to the hazards associated with the job tasks in an effort to reduce the risk associated with the tasks. Additional information on hazard control can be found in Safety Administrative Directive 3.1 – Hazard Control.
6. Implementing the selected controls. Communicate the hazards to all employees affected and ensure that they are able to follow the controls.
7. Identifying a target date for all identified controls to be implemented.
8. Re-assessing the identified hazards associated with the job tasks once the controls are in place. It is our intention that the implementation of controls will reduce the Risk Ranking.
9. Assigning a timeframe for the control to be implemented in.
10. Assigning responsibility for the implementation of the controls.
11. Reviewing and revising the formal hazard assessments as needed.

Any hazards ranked as High Risk are considered Critical Tasks. Wheatland County will strive to eliminate or substitute all Critical Tasks in an effort to reduce an employee's exposure to High-Risk job tasks. If the task cannot be eliminated or substituted, Wheatland County will implement the hierarchy of controls: engineering controls, administrative controls, and finally, personal protective equipment as a last line of defense.

## **REVIEW OF FORMAL HAZARD ASSESSMENTS**

Wheatland County formal hazard assessments are to be reviewed, at a minimum, every three (3) years to ensure the identified hazards are relevant to current operations. Formal Hazard Assessments will also be reviewed when changes are made to operations or work-related processes, when an employee changes position, when a new work process is introduced, when field-level hazard assessments identify a new hazard, when an inspection identifies a new hazard, and/or when an incident investigation identifies a new hazard.

## **DEFINITIONS**

"Hazard" means a situation, condition, or thing that may be dangerous to health or safety

## **REFERENCES**

- Alberta Occupational Health and Safety Code, Part 2, Hazard Assessment, Elimination and Control
- Wheatland County Formal Hazard Assessment Form and Matrix

## DOCUMENT OWNER

Health and Safety

**Prepared By:**

Natalie Campbell, *Health and Safety Officer*



Date: January 20, 2020

**Reviewed By:**

Vinod Jasra, *Manager of People Services*



Date: January 20, 2020

**Approved By:**

Brian Henderson, *Chief Administrative Officer*



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<b>SAFETY ADMINISTRATIVE DIRECTIVE</b> SECTION 10.2.2	<b>FIELD LEVEL HAZARD ASSESSMENTS</b> Page 1/3
Effective Date: January 20, 2020	

## **PURPOSE**

The purpose of this directive is to control the loss of human and material resources by identifying, assessing, and correcting unsafe acts and conditions while on site.

## **ADMINISTRATIVE DIRECTIVE**

A critical step in continually improving our Health and Safety Management System is to determine what hazards, existing or potential, are present at the work site. The identification of hazards on the worksite allows Wheatland County to focus efforts in the right areas, and develop worker training, inspections, and emergency response plans that are specific to the hazards on the work site. Wheatland County will implement Field Level Hazard Assessments (FLHA) as a tool to assist in the identification of work site hazards in real time on our work sites.

Hazardous conditions are required to have a mitigation plan in place that either eliminate the hazard or implement a suitable control to minimize worker risk. Whenever possible, a hazard should always be eliminated or controlled directly at the source. FLHA's exist to assist employees in controlling hazards as they exist in real time on active work sites.

FLHA's are considered informal (documented) Hazard Assessments that are a worker-led evaluation of the intended work activity, work area, products, tools, or any other thing that could jeopardize the worker's health and safety or have a negative impact on the environment. Employees will take the necessary steps to reduce or eliminate any hazards identified during a FLHA prior to performing their routine duties and will report any such hazard to their supervisor.

FLHA's are to be performed prior to work starting at a site, or at a site when conditions change or when non-routine work is added. They should be led by the supervisor/foreman on site and all employees on the work site must be included in the completion and communication of the FLHA.

FLHA forms will be used primarily by employees in Public Works and Agriculture and Environment. Administration staff will also be required to complete FLHA forms when they travel from their regular work area to perform site inspections or attend site meetings. Completion of the form is required prior to beginning work at a site, at a site when conditions change, or when non-routine work is added.

FLHA's exist to flag hazards identified at the location (e.g. overhead powerlines, poor lighting, wet surfaces, extreme temperatures, the presence of wildlife) or hazards that are

introduced by a change at the work site (e.g. scaffolding, unfamiliar chemicals, introduction of new equipment). Any hazards identified in the FLHA are to be eliminated or controlled before work begins or continues.

## **PROCEDURE**

1. Identify the tasks that will take place on site that day. Consider the nature of the work that is being performed and who is scheduled to be doing it. This includes assessing which workers are on site but may also include any other workers who may be scheduled to arrive on site later that day.
2. Identify all hazards associated with the day's tasks. Consider what type of materials are being used at the work site, what kind of equipment is or is expected to be on site, and if there are there any environmental conditions such as rain, mud, or wind that could affect the site. People on site should also be a consideration. Identify the level of skill and experience of the person, if they are competent in performing their work, if they are on long shifts and if they are under pressure or on a tight schedule. The identification of hazards includes analyzing the worksite and intended activities and asking the following questions:
  - What can happen?
  - What can it affect?
  - How likely is it to happen?
  - What can I do to prevent it?
3. Eliminate or control the hazards that have been identified. All of the hazards identified should be either eliminated or controlled before work proceeds. Whenever possible, try to eliminate hazards. If hazards cannot be eliminated, they must be controlled.
4. Communicate the hazards and follow the controls. Ensure that all affected workers are aware of and understand the hazards identified and are able to implement and follow the controls. Have all affected workers review and sign the completed FLHA.
5. Repeat FLHA's when there are changes to the work site. Ensure that the FLHA is dated so it can be retained as a record.

## **DEFINITIONS**

"Hazard" means a situation, condition, or thing that may be dangerous to health or safety

## **REFERENCES**

- Alberta Occupational Health and Safety Code, Part 2, Hazard Assessment, Elimination and Control
- Wheatland County Field Level Hazard Assessment Form

## **DOCUMENT OWNER**

Health and Safety

**Prepared By:**

Natalie Campbell, *Health and Safety Officer*



Date: January 20, 2020

**Reviewed By:**

Vinod Jasra, *Manager of People Services*



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**Approved By:**

Brian Henderson, *Chief Administrative Officer*



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<b>SAFETY ADMINISTRATIVE DIRECTIVE</b> SECTION 10.3.1	<b>HAZARD ELIMINATION AND CONTROL</b> Page 1/3
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## PURPOSE

The purpose of this directive is to eliminate, or control hazards identified in formal hazard assessments and field level hazard assessments in an effort to ensure that workers can perform their jobs within safe and healthy operating limits. Hazard assessments exist to reduce the loss of human and material resources by eliminating or controlling unsafe acts and conditions by implementing engineering, administrative, and personal protective equipment controls.

## ADMINISTRATIVE DIRECTIVE

Hazardous conditions are required to have a mitigation plan in place that either eliminates the hazard or implements a suitable control to minimize worker risk. The controls applied to a hazardous condition must reduce the overall risk exposure down to the lowest level. All identified hazards must have recommended controls that assign responsibility to who will implement the controls and a timeframe for when the control will be implemented.

Wheatland County's hazard control methods will take into consideration:

- The tasks the worker is expected to perform.
- The environment the worker is expected to perform it in.
- The tools, equipment, or objects required to perform the task.
- The culture of the organization in which the worker performs the task.

Wheatland County will strive to eliminate all hazards from the workplace. In instances where elimination is not possible, Wheatland County will implement the "hierarchy of controls" in a continued effort to make the workplace safer. There are 3 types of hazard control in the hierarchy method:

1. Engineering
2. Administrative
3. Personal protective equipment (PPE)

It is most common that a combination of controls will be implemented to control one hazard.

Engineering controls will strive to eliminate or physically control the hazard. For example:

- Engineered guards over a saw blade.
- Automated ventilation systems to ensure a certain level of air quality.
- Adjustable workstations to allow for optimal range of capabilities.



Whenever possible, a hazard should always be eliminated or controlled directly at the source. In situations where it may not be practical for engineering controls to be used, a combination of other controls can be used such, as administrative controls and personal protective equipment.

Administrative controls do not physically control the hazard; instead, these controls manage how hazardous work is done. These controls can be thought of as procedures for how to perform the work as safely as possible. For example:

- Job rotation to reduce the amount of time workers are exposed to a hazard, such as noise.
- Safe operating procedures to outline the safest way to perform a certain duty, such as a ground disturbance event.
- Signage to identify that the work area may be hazardous.

Personal protective equipment (PPE) is utilized to reduce the effect, or severity, of exposure to a hazard and is implemented only to supplement engineering and administrative controls as a final line of defense. PPE does not attempt to physically control the hazard or manage exposure to the hazard. For example:

- Hard hats to protect from overhead hazards.
- Hearing protection to reduce the effects of loud work areas.
- Fall protection to reduce the severity of a fall from heights.

Formal Hazard Assessments and Field Level Hazard Assessments both have areas where workers can include which controls will be used to control the identified hazards. Workers must consider how the controls will be implemented, what barriers might arise as controls are implemented, and how to overcome them.

Following the sequence of the hazard assessment can assist in the implementation of appropriate controls:

1. Identify the hazards that may be present.
2. Assess the identified hazards to determine the risk they pose to workers.
3. Eliminate the hazard(s), if possible.
4. Control any remaining hazards that could result in injury or illness.

Failure to comply with Wheatland County hazard control measures may result in disciplinary action pursuant to Human Resources Policy 6.6.3 - Progressive Discipline.

## **DEFINITIONS**

“Hazard” means a situation, condition or thing that may be dangerous to health or safety

## **REFERENCES**

- Alberta Occupational Health and Safety Code, Part 2, Hazard Assessment, Elimination and Control

## DOCUMENT OWNER

Health and Safety

**Prepared By:**

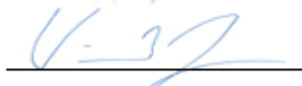
Natalie Campbell, *Health and Safety Officer*



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**Reviewed By:**

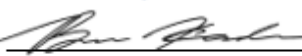
Vinod Jasra, *Manager of People Services*



Date: January 20, 2020

**Approved By:**

Brian Henderson, *Chief Administrative Officer*



Date: January 20, 2020

<b>SAFETY ADMINISTRATIVE DIRECTIVE</b> SECTION 10.3.2	<b>PERSONAL PROTECTIVE EQUIPMENT</b> Page 1/6
Effective Date: January 20, 2020	

## **PURPOSE**

Wheatland County is committed to ensuring the health, safety, and protection of employees, contractors, visitors, and the public while engaged in work on active sites. Wheatland County will adhere to the *Alberta Occupational Health and Safety Act, Part 2, Hazard Assessment, Elimination and Control* by ensuring that hazard appropriate personal protective equipment is used as a final line of defense against identified hazards. Wheatland County will strive to protect employees from workplace hazards by first implementing the hierarchy of controls (elimination, engineering, and administrative controls) and finally utilizing personal protective equipment as a last line of defense. This directive will outline requirements of personal protective equipment use, care, maintenance, and limitations

## **GUIDELINES/PROCEDURES**

If hazard assessments deem that the use of personal protective equipment (PPE) is necessary on our work sites, or if PPE is required while conducting County business at another employer's worksite that requires the use of PPE, the County shall ensure that the employee(s):

1. Wear PPE that has been deemed suitable for the identified hazards and that protects the employee from the hazards.
2. Properly use and wear PPE.
3. Check that PPE is in a condition to suitably perform the function and purpose for which it was designed.
4. Receive training in the correct use, care, limitations and maintenance of the equipment.

The employee will:

1. Wear and use the equipment as required by the hazard assessment.
2. Wear and use the equipment in accordance with training received.
3. Inspect the equipment before each use.
4. Use equipment only to perform the function for which it was designed.

Wheatland County will ensure that the use of PPE does not itself endanger the worker.

## **PERSONAL PROTECTIVE EQUIPMENT REQUIREMENTS**

### **EYE PROTECTION**

Tasks that may put employee's eyes in danger of being injured or irritated at a work site

require the worker to wear eye protection that meets *Canadian Safety Association (CSA) Standard Z94.3-07, Eye, and Face Protectors*. Eye protection will be selected to ensure that it is appropriate for the work being done and the hazard involved.

Eye protection is required by all employees in the following areas while work is in progress:

- a. Public works mechanic shop
- b. Public works welding shop (specialized eye protection required)
- c. Public works shop while the following tools are in use: bench grinder, drill press, acetylene torch
- d. Agricultural services shop while the following tools are in use: bench grinder, drill press, acetylene torch
- e. Agricultural services shop while the following tasks are being performed: mixing chemical (goggles)
- f. Outside of vehicles and equipment in construction zones
- g. While operating chainsaws or performing tree trimming
- h. While operating weed trimmers
- i. Any other areas as designated by the supervisor

Wheatland County will supply CSA approved clear and tinted eye protection, as well as any specialized full-face eye protection, for all work for which it is required.

Prescription eyewear may be worn if it is designated safety eyewear and also meets the requirements of *CSA Standard Z94.3-07, Eye and Face Protectors* and is appropriate to the work and the hazards involved. Prescription safety eyewear having glass lenses are not permitted for use if there is a danger of impact, unless worn behind an additional pair of safety glasses that meet *CSA Standard Z94.07*.

### **Alberta Eye Safe Program**

Wheatland County has enrolled in the Alberta Eye Safe Program for those workers who require prescription eye protection to safely perform their job. This program allows for a maximum of \$400.00 (CDN) every two calendar years for any permanent employee requiring prescription safety glasses. For example, if you receive a pair at any time in 2020, you will not be eligible for another pair until 2022. Permanent Wheatland County employees, upon application to the Health & Safety Officer, with final approval from the Manager of People Services, may become eligible for up to \$400 CDN dollars (tax included) every second calendar year for reimbursement of one pair of prescription safety eyewear that meets CSA standards. Eligibility begins for those employees that have completed their probationary period. Employees must receive prior authorization from the Health & Safety Officer and Manager of People Services following their probationary period (no retroactive payments will be made).

Under this program the following conditions apply:

1. Should the safety glasses become lost or damaged, the employee is responsible for the full cost of any replacement outside of the two-year term.

2. The County will continue to provide other types of standard, non-prescription safety glasses at no cost to the employee.
3. The employee shall maintain the safety glasses in accordance with the manufacturer's recommended handling procedure to minimize excessive or premature wear.

Should the employee damage, lose, or require replacement of their prescription safety eyewear outside of the two-year rotation, they are able to purchase their own prescription safety eyewear at a discounted price through the Wheatland County Eye Safe Program without reimbursement from Wheatland County.

Prescription eyewear damaged during routine work, as a part of the worker's role at Wheatland County, will be assessed for replacement outside of the two-year term on a case-by-case basis.

## **FOOT PROTECTION**

CSA approved footwear must be worn where the potential hazard of falling, rolling, crushing, or penetrating materials exist, or when performing hot work. Footwear shall be worn at any time appropriate to the hazard and by all employees in the following areas:

- a. Public works shop areas, excluding reception and the Foremen's open meeting area
- b. Agriculture and environment shop, excluding reception and office areas
- c. Wheatland County yard, excluding walking from building to building for meeting purposes (sturdy, closed toed shoes must be worn)
- d. Satellite shops
- e. Waste transfer sites
- f. Active construction or surfacing sites
- g. Any other areas as designated by the supervisor

### **Safety Footwear Program**

Wheatland County continually supports the Health and Safety of all employees. In the spirit of nurturing the development of the Safety culture within the organization, Wheatland County has established a Safety Footwear Program.

Wheatland County will take reasonable steps to enforce the use of required safety footwear in compliance with this program. Certain operations within the organization require select staff to wear workplace safety footwear. Proper Hazard Assessments must be completed and identify the requirement for safety footwear under the nature of this program. If the established control measures identify the requirement for safety footwear, then CSA approved safety footwear will be eligible for this program. Footwear that is not considered safety related, will not be eligible under this program.

Permanent Wheatland County employees, upon application to the Health & Safety Officer, with final approval from the Manager of People Services, may become eligible for

up to \$200 CDN dollars (tax included) per annual calendar year for reimbursement of one pair of safety footwear that meets CSA standards. Eligibility begins for those employees that have completed their probationary period. Employees must receive prior authorization from the Health & Safety Officer and Manager of People Services following their probationary period (no retroactive payments will be made).

Wheatland County employees of a non-permanent or seasonal status, who have identified a requirement for work related safety footwear, may apply to become eligible for the Safety Footwear Program in the second year of employment with the County. Seasonal staff are only eligible for this program once every two calendar years (i.e. if you receive reimbursement for safety footwear in 2020, you are not again eligible for reimbursement until 2022). Employees must receive prior authorization from the Health & Safety Officer and Manager of People Services.

Unused amounts cannot be carried over and future funds or amounts may not be accessed in advance to increase your reimbursable amount. Footwear that is ruined or damaged due to an unusual work situation requiring replacement may be reviewed and considered on a case by case basis. Employees that have safety footwear that has sustained wear and tear and wish to apply for new safety footwear in a new year under the Safety Footwear Program, will be reviewed and considered on a case by case basis.

Eligible employees must complete and submit a pre-approved Safety Footwear Program authorization form along with the original itemized store receipt. Footwear that does not meet CSA standards will not be eligible for reimbursement.

## **HEAD PROTECTION**

CSA approved industrial headwear (head protection) will be worn if there is a foreseeable danger of injury to a worker's head at a work site and there is a significant possibility of lateral impact to the head. Head protection (such as hard hats and hard hats with face shields for chain saw use) will be issued to all employees who may be required to wear head protection in the performance of their duties.

CSA approved head protection will be worn under the following circumstances:

- a. Installing culverts
- b. Swamper for backhoe or excavator
- c. Working in a trench
- d. Loading and unloading of bridge materials
- e. Loading and unloading with the crane on a picker truck
- f. Operating a chain saw
- g. Flagging if there is a hazard to the employee's head (e.g. active construction site)
- h. Mechanical work beside or under large equipment where falling object hazards are present
- i. Working on an all-terrain vehicle or equipment similar in nature
- j. Any other areas as designated by the supervisor

Any worker utilizing an all-terrain vehicle must wear a safety helmet approved to one of the following standards:

- a. U.S.A. Federal Motor Vehicle Safety Standard FMVSS 218, *Motorcycle helmets* 1993 OCT
- b. BSI Standard BS 6658: 05, *Specification for Protective Helmets for Vehicle Users*
- c. Snell Memorial Foundation Standard M2005, *2005 Helmet Standard for Use in Motorcycling*

## **LIMB AND BODY PROTECTION**

Limb and body protection shall be worn if there is danger that a worker's hand, arm, leg, or torso may be injured. Limb and body protection must be properly fitting and appropriate to the work being performed, the work site, and the hazards identified.

Retro-reflective safety vests shall be worn by employees in or during the following circumstances:

- a. Wheatland County yards
- b. Construction areas
- c. Areas where active traffic is present
- d. While performing duties in the County shops, parking lot, or along the roadway
- e. Operation of light or heavy equipment

Retro-reflective safety vests will be issued to employees who may be required to wear them in the performance of their duties. Employees are responsible for maintaining the safety vest in a condition that is suitable for the intended purpose of high visibility. Safety vests that have become compromised or have lost their high visibility must be replaced. Red retro-reflective surveyor's safety vests will be issued to managers, supervisors, foremen, and sub-foremen to allow for easy identification on active work sites.

High-visibility, yellow, retro-reflective coveralls shall be worn by employees performing flagging duties for the purpose of traffic control. Retro-reflective coveralls will be issued to employees who may be required to wear them in the performance of their duties. Employees are responsible for maintaining the retro-reflective coveralls in a condition that is suitable for the intended purpose of high visibility.

Coveralls with retro-reflective striping will be issued to employees who may be required to wear them in the performance of their duties at the discretion of the employee's foreman or supervisor.

Grey coveralls will be worn by Wheatland County mechanics for easy identification on active work sites.

Skin protection in the form of, but not limited to, sunscreen, insect repellent, gloves, aprons, and arm protectors suitable for the purpose shall be issued to all employees.

Employees must wear skin protection when:

- a. Performing duties using harmful substances or where there is a possibility of exposure to harmful substances that pose a health hazard for injuring the skin, or absorption through the skin, that may adversely affect the employee's health
- b. There is a hazard of injury to the worker (e.g. corrosion, severe irritation)

Flame resistant coveralls will be issued to and worn by welders or others engaged in hot work. These positions must ensure that clothing underneath the coveralls are flame resistant or natural fibers that will not melt when exposed to heat.

## RESPIRATORY PROTECTIVE EQUIPMENT

Respiratory protection approved by NIOSH (National Institute for Occupational Safety and Health) or CSA Standards shall be issued and worn as determined by the position hazard assessment if a hazard exists to the employee as an airborne contaminant exceeding the occupational exposure limit, airborne biohazardous materials, or the atmosphere has or may have an oxygen concentration of less than 19.5 percent by volume.

Detailed respirator selection, use, care, maintenance, and limitations can be found in the Wheatland County Respiratory Protection Code of Practice.

## HEARING PROTECTION

All reasonably practicable measures will be taken to reduce the noise in areas where workers are exposed to noise in excess of 85dBA. Hearing protection meeting CSA Standard Z94.2-02, *Hearing Protection Devices*, such as ear plugs and ear muffs, will be supplied by Wheatland County and worn by employees when: a hazard exists, as deemed necessary by a supervisor, when employees are exposed to noise levels at or above 85 dBA for 8 hours, or at exposure limits as per Alberta Occupational Health and Safety Code, Schedule 3, Table 1.

Supervisors are responsible for ensuring that affected workers wear the required hearing protection equipment.

Audiometric testing shall be conducted on employees deemed exposed to excess noise levels as per Alberta Occupational Health and Safety Code Part 16.

## REFERENCES

- Alberta Occupational Health and Safety Act, Regulations and Code.

## DOCUMENT OWNER

Health and Safety

Prepared By:

Natalie Campbell, Health and Safety Officer

Date: January 20, 2020

Reviewed By:

Vinod Jasra, Manager of People Services

Date: January 20, 2020

Approved By:

Brian Henderson, Chief Administrative Officer

Date: January 20, 2020



<b>SAFETY ADMINISTRATIVE DIRECTIVE</b> SECTION 10.4.1	<b>JOINT WORK SITE HEALTH AND SAFETY COMMITTEE (JWSHSC)</b> Page 1/9
Effective Date: January 20, 2020	

## **PURPOSE**

The purpose of this policy is to establish a Joint Work Site Health and Safety Committee (JWSHSC) pursuant to Section 3 of the Alberta Occupational Health and Safety Act. The requirements for the establishment of a JWSHSC are detailed in this document (Schedule A). Duties of the JWSHSC are prescribed by Section 3 of the OHS Act and Section 13 of the OHS Code and include, but are not limited to, receipt and disposition of concerns and complaints, development and promotion of measures to protect, and making recommendations to the employer regarding the health and safety of workers.

## **ADMINISTRATIVE DIRECTIVE AND TERMS OF REFERENCE**

The JWSHSC plays a key role in establishing strong communication links between management teams and department staff to ensure that all County employees are responsible and accountable for safety. In cooperation with Council, the CAO, management, and all workers, the Committee will foster, create, and maintain a safe and healthy environment for all County employees. The JWSHSC functions as a steering committee, accountable to the CAO. The Committee extends an outreach to Wheatland County employees through various working groups that provide a broad base of health and safety participation and representation from across Wheatland County. The JWSHSC's objectives are proactive safety excellence, ensuring a safe and healthy workplace.

### **Membership**

The JWSHSC represent workers for all relevant occupational health and safety concerns at the work site and reflects the various workers that are present at the work site. The Committee will be composed of employee members (non-management) and employer members (management).

The JWSHSC must consist of at least 4 workers, of whom at least half are employee members. The employee members will be selected from each department as per Schedule B. Additional employee representation can be requested and approved by the JWSHSC, if required.

There will be two employer members at every Committee meeting: a rotating General Manager on a monthly basis and an appointed manager serving as an employer member. Wheatland County's Health & Safety Officer shall provide ongoing support to the Committee, as an ex-officio member. Additionally, the CAO and Manager of People Services will be encouraged to attend as ex-officio members.

The Committee shall have two Co-Chairs; one chosen by the employer members on the committee and the other chosen by the employee members on the committee. The selection of Co-Chairs shall occur every two years, at the regular January meeting. Co-Chairs shall serve a two-year term and may be reappointed to serve subsequent terms. Co-Chairs shall alternate in serving as chair at meetings of the JWSHSC and shall participate in all decisions of the committee.

Senior management shall appoint a Recording Secretary to attend meetings, distribute the agenda, and prepare the minutes for each meeting.

Committee member names and contact information shall be clearly posted at every work site.

### **Membership Term**

JWSHSC members should typically serve a two (2) year term and may continue to serve on the Committee until their successors are selected or appointed. Members also have the right to leave the Committee prior to serving a 2-year term, contingent on the member finding a permanent replacement and approved by the JWSHSC.

If a member is absent for a meeting, they should find an alternate who, in the absence of the appointed member, will have voting privileges and may fully participate in Committee activities.

Terms of membership for voting members should be staggered, so that approximately one third of the members fulfill their term in any given year. This approach provides continuity yet allows opportunity for new members.

Each work site will nominate an employee representative based on interest in safety and years of experience or knowledge in safety. The prospective member must be approved by the JWSHSC. If a committee member is a seasonal employee, the employee will have the same term as non-seasonal employees and will continue their term upon return to work.

Ex-officio members have no specific term, and alternates may be designated to attend meetings.

Appointment of members shall occur in January of each year, to provide for a December-January overlap of newly appointed and retiring members. The Co-Chairs are responsible for contacting the work site with the expiring membership term in December, to solicit their selection for new members.

Once the work site has nominated an employee representative, the Committee will accept the nomination and appointment to the Committee. If more than one employee from a work site is nominated, the JWSHSC will ask the work site to vote on an employee representative to sit on the Committee.

## **Roles and Responsibilities**

The Committee members shall:

- Receive and address concerns and complaints regarding the health and safety of workers
- Participate in the identification of hazards to workers or other persons arising out of, or in connection with, activities at the work site
- Develop and promote measures to protect the health and safety of persons at the work site and monitor effectiveness of such measures
- Develop and promote programs for education and information concerning health and safety, and monitor effectiveness of such measures
- Cooperate with a provincial OH&S Officer exercising duty under the OH&S Act, the OH&S Regulations, and/or the OH&S Code
- Make recommendations to the employer respecting the health and safety of workers
- Inspect the work site at regular intervals
- Participate in investigations of serious injuries and incidents at the work site in accordance with section 40 of the Alberta OH&S Act, as adequately trained
- Maintain accurate records that relate to the following:
  - Incidents and injuries
  - Receipt of concerns and complaints
  - Actions taken to resolve concerns and complaints
  - Work refusals
  - Work site inspections
  - Recommendations made
  - Other matters relating to committee duties
- Ensure confidentiality of records where sensitive subject matter may be prevalent
- Be prepared for the meetings as per the agenda and ensure that their selected alternate, if needed, is updated with any given related information and advised of their duties and responsibilities
- Develop and revise procedures necessary to carry out the Committee's functions, taking into account the guidelines of the Occupational Health and Safety Act, Regulations, and Code.
- Attend safety training, seminars and conferences applicable to individual roles on the JWSHSC

## **Schedule of Meetings**

The Committee will meet once per month, and additionally as requested by the Co-Chairs or as required by a provincial OH&S Officer.

The schedule of regular meeting dates and times will be established each December for the following calendar year by the Recording Secretary. Should additional meetings be required, reasonable notice will try to be provided to Committee members. Meetings may be re-scheduled as agreed to by the members.

Meetings shall be held, and any duties of committee members carried out, during

normal business working hours.

Meetings shall be held at rotating work sites and should endeavor to include a formal inspection of the work site in an effort to remain compliant with Section 198 of the Alberta OH&S code. These site inspections are to be completed in conjunction with the regularly scheduled JWSHSC meeting. A minimum of 5 site inspections per year must be completed by the JWSHSC.

### **Agenda**

The Recording Secretary, with the assistance of the Co-Chairs, shall prepare and distribute the agenda for regularly scheduled meetings. Every effort will be made to distribute the agenda to members at least 3 working days prior to the meeting. Any member may place items on the agenda for discussion at a Committee meeting. When possible, members should advise the Safety Officer, Recording Secretary, and Co-Chairs in advance of the meeting to allow relevant documentation to be circulated with the agenda.

### **Attendance at Meetings**

All members shall make an effort to attend all regularly scheduled JWSHSC meetings. If a member cannot attend a regularly scheduled meeting, they are required to find a suitable alternate and inform the Co-Chairs of their absence prior to the scheduled meeting.

### **Decision-making**

The Committee will seek to operate by consensus amongst the voting members, without the need for formal votes. Critical recommendations to Wheatland County and other significant decisions may, however, warrant a formal vote by confidential ballot. Voting may also be necessary if the voting members cannot reach consensus on a matter. Any member may request a formal vote on a matter before the Committee.

Whenever practical, the intent to request a formal vote should be declared to the Co-Chairs in advance of a meeting, so that the agenda may advise members accordingly. Voting members must be present in order to exercise voting privileges.

When advanced notice of a vote has been given and a sufficient number of members are present to establish a quorum, a motion will be carried when supported by one-half plus one of the members present.

### **Issuing Formal Recommendations**

Formal recommendations created by the JWSHSC are given to the employer by the Co-Chairs in accordance with the procedure outlined in this document. Recommendations must be in writing and submitted using the JWSHSC Recommendation Form (Appendix A). Recommendations must be made when:

- There are no established health and safety procedures
- Requests for corrective action have not been addressed

- Safety concerns cannot be resolved by the JWSHSC
- Following up on critical injuries
- Following up on unresolved inspection items.

### **Reporting and Resolution of Health and Safety Concerns**

When the JWSHSC makes a recommendation to Wheatland County, it must be in writing and delivered via e-mail from the Co-Chairs to the appropriate General Manager and the Wheatland County Health and Safety Officer. The written communication must outline that the employer has 30 days to rectify the issue or issue a written response to the JWSHSC, as outlined below. All received recommendations will be documented and tracked by the Health and Safety Officer to ensure proper action taking and record keeping.

When the JWSHSC brings a health and safety matter to the attention of the employer and makes a recommendation to remedy the matter, the following requirements must be met:

- If the matter can be resolved by the employer within 30 days, the employer must do so and inform the JWSHSC of their ability to resolve the concern in writing.
- If the matter cannot be resolved by the employer within 30 days, then the employer must respond in writing stating how and when the concern will be addressed, including:
  - A timetable for implementing changes to address the matter
  - Any interim control measures that the employer will implement to address the matter
- If the employer disagrees with any recommendations or does not accept or believe there are any health and safety concerns, the employer must give written reasons why it disagrees with any recommendations or does not accept or believe there are any health or safety concerns.

If the parties cannot resolve a concern after the provision of written reasons by the employer, any party may refer to a Provincial OH&S Officer. This process does not limit the right of a worker to refer a health and safety concern to a Provincial OH&S Officer.

### **Quorum**

Quorum of a JWSHSC is one-half plus one of its members if:

- Both Employee and Employer Representatives are present; and
- At least one-half of those present are Employee Representatives.

### **Minutes**

Minutes of all Committee meetings will be kept in writing by the Recording Secretary (appointed by Wheatland County senior management). For each discussion item, the Committee recommendation, person, or group responsible for the task and a target completion date shall be recorded. Meeting minutes will be prepared and distributed

as follows:

- Within 5 working days following a meeting, the appointed Recording Secretary shall provide the draft minutes to the Co-Chairs and Safety Officer for review.
- Within 7 days following the meeting, the minutes shall be distributed to all Wheatland County staff and shall be posted on Wheatland County's Health and Safety bulletin boards at each work site.

The Committee shall approve all minutes at the next regular meeting for which the minutes were produced. Any changes necessary to the minutes shall be noted by the Recording Secretary in the following minutes. Minutes shall be kept for a minimum of 2 years and be readily available for inspection by a JWSHSC member or a Provincial OH&S Officer.

### **Training of the Committee Members and Representatives**

Committee members shall receive training regarding the duties and functions of the Committee. The employer shall allow a member or representative to take time away from regular duties to attend health and safety programs, seminars, or courses. All JWSHSC members must complete the following training:

- The Canadian Centre for Occupational Health and Safety introductory course endorsed by the Government of Alberta to help JWSHSC members learn about their roles and responsibilities
- Applicable training for JWSHSC Co-Chairs will be available through approved organizations
- Leadership for Health and Safety Excellence offered through AMHSA

Additional training may be required based on specific JWSHSC requirements as they become available.

### **REFERENCES**

- Alberta Occupational Health and Safety Act, Part 3, Sections 16-30
- Alberta Occupational Health and Safety Act, Part 5, Section 40
- Alberta Occupational Health and Safety Code, Part 13, Sections 196-202

### **DOCUMENT OWNER**

Joint Work Site Health and Safety Committee Co-Chairs

**Prepared By:**

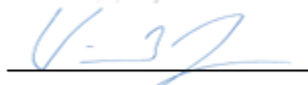
Natalie Campbell, *Health and Safety Officer*



Date: January 20, 2020

**Reviewed By:**

Vinod Jasra, *Manager of People Services*



Date: January 20, 2020

**Approved By:**

Brian Henderson, *Chief Administrative Officer*



Date: January 20, 2020

**Schedule “A”**  
**Alberta Occupational Health and Safety JWSHSC Committee Requirements**

LOCATION	STAFF	REQUIREMENTS Minimum OH&S standards	COMMITTEE Min. requirement per OH&S
Wheatland County	38-45 workers (Administration) 3-6 workers (ASB) 55-90 workers (Public Works)	One Committee	One Committee – Members Selected as per Schedule “B”

**Schedule “B”**  
**Selection of JWSHSC Members**

*There will be one overarching Joint Work Site Health and Safety Committee with the designated member from each department in attendance.*

LOCATION/DEPARTMENT	STAFF	REQUIREMENTS Minimum OH&S standards
Administration	38-45 workers	Three Members
Agricultural Services Board	3-6 workers	One Member
Public Works Operations	10-15 workers	One Member
Construction Operations	3-18 workers	One Member
Hamlet Operations	10-15 workers	One Member
Grader Operations	10-15 workers	One Member
Surfacing/Bridge Operations	10-15 workers	One Member
Gravel Operations	10-12 workers	One Member
Wheatland County Fire Services	See Schedule “C”	

**Schedule “C”**  
**Fire Services**

*There will be one overarching Joint Work Site Health and Safety Committee with the designated member from each department in attendance.*

LOCATION/DEPARTMENT	STAFF	REQUIREMENTS Minimum OH&S standards
Wheatland West	20-30 workers	One Member
Carseland Hall	9-15 workers	One Member
Gleichen Hall	10-15 workers	One Member
Hussar Hall	10-15 workers	One Member
Rosebud Hall	20-25 workers	One Member
Dalum Hall	15-22 workers	One Member

## Appendix “A”

### JWSHSC RECOMMENDATIONS

Location/ Department:	
Worksite(s):	
<b>Co-Chairs Submitting the Recommendation on Behalf of the JWSHSC</b>	
Worker Member Co-Chair:	
Employer Member Co-Chair:	
<b>Recommendations and Analysis</b>	
Identified Hazard/ Concern:	
Recommendation:	
Reason(s):	
Alternatives and/ or Options:	
Relevant Specifications:	
Time Frame for Action:	
Supporting Documentation Attached:	<input type="checkbox"/> Yes <input type="checkbox"/> No

### Appendix “A” (Continued)



Management Response	
Department Management Name:	
Recommendation Date:	
<input type="checkbox"/> Management agrees and will implement the recommendation according to the date specified below <input type="checkbox"/> Management agrees with alternative solution outlined below, or <input type="checkbox"/> Management disagrees with the recommendation for the reason outlined below:	
Recommendation will be implemented by the following date:	
Date:	
Signature of Co-Chair:	

<b>SAFETY ADMINISTRATIVE DIRECTIVE</b> SECTION 10.5.1	<b>ORIENTATION, TRAINING, AND QUALIFICATIONS</b> Page 1/4
Effective Date: January 20, 2020	

## **PURPOSE**

The purpose of this directive is to ensure all Wheatland County employees are adequately trained, suitably qualified, and hold enough experience to perform their job in a healthy and safe manner. This directive will also set the framework for orientating workers to Wheatland County's health and safety expectations with the objective of enabling the County to meet its employer obligations under Alberta Occupational Health and Safety Legislation and to facilitate a safe and healthy work environment.

## **ADMINISTRATIVE DIRECTIVE**

Wheatland County will strive to ensure that employees have the knowledge, training, and resources required to perform their jobs safely, ultimately reducing the risk of incidents and injuries. Reviewing worker qualifications and providing workers with training and orientations are essential to ensure employees perform their job tasks in a safe and healthy manner. Whenever work exists that could be hazardous to an employee's health or safety, workers need to be competent, or perform work only under a supervisor who is competent. A competent worker is one who is adequately qualified, suitably trained and has sufficient experience to safely perform their assigned work without supervision or with only a minimum level of supervision.

## **Orientations**

Health and Safety Orientations are mandatory for all Wheatland County employees. Whether working in the administration office or operating heavy equipment in the field, work at Wheatland County must always be conducted in a safe manner. The purpose of the orientation is to introduce Wheatland County's safety culture and provide information to demonstrate the County's expectations in supporting a safe and healthy worksite.

Orientations for new and transferred employees will include:

- Health and Safety Policies, Administrative Directives, procedures, and rules
- Reporting of incidents, injuries, near misses, spills, hazards, and hazardous conditions
- Refusing work where imminent danger to the employee's life or health exists
- Worker's Rights under Alberta Occupational Health and Safety Legislation (right to know, right to participate, right to refuse dangerous work)
- Hazard identification, assessment, and reporting
- Critical tasks and hazards
- Emergency Response Plans and emergency supplies
- Rules of enforcement and the progressive disciplinary process
- Workplace Violence and Harassment Policies

Supervisors are responsible for ensuring that all new or transferred employees receive a health and safety orientation prior to starting. Supervisors will coordinate the safety orientation with the People Services Department to ensure it is scheduled prior to the employee beginning regular duties.

## **Training**

Training of employees is critical in ensuring that they are able to identify and control the hazards associated with their job. Wheatland County will provide all required safety training for employees at all levels of organization. Safety training will include courses put on by a third-party training provider, courses put on by an in-house training provider, or as job-specific training, such as vehicle and equipment operation training.

Job-specific training will occur when an employee is a new employee, an existing employee is assigned new tasks, or an operational change affects an employee's work (i.e. using a new piece of equipment). Job-specific training must include a practical demonstration to confirm that employees have acquired the necessary knowledge or skill related to the subject-matter. Practical demonstrations may also be suitable for office-based staff (i.e. for computer work). Supervisors are responsible for ensuring competency of employees who receive job-specific training.

All Wheatland County employees are required to hold, at a minimum:

- WHMIS 2015 Training
- Formal Hazard Assessment Acknowledgment

All Wheatland County supervisors and managers are required to hold, at a minimum, one of the following:

- Leadership for Safety Excellence
- Supervisory and/or Managerial Training (i.e. Canadian Training Resources Leadership Conference for Supervisors and Managers)

Additional training listed below will be delivered on a position-specific, as required, basis:

- Standard First Aid with CPR
- Emergency First Aid with CPR
- Ground Disturbance II Supervisory
- Transportation of Dangerous Goods (TDG)
- Chainsaw Training Level II
- Chainsaw Training Level III
- Commercial Vehicle Operation Training (Hours of Service, Weights and Dimensions, Cargo Securement, Daily Pre-Trip Inspection)
- Confined Space Entry and Monitor
- H2S Alive
- Forklift Operation Training
- Skid-Steer Operation Training
- Truck-Mounted Crane Training
- Overhead Crane Training

- Rigging Training
- Any other training as outlined by the Alberta Occupational Health and Safety Act, Regulation or Code

Refresher training will be provided every three (3) years or as prescribed by the training provider.

### **Competency Assessments**

Formal, documented competency assessments must be completed by the supervisor for any new or re-assigned worker that operates County heavy equipment as a function of their position.

This can include, but is not limited to, the operation of the following:

- Grader, for the purpose of road maintenance
- Grader, for the purpose of road building
- Dozer
- Scraper
- Packer
- Track-Hoe
- Back-Hoe
- Quad-Track
- Loader
- Tractor, for the purpose of road building
- Tractor, for the purpose of agriculture and environment functions
- ATV, for the purpose of agriculture and environment functions
- ATV, for the purpose of snow removal
- Snowplow
- Any other piece of equipment deemed necessary by the supervisor

Informal, non-documented competency assessments are to be completed for all other job functions for all roles during the employee's initial probationary period, as identified in the job description and as required by the supervisor.

### **Qualifications**

Employee qualifications will be considered as a function of Human Resources. Required qualifications for each position at Wheatland County are outlined in the position job description. New employee qualifications will be checked by Human Resources prior to the hiring of new employees. Once new employees are on-boarded, copies of their qualifications (i.e. degrees, diplomas, certificates, trade certificates, driver's license, apprenticeship program, etc.) will be kept in the Human Resources personnel files.

### **REFERENCES**

- Alberta Occupational Health and Safety Act, Regulations and Code

## DOCUMENT OWNER

Health and Safety

**Prepared By:**


Natalie Campbell, *Health and Safety Officer*



Date: January 20, 2020

**Reviewed By:**

Vinod Jasra, *Manager of People Services*



Date: January 20, 2020

**Approved By:**

Brian Henderson, *Chief Administrative Officer*



Date: January 20, 2020