

SAFETY ADMINISTRATIVE DIRECTIVES

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| SAFETY ADMINISTRATIVE DIRECTIVE | OTHER PARTIES AT OR IN THE VICINITY OF THE WORKSITE (CONTRACTOR SAFETY MANAGEMENT) |
| SECTION 10.6.1 | Page 1/4 |
| Effective Date: | |

PURPOSE

Wheatland County is committed to ensuring the physical, social, and psychological well-being of all parties at or in the vicinity of our work sites. This Administrative Directive exists to outline the protection of other workers not under Wheatland County's direction, visitors, and other persons in the vicinity of work that is being carried out on Wheatland County properties.

CONTRACTOR MANAGEMENT

Wheatland County will work alongside any contracted services to ensure a healthy and safe work environment for both Wheatland County employees and the employees of the contracted service. Contractors entering into a work agreement with Wheatland County will be required to meet or exceed all Alberta Occupational Health and Safety Legislation, including the Act, Regulations, and Code, as well as all other legislation applicable to the work being carried out, such as the Worker's Compensation Act. All contractors will be required to attend a Contractor Safety Orientation with a Wheatland County staff member prior to being permitted to perform work on our sites.

DESIGNATION OF PRIME CONTRACTOR

Construction projects requiring two or more contractors at a Wheatland County work site will require a formal agreement designating one contractor as the prime contractor. The prime contractor will fulfill their obligations as a prime contractor under the Alberta Occupational Health and Safety Act, including establishing and maintaining a system or process that ensures compliance with the Alberta Occupational Health and Safety Act, Regulations, and Code and all other legislation applicable to their work for all contracted services brought on to the work site.

In order to ensure that the prime contractor is capable of, and likely to, fulfill its prime contractor responsibilities, the prime contractor's designate will meet with the hiring General Manager, Manager, or Occupational Health and Safety Officer prior to any work commencing. The Wheatland County representative shall ensure all formal contracts include all items outlined in the Wheatland County Contractor Safety Checklist. For complex projects requiring multiple parties, a Work Site Safety Plan will be developed to ensure compliance with all health and safety legislation, as well as improve the overall communication and coordination of health and safety initiatives at the worksite.

The Work Site Safety Plan provides both Wheatland County and the prime contractor with a mechanism to communicate the health and safety system or process that will be implemented to ensure compliance with all health and safety legislation, and to communicate and coordinate the health and safety of all workers at the site. The prime contractor will present their Work Site Safety Plan to the Wheatland County Project Manager at a pre-job meeting, prior to any work commencing. The Work Site Safety Plan will allow for the creation of a forum for feedback to Wheatland County on any health and safety issues that may arise while work is being performed by third parties on our work sites.

The Work Site Safety Plan should include, but not be limited to, the following:

- Health and safety policy statement
- Statement of responsibilities of prime contractor, managers, supervisors, and workers
- Safety orientation procedure
- Emergency Response Plans
- Tailgate/toolbox safety meetings
- Accident/incident reporting and investigation
- Hazard assessment and controls for the scope of work to be performed
- Project specific hazards (utilities, confined spaces, hot work, etc.)
- Site security
- Fire prevention and protections
- Site Personal Protective Equipment (PPE) requirements
- Public safety
- Safety inspections
- Wheatland County project manager inspections
- Vehicle and equipment maintenance
- Hazardous materials handling and storage
- Electrical equipment (temporary and permanent)
- Safe operating practices, procedures, and codes of practice
- Waste management and site house keeping
- Site traffic accommodation and control
- Site contacts

SUBCONTRACTORS

Where there is only one contractor on site and where a formal agreement is not required, a Safe Work Permit or Contractor Safety Orientation shall be completed and the contractor's representative shall meet with the hiring General Manager, Manager, or Occupational Health and Safety Officer prior to any work commencing to ensure that the contractor's health and safety program meets or exceeds Alberta Occupational Health and Safety legislation and Wheatland County safety standards.

OTHER REQUIREMENTS FOR CONTRACTED SERVICES

All contractors must hold valid Workers Compensation Board (WCB) coverage and be able to provide a Clearance Letter on their account prior to work being performed. Wheatland County will periodically pull Clearance Letters on contracted services to uphold our obligations under the Alberta Worker's Compensation Act.

In addition to WCB coverage, contractors must also be able to provide proof of active liability insurance. The amount of liability insurance required will be determined by the scope of the project during the procurement process.

Wheatland County will strive to hire contractors who hold valid Certificates of Recognition (COR) or Small Employer Certificates of Recognition (SECOR) whenever possible. If a contractor is not a prime contractor, and does not have a COR, they will be required to complete the Wheatland County Work Site Safety Plan prior to being permitted to perform work on our work sites.

EVALUATION OF HEALTH AND SAFETY PERFORMANCE

Wheatland County, as the owner of the work site, shall meet with the prime contractor or contractor on a regular basis to ensure the contractor is following their health and safety system or processes established to ensure compliance with Alberta Occupational Health and Safety Act, Regulations, and Code and all other legislation applicable to their work site. Should a deficiency exist on a contacted work site, the Wheatland County representative will notify the site-supervisor and/or site contact immediately. If a deficiency arises on a contractor work site that could affect the health and safety of Wheatland County employees, it is expected that the contractor notify their Wheatland County designate immediately in an effort to mitigate risk and reduce hazard exposure to County employees. Depending on the hazard, Wheatland County may issue a Stop Work Order to the contracted service.

VISITORS

Wheatland County is committed to ensuring visitor safety while on Wheatland County work sites. Any person visiting Wheatland County work sites, with the exception of those remaining in council chambers or in the reception area, are required to sign-in and acknowledge the Visitor Orientation upon their arrival. Wheatland County staff signing-in visitors will identify the nearest emergency exit, first aid kit, AED, fire extinguisher, and the location of the nearest Muster Point. All visitors are required to wear an identifiable visitor tag so that Wheatland County staff are assured that the visitor has had an orientation and has signed into the premises. Visitors entering safety-sensitive areas are required to wear all applicable PPE.

OTHER PARTIES AT OR IN THE VICINITY OF THE WORKSITE

In the event that Wheatland County activities could create a hazard to the general public, all precautionary measures will be taken to reduce exposure of the public to the hazard.

Wheatland County will ensure that all road construction and maintenance projects are suitably signed and adequately flagged to ensure that other parties in the vicinities of work sites are made aware of work activities. In the event that Wheatland County road construction and maintenance projects become unsafe for the public, roads will be closed to public access, as required.

In the event of a major emergency in the community, Wheatland County will implore Community Peace Officers and Emergency Services to provide notification, direction, and assistance to residents.

NONCOMPLIANCE

Contractors, other workers not under Wheatland County's direction, visitors, and other persons in the vicinity of the work site who fail to follow the expectations identified by Wheatland County in the contractor/visitor orientation, the Safe Work Plan and/or the Safe Work Permit may have their visiting/working privileges revoked and be asked to leave Wheatland County premises. Contracted services who do not adhere to Wheatland County safety standards will not be applicable for re-hire.

REFERENCES

- Alberta Occupational Safety Act, Regulation, and Code
- Worker's Compensation Act
- Wheatland County Work Site Safety Plan
- Wheatland County Safe Work Permit
- Wheatland County Contractor Orientation Form
- Wheatland County Visitor Orientation/Sign-In Form

DOCUMENT OWNER

Health and Safety

Prepared By:

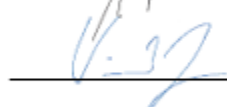
Natalie Campbell, *Health and Safety Officer*



Date: April 23, 2020

Reviewed By:

Vinod Jasra, *Manager of People Services*



Date: April 23, 2020

Approved By:

Brian Henderson, *Chief Administrative Officer*



Date: April 23, 2020

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| SAFETY ADMINISTRATIVE DIRECTIVE SECTION 10.7.1 | INSPECTIONS Page 1/2 |
| Effective Date: | |

PURPOSE

To ensure that all properties under our direction are inspected regularly as an integral part of our hazard identification and control processes.

ADMINISTRATIVE DIRECTIVE

Wheatland County will ensure that formal inspections of our work sites are carried out in an effort to identify any previously unidentified hazards and ensure effective controls are in place and remain in place for previously identified hazards. Formal inspections are conducted to ensure that methods used to protect employees from health and safety hazards are effective and to ensure that any other hazards that may exist on our worksite are identified, assessed, and controlled.

INSPECTION SCHEDULE

Formal, documented inspections of permanent Wheatland County work sites are to be conducted on a quarterly basis by the Health and Safety Officer with assistance from the area General Manager, Manager, Supervisor, Employee, and/or JWSHSC Member with the following participation expectations:

| Position | Inspections Per Year |
|-----------------|----------------------|
| CAO | 3 |
| General Manager | 3 |
| Manager | 6 |
| Supervisor | 6 |
| JWSHSC | 6 |
| Employee | As able |

In the event that the Health and Safety Officer is unable to attend a quarterly inspection, the inspection must be carried out by the area General Manager, Manager, or Supervisor to ensure that all quarterly inspections are completed.

Formal site inspections are to be conducted, at a minimum, as follows:

| Location | Inspection Frequency |
|---------------------------------|----------------------|
| Administration Building | Quarterly |
| Agriculture Services Board Shop | Quarterly |
| Public Works Shop | Quarterly |
| Satellite Grader Shops (All) | Quarterly |

| | |
|------------------------------|-----------|
| Waste Transfer Sites (All) | Quarterly |
| Water Treatment Plants (All) | Quarterly |
| Fire Halls (County Operated) | Quarterly |

Active work sites will be inspected on an ongoing basis via an informal inspection processes to ensure that no uncontrolled hazards exist at these work sites. Active work site inspections are documented inspections; however, they are not subject to the inspection schedule above, instead they will be inspected on an 'as needed basis.' Sites that are subject to active work site inspections include, but are not limited to:

- Road construction projects
- Road gravelling and stockpiling projects
- Road surfacing projects
- Culvert installation projects
- Hamlet construction/maintenance projects
- Any other project deemed necessary by the overseeing manager

CORRECTIVE ACTIONS

Any hazards identified during the formal or informal inspection processes will be documented on a Site Inspections/Corrective Actions Form to assign responsibilities for controlling identified hazards and setting a target date for completion. If a corrective action is not completed before the next quarterly inspection, the corrective action will be carried forward to the next quarterly inspection and a notice will be sent to the area manager.

TRAINING

Wheatland County employees that are required to lead inspections will receive formal training in site inspections, via Leadership for Safety Excellence training or formalized Inspection Training. All JWSHSC members will hold Leadership for Safety Excellence training to ensure that they understand their roles and responsibilities in the formal site inspection process.

REFERENCES

- Wheatland County Facility Inspection Form
- Wheatland County Corrective Action Form

DOCUMENT OWNER

Health and Safety

Prepared By:

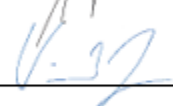
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Date: April 23, 2020

Reviewed By:

Vinod Jasra, *Manager of People Services*



Date: April 23, 2020

Approved By:

Brian Henderson, *Chief Administrative Officer*



Date: April 23, 2020

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| SAFETY ADMINISTRATIVE DIRECTIVE SECTION 10.8.1 | EMERGENCY PREPAREDNESS AND RESPONSE Page 1/2 |
| Effective Date: 2020 | |

PURPOSE

To protect Wheatland County employees, visitors, public, and infrastructure from loss in the event of an emergency.

ADMINISTRATIVE DIRECTIVE

Given the diverse nature of our operations, Wheatland County recognizes that there is always a risk of potential emergencies. To ensure adequate preparedness for emergencies, the following Emergency Response Plans (ERP's) have been developed:

- Evacuation Procedures
- Action in case of an emergency, including:
 - Fire
 - First Aid/Medical Emergency
 - Vehicle/Equipment Incident
 - Severe Weather
 - Situation of Imminent Danger/Lockdown
 - Accidental Release/Spills
 - Emergency Equipment Locations and Use
- Directions to Wheatland County Administration Office, ASB Shop, Public Works Shop, and all satellite facilities.
- Emergency Contact Lists for each facility

EMERGENCY RESPONSE DRILLS

Emergency Response Plans will be written for any emergency that may be applicable to Wheatland County operations. To ensure the effectiveness of Emergency Response Plans, emergency response drills will be conducted semi-annually, at a minimum.

Alarmed evacuation drills will be conducted in facilities with over 5 permanently stationed employees, including the Administration Building, Agricultural Services Board Shop, and the Public Works Shop.

For those facilities or work types that do not have the availability of alarmed drills, Table-Top Emergency Drills will be conducted semi-annually to ensure that employees are made aware of Wheatland County Emergency Response Plans and to allow employees to provide input on the continued improvement of our ERP's.

FIRST AID

First aid regulations, defined under the Occupational Health and Safety Act, specify the number and qualifications of personnel trained in first aid who must be present at any workplace or job site. Wheatland County will strive to always meet or exceed the Occupational Health and Safety Act Regulations for on-site first aiders.

The Occupational Health and Safety Act also outlines the specific requirements for first aid equipment at any given work site. Wheatland County will ensure that legislated first aid equipment on work sites are met or exceeded.

REFERENCES

- Alberta Occupational Health and Safety Code Act, Regulations, and Code
- Wheatland County Emergency Response Plans
- Wheatland County Emergency Drill Form
- Wheatland County Table-Top Emergency Drill Form

DOCUMENT OWNER

Health and Safety

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Date: April 23, 2020

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Vinod Jasra, *Manager of People Services*



Date: April 23, 2020

Approved By:

Brian Henderson, *Chief Administrative Officer*



Date: April 23, 2020

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| SAFETY ADMINISTRATIVE DIRECTIVE SECTION 10.9.1 | INCIDENT INVESTIGATION Page 1/5 |
| Effective Date: 2020 | |

PURPOSE

To ensure that all incidents that result in injury, occupational illness, work refusals, property damage, or a near miss that could have resulted in serious injury or property damage, are to be thoroughly investigated to determine root causes and identify actions that may be required to prevent a similar event from reoccurring in a continued effort to protect our employees.

ADMINISTRATIVE DIRECTIVE

In the event of an incident or injury on Wheatland County worksites or involving Wheatland County employees, a formal incident investigation must occur. The following obligations must be met:

- Investigate the circumstances surrounding the incident. Involve the Joint Work Site Health and Safety Committee (JWSHSC) or Health and Safety (HS) representative, if there is one.
- Prepare a report that outlines the circumstances of the incident and corrective actions taken, if any.
- Ensure a copy of the report is readily available and given to an Alberta OH&S officer on demand, if requested.
- Provide a copy of the report to a Director of Inspection and the JWSHSC or HS representative, if applicable. If there is no JWSHSC or HS representative, a copy must be made available to workers once the investigation is complete.
- Retain a copy of the report for at least two years after the incident.

Incidents resulting in damages to Wheatland County vehicles, equipment, or facilities that are caused by wear and tear, age of property, or acts of nature do not require formal incident investigations unless they result in damages over \$1000.00 or an injury to an employee.

PROCEDURE

In the event of an incident, occupational illness, work refusal or injury, the following responsibilities must occur:

1. Workers will:
 - Report all incidents/near misses/risk management events as soon as reasonably practicable to their supervisor either verbally, via email, or text

or in other writing (i.e. the standard reporting form Incident/Near Miss Investigation Form)

- Events may be reported to the person in charge at the scene if this person is someone other than their supervisor
 - Events are to be reported (usually by the primary worker involved in the event) on the County's Incident Report form
 - The report form is to be provided to the supervisor as soon as reasonably practicable in order to comply with the timeframes set out in Number 2 below
2. Supervisors shall be responsible for:
- Ensuring investigations are undertaken and submitted to the Health & Safety Officer for further processing
 - Reporting timeframes:
 - For injury, as soon as reasonably practicable, at maximum within 72 hours of the event
 - For near miss, within 1 week of the event
 - For damage, as soon as reasonably practicable, at maximum within 1 week of the event
 - For Risk Management – preferably within 1 week of the event
 - Cooperating with a Provincial Occupational Health & Safety Officer
3. The Health & Safety Officer shall ensure all reports are:
- Shared with the Joint Health & Safety Committee through a summary on a monthly basis
 - Signed by all appropriate parties as per approved Incident Investigation Report form
 - Tracked to ensure all action(s) recommended are completed
 - Provided to the reporter once fully signed along with a summary of causes and actions
4. In the event of injury to an employee while working for Wheatland County that required intervention by a medical practitioner (doctor, chiropractor, physiotherapist, etc.) or lost time:
- The employee shall file both a WCB Employee report and an Incident Report within 72 hours
 - The supervisor shall file a WCB Employer report within 72 hours and notify the Health and Safety Officer that a claim was filed
 - The supervisor will initiate an investigation of the incident and forward the Incident Report within 72 hours to the Health and Safety Officer for further processing
 - The Health and Safety Officer, or designate, will ensure the WCB reports have been filed
 - Should the WCB Claim move to modified work, the Health and Safety Officer will complete a formal modified work offer with the injured person for further claim processing and follow-through the entire claim

management process until the worker returns to their full role or permanently accommodated role

5. Non-injury reports (damage, vandalism, risk management, etc.) are to be provided to the Health and Safety Officer as soon as reasonably practicable, at a maximum within 1 week of the event.
6. Small injuries (i.e. those requiring a band-aid) are to be recorded on the First Aid Report Form and provided to the Health and Safety Officer to identify any trends to determine if a process or piece of equipment needs changing. First Aid Reports identifying small injuries do not require a formalized investigation.
7. The following injuries are required to be reported to Alberta Occupational Health and Safety (OHS):
 - Serious Incidents (outlined in Serious Incidents section)
 - Potentially Serious Incidents (outlined in Potentially Serious Incidents section)
8. Reporting of Serious Injuries:
 - Supervisor, or Designate, to telephone OH&S Officer immediately of any death or serious injury (see Serious Incidents section).
 - Supervisor, or Designate, to notify CAO as soon as possible of any death or serious injury (see Serious Incidents section).
9. Reporting of Potentially Serious Injuries (PSI's):
 - Supervisor to report PSI's to Health and Safety Officer who is responsible for reporting PSI online with Alberta OHS.
 - Health and Safety Officer, after reviewing an incident report, may consult with the General Manager to verify if the incident is a PSI. If yes, the Health and Safety Officer is responsible for reporting online with Alberta OHS.
10. The employer and all employees are required to work with an Alberta OH&S Officer in any investigation being carried out by Alberta OH&S, to produce documentation, consent to interviews, etc.
 - Employees are required to provide the OH&S Officer with identification. (Act Part 8, S52.1)

The CAO will review and sign off on all incidents resulting in injuries and all incidents resulting in damages to Wheatland County vehicles, equipment, or facilities that are not caused by wear and tear, age of property, or acts of nature unless they result in damages over \$1000.00 or an injury to an employee.

SERIOUS INCIDENTS

Any incidents resulting in the following circumstances must be immediately reported to Alberta Occupational Health and Safety Contact Centre by the site supervisor, including incidents that:

- Result in the death of a worker
- Result in a worker being admitted to hospital
- Involve an unplanned or uncontrolled explosion, fire or flood that causes, or has the potential of causing a serious injury
- Involve the collapse or upset of a crane, derrick, or hoist
- Involve the collapse or failure of any component of a building or structure necessary for its structural integrity

When reporting serious incidents to the Alberta Occupational Health and Safety Contact Centre, the following information must be provided:

- The location of the incident or injury
- The time and date when the incident or injury happened
- The name of the employer involved
- The name, job title, and phone number(s) of the site contact
- A general description of what happened

The scene of a serious injury or incident must not be disturbed unless:

- An OH&S officer gives permission to do so
- For the purpose of attending to a person who has been injured or killed
- Actions must be taken to prevent further injuries
- Property endangered by the incident must be protected

Every person present when an injury or incident occurred or who has information relating to the injury or incident shall, at the request of the officer, provide any information respecting the injury or incident.

POTENTIALLY SERIOUS INCIDENTS (PSI)

A PSI is any event where a reasonable and informed person would determine that under slightly different circumstances, there would be a high likelihood for a serious injury to a person. A PSI is not limited to workers and it does not require the occurrence of an injury. When determining whether an incident is a PSI, the following factors should be taken into consideration:

- Actual circumstances of the incident (person, place, time, work practices being followed)
- Hazards present at the time of the incident
- Appropriate controls in place at the time of the incident

- Slightly different circumstances (timing, distance, body position, etc.) that may have resulted in a serious injury
- Similar incidents that have occurred within the employer or prime contractor's operations in the past two years that resulted in a serious injury

PSI's can be reported to the Alberta Occupational Health and Safety Contact Centre via an online form. Wheatland County will be required to provide, at a minimum, the following information regarding a PSI:

- The location of the PSI
- A description of what happened
- The time and date when the PSI occurred

To meet their obligations under the OH&S Act, Wheatland County must:

- Investigate the circumstances surrounding the incident. Involve the joint work site health and safety committee (JWSHSC) or health and safety (HS) representative, if there is one
- Prepare a report that outlines the circumstances of the incident and corrective actions taken, if any
- Provide a copy of the report to the Director of Inspection
- Provide a report to the HSC or HS representative, if applicable; if there is no committee or representative, a copy must be made available to workers
- Retain a copy of the report for at least two years after the PSI occurred

REFERENCES

- Alberta Occupational Health and Safety Code Act, Regulations, and Code
- Alberta Worker's Compensation Act
- Wheatland County Employee Incident Report Form
- Wheatland County Incident Investigation Report Form
- Wheatland County Near Miss Report Form
- Wheatland County First Aid Report Form

DOCUMENT OWNER

Health and Safety

Prepared By:

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Date: April 23, 2020

Reviewed By:

Vinod Jasra, *Manager of People Services*



Date: April 23, 2020

Approved By:

Brian Henderson, *Chief Administrative Officer*



Date: April 23, 2020

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| SAFETY ADMINISTRATIVE DIRECTIVE SECTION 10.9.2 | WORK REFUSALS Page 1/3 |
| Effective Date: 2020 | |

PURPOSE

To ensure that the worker's right to refuse dangerous work is upheld and strategies implored to manage work refusals are communicated to all parties.

ADMINISTRATIVE DIRECTIVE

Workers on provincially regulated worksites, such as Wheatland County work sites, have the right to refuse to carry out any work they reasonably think will put themselves, or others, in danger. Workers shall refuse all unsafe work if you believe there is an imminent danger, that is not normal for the occupation or activity, to yourself or others caused by a tool, appliance, equipment, or work procedure at the work site.

Workers have the right to refuse dangerous work and are protected from reprisal for exercising this right:

- Workers must continue to be paid while a work refusal is being investigated
- Wheatland County must ensure workers understand the hazards at the workplace, know what needs to be reported and have the support to exercise their right. This is communicated to employees through Formal Hazard Assessments and Field Level Hazard Assessments
- Wheatland County must investigate the matter in cooperation with the Joint Work Site Health and Safety Committee or Health and Safety representative, if applicable
- Wheatland County cannot take or threaten discriminatory action against a worker for exercising their rights and duties under the legislation
- Other workers may be assigned to the work if they are advised of the refusal, reason for it, and are made aware of their own right to refuse work after the employer determines there is not a risk

PROCEDURE – WORKER

If you're being asked to do work you think could present a danger for you or another, follow these steps:

1. Don't do the work.
2. Immediately report the work refusal and the reason(s) for the refusal to their supervisor or another designated person as soon as possible including what you're refusing to do, and why.
3. Wheatland County must investigate and take action to eliminate the danger.

- This may include Wheatland County finding a qualified worker to do the work or implementing controls.
- 4. Unless the danger is fixed immediately, Wheatland County must prepare and provide you with a report once their investigation is complete that explains the action they took to address the danger.
- 5. Connect with the Alberta OH&S Contact Centre if the supervisor or coworkers won't stop work that is considered dangerous.
- 6. Do other work that the employer assigns in the meantime, providing:
 - It is reasonable
 - It is safe
- 7. Review the written report Wheatland County provides about the investigation into the danger, and the actions taken to fix it.
- 8. The worker may return to the work once the dangerous condition is remedied, all parties are satisfied with the corrective actions in place, and the worker has received a copy of the dangerous work inspection report.
- 9. Every reasonable effort shall be made to resolve any dangerous work condition that may exist as soon as reasonable practicable, however, if the dangerous condition is not remedied after the first inspection, the worker who refused the worker or any person present during the inspection may connect with an Alberta Occupational Health and Safety Officer

PROCEDURE – SUPERVISOR/MANAGER

1. The supervisor must attempt to remedy or control the dangerous condition immediately, if possible and ensure that the attempt to remedy or control the dangerous condition does not create a danger to the health and safety of themselves, any worker, or any other person.
2. If the supervisor remedies the situation immediately, and the worker is satisfied that the dangerous condition no longer exists, then the worker may return to work.
3. Inspect the dangerous condition and take action to eliminate the danger. Include the worker in the inspection of the dangerous condition, when it is reasonably practicable to do so and when the presence of the worker does not create a danger to the health and safety of that worker or any other person. Other parties, such as subject matter experts may be invited to participate in the inspection.
4. Ensure that no other worker is assigned to the same work, or equipment, unless:
 - the danger has been eliminated
 - the worker to be assigned is not exposed to the danger
 - the worker to be assigned is competent
 - the worker assigned is informed in writing of the refusal, the reasons for the refusal, the reason why in the opinion of the supervisor that the work does not constitute a danger to the health and safety of any person or that a dangerous condition is not present, and their right to refuse work that presents a danger
5. You may temporarily assign the worker to another job, but at no loss of pay. The worker who has refused work shall not be assigned to do the work until the

supervisor has determined that the work does not constitute a danger to the health and safety of any person or that a dangerous condition does not exist. The worker must agree that the work has been controlled or is not dangerous to proceed.

6. Document in writing:
 - the worker's notification
 - the investigation findings
 - actions taken to remedy the situation
7. Involve the joint work site health and safety committee or health and safety representative, if there is one at the work site, in the investigation. Information shared with the JWSHSC shall not contain any personal information related to the worker who refused the work.
8. Give the committee or health and safety representative, if there is one, as well as the worker a copy of the written report.
9. The worker may return to the work once the dangerous condition is remedied, all parties are satisfied with the corrective actions in place, and the worker has received a copy of the dangerous work inspection report.
10. If you have questions about how to handle a worker's refusal to do work that they think is unsafe, call the Alberta OHS Contact Centre.

REFERENCES

- Alberta Occupational Health and Safety Code Act, Regulations and Code
- Wheatland County Work Refusal Form

DOCUMENT OWNER

Health and Safety

Prepared By:

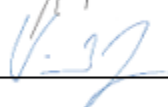
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Date: April 23, 2020

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Vinod Jasra, *Manager of People Services*



Date: April 23, 2020

Approved By:

Brian Henderson, *Chief Administrative Officer*



Date: April 23, 2020

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| SAFETY ADMINISTRATIVE DIRECTIVE SECTION 10.10.1 | SYSTEM ADMINISTRATION Page 1/2 |
| Effective Date: 2020 | |

PURPOSE

To ensure the continual development, enhancement, and evaluation of Wheatland County's Health and Safety Management System (HSMS).

ADMINISTRATIVE DIRECTIVE

Wheatland County will strive to continually ensure that health and safety resources, initiatives, and the improved performance of our overall HSMS remains a top priority for senior management. Management is committed to open communication regarding the health and safety of our workforce and will ensure that issues raised by employees are considered, rectified, and communicated to all staff.

Wheatland County will evaluate its Health and Safety Management System annually via the Partnerships in Injury Reduction Certificate of Recognition program. Wheatland County will audit our HSMS using the Certificate of Recognition (COR) standards set forth by the Workers Compensation Board and the Province of Alberta. The COR program allows Wheatland County to identify, in a quantifiable way, how our HSMS is performing against a provincial standard.

After the results of a COR audit are provided, an Action Plan will be developed for the following year. The development of an Action Plan will allow Wheatland County to set specific, measurable, attainable, realistic, and time-bound (SMART) goals in an effort to continually support the improvement of the HSMS. Upon the development of the Action Plan, Wheatland County will report the results of our COR audit and the Action Plan for the following year to all staff.

HEALTH AND SAFETY RECORDS AND STATISTICS

Wheatland County will strive to identify and curb negative health and safety trends by analyzing statistics of both leading and lagging health and safety indicators. Health and Safety statistics will be recorded monthly and distributed to staff via the Joint Work Site Health and Safety Committee meeting minutes quarterly. Annual trends across a 3-5 year span will be released to staff in the first quarter of each year.

Leading indicators will include the completion of:

- Field Level Hazard Assessments
- Tool-Box Talks
- Emergency Drills

- Training
- Vehicle Pre-Trip Inspection Forms
- Equipment Pre-Trip Inspection Forms
- Others deemed relevant to the HSMS

Lagging indicators will include:

- Incident Reports
- First Aid Reports
- Near Miss Reports
- Property Damage Reports
- Severity and Frequency of WCB Claims (Lost Time, No Lost Time, Modified Work, Medical Consultation)
- Others deemed relevant to the HSMS

REFERENCES

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

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Health and Safety

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Date: April 23, 2020

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Date: April 23, 2020