

Safety Policy of the Municipality of the County of Annapolis

Scope:

This policy will apply to the Municipality of the County of Annapolis and all of its locations.

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

We will maintain a safety and health program conforming to the acceptable practices of organizations of this type. To be successful, such a program must start with proper attitudes toward injury and illness prevention on the part of both supervisors and employees. It also requires cooperation in all safety and health matters, not only between supervisor and employee, but also between each employee and his or her co-workers. Only through such a cooperative effort can a safety program be established and preserved in the best interest of all concerned.

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

Our safety and health program will involve:

1. Providing mechanical and physical safeguards reasonable and appropriate to the circumstances.
2. Conducting an ongoing program of safety and health inspections to protect both employees and the public in general by identifying and eliminating unsafe working conditions and practices.
3. Controlling health hazards, and complying fully with the safety and health standards for every job.
4. Training all employees in good safety and health practices.
5. Providing necessary personal protective equipment and instruction for its use and care.
6. Developing and enforcing safety and health rules and requiring that employees cooperate with these rules as a condition of employment, recognizing that the responsibilities for safety and health are shared.
7. Reporting near misses and investigating every accident, promptly and thoroughly, to find out what caused it and to correct the problem so that it will not reoccur.
8. The employer accepts the responsibility for leadership of the safety and health program, for its effectiveness and improvement, and for providing the safeguards required to ensure safe conditions.

9. Supervisors and those in charge of workers are responsible for developing the proper attitudes toward safety and health in themselves and in those they supervise, and for ensuring that all operations are performed with the utmost regard for the safety and health of all personnel involved.
10. Employees are responsible for wholehearted, genuine cooperation with all aspects of the safety and health program, including compliance with all rules and regulations, and for continually practicing safety while performing their duties.

The safety information in this policy does not take precedence over the *Nova Scotia Occupational Health and Safety Act and Regulations*.

Approved by Municipal Council on April 21, 2009

Signed: _____
Chief Administrative Officer

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Individual Responsibilities

Section

1

Individual Responsibilities

PURPOSE

The purpose of this document is to provide a procedure which outlines the health and safety responsibilities of all individuals in the workplace.

RESPONSIBILITY

1. The Municipality of the County of Annapolis in its capacity as employer is responsible for carrying out the responsibilities and duties outlined through the delegation of these functions to individuals in the Municipality.
2. All individuals in the workplace, at all levels and functions, are responsible for understanding and carrying out responsibilities and duties outlined.

PROCEDURE

General

1. Responsibility is defined as an individual's obligation to carry out assigned duties.
2. Responsibility and authority can be delegated to subordinates, giving them the right to act for their Supervisors.
3. The Supervisor remains accountable for seeing that they are carried out.
4. Prescribed refers to a section of the *Occupational Health Safety Act and Regulations of Nova Scotia*.

The Municipality will ensure:

1. Equipment, materials and protective devices as prescribed are provided.
2. Equipment, materials and protective devices are maintained in good condition.
3. Prescribed measures and procedures are carried out.
4. Equipment, materials and protective devices are used as prescribed.
5. All areas of the workplace are capable of supporting all loads to which they may be subjected without causing the materials therein to be stressed beyond the allowable unit stresses established under the *Building Code Act*.
6. Workers are provided with information, instruction and supervision to protect the health and safety of the worker.
7. When appointing a Supervisor, to appoint a competent person with relevant and appropriate knowledge, skills and experience consistent with the job description for the position.
8. Workers and those in authority over workers are acquainted with any hazard in the work and in the handling, storage, use, disposal and transport of any article, device, and equipment, chemical or physical agent.
9. Assistance and co-operation will be afforded to the Joint OH&S Committee and to all Health and Safety representatives in carrying out any of their functions.
10. Every precaution reasonable is taken in the circumstances for worker protection.
11. A copy of the *Nova Scotia Occupational Health and Safety Act and Regulations* and any explanatory material prepared by the Municipality of the County of Annapolis outlining the rights, responsibilities and duties of workers is posted in the workplace.
12. An Occupational Health Service for workers is established as prescribed.
13. Accurate records of the handling, storage, use and disposal of chemical or physical agents are

kept and maintained as prescribed.

14. Accurately kept and maintained records are made available to the worker affected by exposure of the worker to biological, chemical or physical agents.
15. The Director is notified of the use or introduction into a workplace of such biological, chemical or physical agents as may be prescribed.
16. Accurate monitoring of the levels of biological, chemical, or physical agents takes place at such time or times or at such an interval or intervals as may be prescribed.
17. Any standard limiting the exposure of a worker to biological, chemical or physical agents is complied with as prescribed.
18. Where so prescribed, only permit a worker to work or be in a workplace who has undergone such immunization shots, medical examinations, tests or x-rays as prescribed and who is found to be physically fit to do the work in the workplace.
19. Where so prescribed, provide a worker with written instructions as to the methods and procedures to be taken for protection of the worker.

Management

This level of the organization includes the Chief Administrative Officer, Directors and Managers.

The health and safety responsibilities attached to this level include the following:

1. Ensure the working environment is maintained in a healthy and safe condition.
2. Establish and maintain a written health and safety program, with the objectives and standards consistent with applicable legislation as a minimum.
3. Provide ongoing safety education, including but not restricted to WHMIS and First Aid.
4. Provide Standard Operating Procedures (SOPs) that include safe work practices.
5. Evaluate the health and safety performance of subordinates and divisions.
6. Provide First Aid facilities as required.
7. Ensure that Personal Protective Equipment, where required is provided and used.
8. Investigate and report accidents/cases of occupational diseases and injuries to appropriate authority.
9. To ensure that all employees in area of responsibility are informed of and given management direction to follow the *NS Occupational Health and Safety Act* and applicable regulations and procedures.
10. Advise the employers and employees on all new developments or regulations under the Act.
11. Assure that copies of all legislation and regulations under the legislation are brought to the attention of employers and employees and are posted in the workplace.
12. Managers are not to take disciplinary actions if an employee exercises his/her right to refuse to work in an unsafe environment.

Supervisors

This level of the organization includes all those individuals who supervise the work of other employees.

The health and safety responsibilities attached to this level include the following:

1. Taking care of the occupational health and safety of employees within their respective area.
2. Be familiar with the applicable requirements of the *NS Occupational Health and Safety Act and*

Regulations, and ensure compliance.

3. Understand and enforce the Municipality's Health and Safety Policies and Procedures.
4. Ensure that employees wear the appropriate personal protective equipment.
5. Advise each worker of the existence of any potential or actual danger to the health and safety of the worker, of which the Supervisor is aware.
6. Investigate and determine the causes of all accidents and injuries and initiate or recommend corrective action.
7. Take every precaution reasonable in the circumstance for the protection of a worker.
8. Ensure workers receive proper training and instructions prior to commencement of work.
9. Identify and inform Superiors of occupational health and safety concerns.

Employees

This level of the organization includes all employees in the workplace, up to and including the Chief Administration Officer, as well as those individuals on the Municipal payroll on a contract basis.

The health and safety responsibilities attached to this level include the following:

1. Learning, understanding and practising standard operating procedures.
2. Be familiar with and comply with the provisions of the *Occupational Health and Safety Act and Regulations* and the Municipal Health and Safety Policies and Procedures.
3. Taking every possible precaution to protect themselves and fellow workers from health and safety hazards and unsafe situations.
4. Reporting unsafe acts or conditions to their Supervisors or health and safety committee or health and safety representative.
5. Reporting any occupational injury or illness immediately to their supervisor.
6. Every worker must take every reasonable precaution in the circumstances to ensure that protective devices, equipment or clothing required by the employer, the Act or the regulations are used or worn.
7. Report any contraventions of the *Occupational Health and Safety Act* or Regulations to their Supervisor or Employer.
8. Consulting and co-operating with the *Joint Occupational Health and Safety Committee*, or the health and safety representative, where one has been selected at the workplace is mandatory.
9. A worker must report anything or any circumstance to their employer that is likely to endanger the worker's own safety or health, or that of any other person at or near the workplace. Where an employee believes that any condition, device, equipment, machine, material or thing or any aspect of the workplace is or may be dangerous to the employee's health or safety or that of any other person at the workplace, the employee shall:
 - a) Immediately report it to a supervisor.
 - b) Where the matter is not remedied to the employee's satisfaction by the supervisor, report it to the OH&S Committee or an OH&S Committee member.
 - c) If the matter is not remedied to the employee's satisfaction, the employee may report the incident to the *Nova Scotia Department of Labour and Advanced Education*.

Contractors and Sub-Contractors

This classification is external to the Municipalities organization and includes all those individuals or organizations working on a contract for the Municipality.

The health and safety responsibilities attached to this classification include the following:

1. Demonstrate the establishment and maintenance of a health and safety program, with objectives and standards consistent with applicable legislation and this corporation's health and safety policy and requirements.
2. Ensure the workers in their employ are aware of the hazardous substances that may be in use at the workplace and wear the appropriate personal protective equipment required for the area.
3. This section will be included in all contracts tendered and proof of the above may be required by the Municipality of the County of Annapolis at any time from tendering to project completion.

Visitors and General Public

This classification is external to the Municipality of the County of Annapolis' organization and includes all those individuals or organizations not identified in the above classifications.

1. Where appropriate, signs will be posted at entrances to inform visitors and the general public about restricted access or the requirement to report to a receptionist before proceeding further.
2. Visitors and general public will not be allowed to wander unescorted, through areas that are normally restricted to employees.
3. In the event that a visitor is required to enter a work area that is normally restricted to employees:
 - a) The Supervisor will be responsible for ensuring that the visitor is aware of the relevant workplace safety rules and is under the supervision of a regular employee.
 - b) Any and all required personal protective equipment will be used by the visitor.

Occupational Health & Safety Committee

PURPOSE

To develop terms of reference for Health and Safety Representatives/Committees to ensure compliance under the *NS Occupational Health and Safety Act* and Regulations.

RESPONSIBILITY

1. The department head and workplace Supervisor are responsible for ensuring that a Health & Safety Representative is appointed.
2. The Health & Safety Representative/Committee is responsible for ensuring the proper application of this policy.

PROCEDURE

Composition

1. The minimum legal requirements of this act state that for twenty or more employees, there must be a Health & Safety Committee; there shall be at least one committee member from each department.
2. At least 50 % of the members of the committee must be non-management workers.
3. The worker members must be selected by the workers they represent.
4. The employer shall select the remaining members.
5. The members will fill this role for a minimum one year term in office.
6. Where there are more than 2 members and the term of office is less than 1 year, an attempt will be made to have overlapping terms of office, so that continuity can be maintained.
7. The names and work locations of all Health & Safety Committee members must be posted.
8. All members of the Health & Safety Committee shall normally take training as required to fulfil their duties as a committee member with two or more members taking additional or specified training.
9. The committee shall appoint for a one-year term a chairperson and a co-chairperson, one of whom is representative of employees and one of whom is representative of Management. [S30(8)]
10. An employee who is a member of a committee is entitled to:
 - a) such time off from work as is necessary to attend meetings of the committee;
 - b) take any training prescribed by the regulations and to carry out the employee's functions as a member of the committee
 - c) such time off is deemed to be work time from which the employee shall be paid by the employer at the applicable pursuant to policy.

Meetings and Minutes

1. Committee members should meet bi-monthly or as required.
2. Members are responsible for making arrangements with their Supervisor for attendance at Health & Safety meetings and for preparation time prior to the meetings.
3. An agenda is to be developed by the Chairperson for each meeting and circulated at least one week in advance of the meeting.
4. Written minutes of the meeting are to be taken, outlining the following:
 - a) time, date, and location of the meeting held.

- b) names of all members and other persons present.
- c) an item by item record of all topics discussed, and the outcome, i.e. - reports presented and by whom, problems identified, agreed upon recommendations, any action to be taken by individual members, any business the committee has agreed to discuss at the next meeting, any response by Management to the committee, any discussion with respect to the above and date, time and location of the next meeting.

General Duties for Committee

1. Follow the guidelines outlined in the *NS Occupational Health and Safety Act and Regulations*.
2. Workplace inspections will be conducted at least annually, by trained, appointed members, and all substandard acts and working conditions will be documented on the **Workplace Inspection Report**, with one copy
 - a) posted
 - b) forwarded to each Joint Occupational Health & Safety Committee Member
 - c) forwarded to the Supervisor or department head and reviewed
 - d) kept in the minutes manual at the workplace
 - e) forwarded to the Municipal Occupational Health & Safety Committee Chairperson, for central recording
3. Review all completed **Accident/Incident Reports**, analyse information and make recommendations to Management to reduce recurrences.
4. Designate a committee member to investigate any accident in which a person is killed or critically injured.
5. Obtain information regarding
 - a) hazardous material, processes or equipment
 - b) designated substances and respective control-program reports
 - c) workplace testing, that is being carried out for health and safety purposes
6. Receive and respond to **Health & Safety Information Requests**
7. Provide advice and recommendations to Management on health and safety programs in general, and as outlined below.
 - a) Recommendations to Management from the Health & Safety Committee, for any items not already identified on the **Workplace Inspection Report** are to be submitted in writing on the **Health & Safety Committee Recommendations Form** with the following information:
 - i) nature of the concern with background information and justification
 - ii) recommended remedial action, listing suggested solutions and methods of implementation
 - iii) date
 - b) The co-chairpersons are responsible for ensuring the written recommendations, are received by Management and responsible for the reply to the Joint Occupational Health and Safety Committee to the recommendations.
 - c) Management will respond to the recommendations, in writing within 21 working days, with a timetable for implementation, if the employer agrees with the recommendation, or reasons for disagreement, if the recommendation is not acceptable
8. Encourage fellow employees to work safely and to report hazardous or unsafe conditions including near misses immediately to their Supervisors.
9. Identify areas of health and safety training for all employees.
10. Be present for, or assist in, work refusal investigations.
11. Be available to accompany a Department of Labour and Advanced Education Officer on their

inspection tour of the workplace.

12. The co-operative identification of hazards to health and safety and effective systems to respond to the hazards
13. Compliance with health and safety requirements in the workplace
14. Receipt of and co-operation with the employer in the investigation and prompt disposition of matters and complaints with respect to workplace health and safety
15. Advising on individual protective devices, equipment and clothing which, complying with the Act and Regulations, are best adapted to the needs of the employees
16. Performing any other duties assigned to an Occupational Health & Safety Committee member as established by the Act and Regulations.

Program Management

Section 2

Program Management

PURPOSE

A comprehensive examination of the policies and procedures of the operations of the Municipality to identify actual and potential hazards in all forms that exist. This assessment of the Safety Program shall be done through the use of a Safety Manual as a record of all policies and procedures.

RESPONSIBILITY

The Municipality of the County of Annapolis is responsible for ensuring the proper application of this policy. This Program shall be reviewed as often as is required and at least once every three years.

PROCEDURE

Instructions and forms for documenting potential hazards associated with specific jobs or work-site conditions.

The following Policies and Procedures shall be instituted:

1. General policy and philosophy statement of Safety for the municipality.
2. Safe work practices and Job procedures: Written instructions on how to do specific jobs safely.
3. Rules and regulations: A written policy with regard to Municipal rules and government regulations that must be followed by all employees.
4. Maintenance policies and information: Policy statements and procedures regarding the use and maintenance of equipment.
5. Personal Protective equipment information: Policy statements and procedures regarding the use and care of PPE.
6. Training policies: Policy statements and procedures regarding training requirements and procedures for new employees, for employees who change jobs within the organization and for employees taking on new tasks.
7. Inspection policies and information: Policies and forms regarding regular inspection of job sites or working areas to identify unsafe conditions and unsafe acts.
8. Investigations policies and information: Policies and forms regarding investigations for immediate and underlying causes of accidents causing personal injury or property damage.
9. A Hazard Assessment Report should be conducted by the Supervisor (not a delegated employee) on a regular basis and kept on file; with the understanding this report may be called upon during a Worksite Inspection by the OHS Committee.

All Departments

The following Policies and Procedures shall be instituted:

1. Emergency Provisions: Regulations regarding first aid, reporting forms, and how to respond to emergency situations.
2. Reports and Management information: A summary of reporting forms for comparison, tracking and planning purposes.
3. The Safety Program in general shall have policies plans and be structured for easy use.
4. The Safety Committee shall inform all Supervisors of the Municipal Health & Safety Program Policy & Procedures Manual. The Supervisors shall inform all employees who shall then familiarize themselves with this Safety manual and its contents.

HAZARD ASSESSMENT

Date of Assessment: _____ Location of Assessment: _____

Assessment Team - Names, Positions: _____

Safety Program

Company Safety Policy: Is it? Current & Dated _____ Signed _____

Clearly Posted in appropriate places: _____

Municipal Safety Manual: Current _____ Available in all places _____

Safe Work Practices: Are they Available & in Place? _____

Workers Trained according to Job Requirements? _____

Copies of OH & S Act and Regulations available at the Main Office? _____

At Field Locations? _____

Inspections: Policies in place? _____

Inspections done regularly? _____

Records Available? _____

Corrective Action being taken? _____

Administration: Assignment of Responsibilities? _____

Records Maintained? _____

Statistics Maintained and used? _____

Policy for (job site visitors, look at all policies are they adequate) ? _____

Training

Worker Training: Orientation for New Workers? _____

Tool-Box Meetings? (Short meeting first thing in the morning re: safety issues) _____

HAZARD ASSESSMENT

Job Specific Training offered? _____

Proper Lifting Techniques explained and shown? _____

Proper Training Records kept? _____

Management Safety Training:

Supervisory Safety Training Available as required: _____

First Aid

Proper Supplies Available and in the proper locations _____

Personnel trained & inoculated against exposure to diseases, etc.? _____

Training kept up as required? (Not expired) _____

Proper records kept of all training to personnel? _____

Investigation: Policy in place? _____

Done regularly? _____

Are recommendations being implemented? _____

Emergency Service Availability? _____

Are Emergency Numbers Posted? _____

Does every employee know how to get help? _____

Fire Prevention

Smoking / Non-smoking areas designated? _____

Are there scheduled Fire Inspections? _____

Fire Extinguisher Locations:

On vehicles? _____

In buildings & proper type for use? _____

All Personnel trained in their use? _____

HAZARD ASSESSMENT

Fire Alarm Systems

Smoke detectors (Installed as required, batteries checked, tested, etc.)? _____

Installed where required and inspected on a regular basis (Minimum once per year)? _____

Regular fire drills held? _____

Fire Department Assistance:

Does every employee know how to get help? _____

Personal Protective Equipment available for potential hazards from:

Heat & or cold (Gloves / mitts available)? _____

Falling Objects (Hard Hats)? _____

Radiation (Arc welding rays)? _____

Toxic Gases (Ventilation, masks available, Testing equipment, etc.)? _____

Working at heights (Safety ropes available and used)? _____

Confined Space Entry (Permits & proper procedures followed, locations recorded)? _____

High Noise areas identified (Hearing Protection in place) _____

Policy/Rules in place (Should be found in all Safety Manuals) _____

Equipment

Maintenance Procedures (Clearly understood, written, etc.)? _____

Maintenance Log Books (Up to date)? _____

Flagman Procedures (Trained Personnel available)? _____

Operator Training (All personnel properly trained before using equipment)? _____

Traffic Patterns (Procedure in place)? _____

Chocker and sling maintenance (Watch frayed or rusted cables, etc.)? _____

Roll-over Protection (Tractors, etc. have proper Roll-bars)? _____

HAZARD ASSESSMENT

Vehicles

Proper Maintenance (Mirrors functional, wiper blades, tires, etc.)? _____

Drivers qualified (Proper licence for size of vehicle)? _____

Passengers only in Passenger vehicles (No double riding on tractors, loaders etc.)? _____

Loads Secured (Proper tie-downs used)? _____

Power Tools:

Maintenance Program (In place & followed)? _____

“Out of Service” System in Place (Equipment properly tagged, etc.)? _____

Hand Tools

Regular Inspection and Maintenance (Cleaned repaired after each use)? _____

“Right Tool for the Job” always available (checklist of tools for specialized use)? _____

Scaffolds

Inspected before use (welding or structural cracks, rust, etc.)? _____

Meet regulations (Check new regulations)? _____

Ladders

In good repair (cracks, bent frame, etc.)? _____

Inspection Program in Place (If it looks questionable don't use, tag it!)? _____

Workers trained in correct use (Extension ladders especially)? _____

Yards/Grounds

Drainage

Low areas (Land should be sloped to avoid puddles mounds, etc.)? _____

Stacking of materials

On Vehicles (not stacked to high to come in contact with High voltage line)? _____

HAZARD ASSESSMENT

Supported (No danger of falling over whether on a vehicle or in a storage area)? _____

Road signs / Speed limits

Posted (Clearly visible) _____

Lighting (Parking lots, driveways clearly lit as needed, etc.) _____

Dust Control (Kept to minimum using proper controls) _____

Buildings

Lighting (Properly located, bulbs replaced as required, etc.) _____

Emergency Lighting (In place, batteries checked, etc.) _____

Ventilation (supply air and exhaust as required) _____

Heating (No danger of pipes freezing, unnecessary drafts, etc.) _____

Access / Egress (Check for easy access especially to emergency exits) _____

Facilities (Lunchrooms, washrooms, etc. clean, sanitary)? _____

Electricity

Overhead lines (Workers trained in working with clearances)? _____

Underground Installations (Documented location, marked as to Hazards)? _____

Transformers (Out of Public access, fenced, secured properly)? _____

Old lighting Ballasts (Usually contains PCB's proper disposal used)? _____

Other sources of PCB'S (Old unused transformers left lying around)? _____

Explosion Proof Fixtures (Are they required, maintained, etc.)? _____

Temporary Installations (Properly grounded, meet all codes)? _____

Extension Cords (Three conductor, strung out of the way)? _____

Rules

Section 3

Rules

PURPOSE

To provide some general guidelines for creating and maintaining a safe work environment.

RESPONSIBILITY

1. The employee is responsible for following the Safety Rules.
2. The Supervisor is responsible for ensuring the policy is adhered to.

PROCEDURE

General Safety Rules for All Departments

Personal Protection Equipment must be worn when and where required.

1. Report ALL injuries to your Supervisor immediately.
2. Report any unsafe conditions, including someone under the influence or in possession of drugs or alcohol, or hazards which may allow an injury to occur to yourself or fellow employee.
3. Report any property damage, regardless of how minor.
4. Follow all operator instructions when using or handling hazardous materials and ensure that all containers of hazardous materials are properly labelled and stored in designated areas.
5. Obey all posted signs and notices.
6. Always use the correct posture when lifting and get assistance if the weight is excessive.
7. Be aware of the location of the Occupational Health and Safety Act.

Housekeeping

1. Aisles are to be kept clear at all times.
2. Individual work areas are to be kept clean at all times.
3. All materials, tools, products and equipment are to be kept in their designated areas.
4. Liquid spills are to be cleaned up immediately to prevent slips and falls.

Fire Prevention

1. Become familiar with the location of fire alarm **Pull Stations**, fire extinguishers and exits.
2. Ensure aisles and exits are not blocked at any time.
3. Anytime a fire extinguisher is used, report it immediately to your supervisor, so that it can be recharged.

Equipment Operation

1. Equipment must not be repaired, adjusted or operated unless you understand the safe operating procedure.
2. Be aware of the use and location of the “Emergency Stop” button before using any equipment.
3. Loose clothing, jewellery and long hair should be secured, so as not to become entangled with equipment.
4. All safety devices must be checked by the operator before operating the equipment.
5. All equipment must be turned off and the appropriate lock-out procedure (**Lock-out, Block-out forms**) followed, prior to repairs, cleaning, adjustment or lubrication.

Unsafe Work Refusal

PURPOSE

To create a procedure outlining the steps to be followed when any employee refuses to work due to unsafe work conditions as defined by the *NS Occupational Health and Safety Act*.

RESPONSIBILITY

1. The employee is responsible for immediately informing the Supervisor of any unsafe work conditions.
2. The Supervisor is responsible for investigating any reports of unsafe work conditions and resolving the concern, as defined by this procedure.

PROCEDURE

1. An employee may refuse to work where they have reason to believe that:
 - a) Any equipment they are to use or operate is likely to endanger themselves or another employee.
 - b) The physical condition of the workplace is likely to endanger them.
2. Upon refusing to work, the employee shall promptly report the circumstances of their refusal to their supervisor, who shall promptly investigate the report in the presence of the worker and a:
 - a) Health and Safety Committee Member, and
 - b) Union Committee member who represents the workers.
3. If action can be taken to resolve the complaint without need for further investigation, the Supervisor will carry out the action and complete Part I of an **Unsafe Work Refusal form**.
4. If further investigation is required to resolve the complaint, Part II of the **Unsafe Work Refusal form** will be completed with the presence and input of a worker member from the Joint Occupational Health and Safety Committee.
5. Until the investigation is completed, the worker shall remain in a safe place and assigned to alternative work.
6. If, after following the investigation and all steps have been taken to resolve the concern, the employee feels that there is still an unsafe work condition, the employee may state their concern to the Safety Committee; and if the matter is still not resolved, then the employee may advise the N.S. Department of Labour and Advanced Education Officer; and if still not satisfied, the employee may notify the N.S. Department of Labour and Advanced Education Director through a written appeal.
7. A Department of Labour and Advanced Education Inspector shall investigate the refusal to work in the presence of:
 - a) The Employer
 - b) The Employee
 - c) The Occupational Health and Safety Committee Member
 - d) Union Committee Member who represents the workers
8. The Inspector shall decide whether the equipment or the workplace is likely to endanger the employee or another person and give their decision, in writing, as soon as possible.
9. Pending the investigation and decision of the Inspector, the employee shall remain at a safe place near their work station during their normal working hours, unless the employer assigns the employee reasonable alternative work during such working hours.
10. Pending the investigation and decision of the inspector, no employee shall be assigned to use the equipment, or to work in the workplace, which is being investigated, unless the employee to be assigned has been advised of the work refusal and the reasons for it.

11. Refer to *Occupational Health & Safety Act*, Sections 43, 44, 45 and 46, with respect to a right to refuse to work and respective implications.

Unsafe Work Refusal Flow Chart

Worker has a reason to believe that the work is likely to endanger themselves or others.

WORKER

Promptly reports circumstances to Supervisor and remains in a safe place near work site.

SUPERVISOR

Immediately investigates in the presence of an Occupational Health & Safety representative.

AGREEMENT

Problem is resolved and agreed upon by all parties concerned and employee returns to work.

DISAGREEMENT

Employer notifies the Department of Labour and Advanced Education.

Another worker may be assigned to operate the equipment/machinery/device pending the investigation, only if they have been informed of the refusal in the presence of the Occupational Health and Safety representative.

Worker stays in a safe location near place of work or is assigned reasonable alternative work.

Department of Labour and Advanced Education

Department of Labour and Advanced Education Officer investigates in the presence of the Employer, employee and OH&S representative.

DECISION

The Department of Labour and Advanced Education Officer gives the decision in writing whether any further action should be taken regarding the alleged unsafe condition and whether the worker can return to work.

**Unsafe Work Refusal Form
PART 1**

Job Task: (Type of work being done) _____

Date: _____ Employee Name: _____

Reason for Refusal: _____

Regulation allegedly violated: _____ Section: _____

Supervisor's action: _____

Supervisor's Name: (Please Print) _____

Supervisor's Signature: _____

PART 2

Joint Occupational Health & Safety Committee Member's name: _____

Suggested Action: _____

Action taken:

Supervisor: _____
SIGNATURE

JOHSC _____
SIGNATURE

Worker: _____
SIGNATURE

Department of Labour Called _____
DATE / TIME

Safe Work Practices

Section

4

Safe Work Practices

PURPOSE

To provide some general guidelines for creating and maintaining safe work practices.

RESPONSIBILITY

1. The employee is responsible for following the Safe Work Practices.
2. The Supervisor is responsible for ensuring the policy is adhered to.

PROCEDURE

General

1. Employees are to inform themselves with regard to safe work practices.
2. Follow all safe work practices as outlined.
3. Report all unsafe equipment/conditions to the Supervisor immediately.
4. Follow all Safe Work Practices with regard to housekeeping, Fire Prevention, and operation and use of equipment.

Fire and the Use of Fire Extinguishers

PURPOSE

To identify the types of fires and the required fire extinguisher to use in case of fire.

RESPONSIBILITY

1. Management is responsible for their proper location and maintenance.
2. All employees are responsible for their proper use in the case of a fire.

PROCEDURE

General

1. Always keep fire extinguishers visible and easy to get at.
2. Keep all fire extinguishers properly maintained
3. Where storage temperature is a factor, ensure that care is taken in selecting the right extinguisher.

Types of Fires

Class A:

These fires consist of wood, paper, rags, rubbish and other ordinary combustible materials.

Recommended Extinguishers: Water from a hose; pump-type water can or pressurized extinguisher; soda acid extinguishers.

Fighting the Fire:

Soak the fire completely including any smoking embers.

Class B:

Flammable liquids, oil and grease

Recommended Extinguishers: ABC units, dry chemical, foam and carbon dioxide extinguishers.

Fighting the Fire:

Start at the base of the fire and use a swinging motion from left to right, always keeping the fire in front of you.

Class C:

Electrical Equipment

Recommended Extinguisher: Carbon dioxide and dry chemical (ABC units) extinguishers.

Fighting the Fire:

Use short bursts on the fire. When the electrical current is shut off on a Class C fire, it can become a Class A fire if the materials around the electrical fire are ignited.

For further information see the *NS Occupational Health and Safety Act and Regulations and Codes of Practice*.

Use of Cleaning Solvents and Flammables

PURPOSE

To protect the worker from hazards that may be created from the use of these liquids.

RESPONSIBILITY

1. The Supervisor must be aware of all solvents/flammables that are used on the job, and be sure that all workers and any contractors who use these materials have been instructed in their proper use and any hazard they pose.
2. All employees are to check the MSD sheets before using the cleaning solutions.

PROCEDURE

1. Use only non-flammable solvents for general cleaning.
2. When flammable liquids are used, make sure that no hot work is permitted in the area.
3. Store flammables and solvents in special storage areas.
4. Check toxic hazards of all solvents before use.
5. Provide adequate ventilation where all solvents and flammables are being used.
6. Use goggles or face shields to protect the face and eyes from splashes or sprays.
7. Wear protective clothing to protect workers cloths from contamination. Wear rubber gloves as is necessary to protect the hands.
8. When breathing hazards exist, use the appropriate respiratory protection.
9. Never leave cleaning solvents in open cans or containers - return unused portion to storage containers if it is not contaminated otherwise dispose of appropriately.
10. Ensure proper containers are used for transportation, storage and field use of solvents/flammables.
11. Where solvents are controlled products, ensure all employees using or in close proximity to them are trained and certified in the Workplace Hazardous Materials Information System (WHMIS) and that they meet all WHMIS requirements.

For further information see the *NS Occupational Health and Safety Act and Regulations and Codes of Practice*.

Defective Tools**PURPOSE**

To remove from use any tool that is found to be defective and hence dangerous if used.

RESPONSIBILITY

Employees are responsible for reporting & removing from use any defective tools to the Supervisor before commencement of work.

PROCEDURE

1. Hand tools should be removed from use that are
 - a) Chisels and wedges with mushroomed heads
 - b) Split or cracked handles
 - c) Chipped or broken drill bits
 - d) Wrenches with worn out jaws
 - e) Tools which are not complete, such as files without handles
2. Power tools that have
 - a) Broken or inoperative guards
 - b) Insufficient or improper grounding due to damage on double insulated tools
 - c) No ground wire (on plug) of cords for electrically powered tools
 - d) The on/off switch not in good working order
 - e) Tool blade is cracked
 - f) The wrong grinder wheel being used for use intended
 - g) The guard has been wedged back on a power saw

For further information see the *NS Occupational Health and Safety Act and Regulations and Codes of Practice*.

Use of Portable Arc Welders**PROCEDURE**

1. Portable Arc Welders are not to be operated indoors.
2. When fueling do not “Top-off” the tank as extra space is required within the tank for expansion of the fuel. This is to prevent fuel from spilling over which could cause a fire.
3. Do not fuel the tank while the engine is running.
4. Be sure the radiator and gas caps are in proper working order to prevent any leakage.
5. Do a “walk around” to check for damage and any obvious leaks.
6. Check all power cables for frayed connections or cracks in the protective coating. Repair as necessary before use.
7. Ensure the side covers are kept closed to protect the machine from any damage from external objects and outside weather, as well as to protect the operator and others from any moving parts of the machine.
8. Only qualified mechanics or technicians are to make repairs.

For further information see the *NS Occupational Health and Safety Act and Regulations and Codes of Practice*.

Use of Portable Grinders**PROCEDURE**

1. Abrasive wheels can cause severe injury when not properly used. Proper storage, use and maintenance of wheels must be observed.
2. Familiarize yourself with the grinder operation before commencing work.
3. Ensure proper guards are in place and that safety glasses, face shields, gloves and safety boots are worn when using portable grinders.
4. Never exceed the maximum wheel speed (every wheel is marked). Check the speed marked on the wheel and compare to the speed on the grinder.
5. When mounting the wheel, check it for cracks or defects of any kind, ensure that the mounting flanges are clean and the mounting blotters are used. Do not over tighten the mounting nut.
6. Before grinding, run newly mounted wheels at operating speed to check for vibrations.
7. Do not use grinders near flammable liquids.
8. NEVER use grinders for jobs for which it is not designed, such as cutting.

For further information see *NS Occupational Health & Safety Act & Regulations and Codes of Practice*.

Grinders (Permanent Location)**PURPOSE**

To provide some general guidelines for the safe use of grinders that are permanently mounted.

PROCEDURE

1. Severe injury may occur if proper protective equipment is not used and properly maintained.
2. Check the tool rest for correct distance from the abrasive wheel, maximum 1/8" or 3mm.
3. Replace the grindstone when adjustment of the tool rest cannot provide 1/8" or 3mm. (The wheel should not be worn so badly that there is more than this distance from the wheel after adjustment.)
4. If the wheel has been abused and ground to an angle, grooved or ground round reface the wheel with the appropriate surfacing tool or replace.
5. Protect your eyes with goggles or face shield at all times when grinding.
6. A grinding wheel must not be operated at peripheral speeds exceeding the manufactures recommendations. Check before use.
7. The flanges supporting the grinding wheel should be a maximum of 1/3 the diameter of the wheel.
8. Bench grinders are designed for peripheral grinding. (The outer edge of the wheel only.) Do not grind on the side of the wheel.
9. Do not stand directly in front of the grinding wheel when it is first started.

Use of Portable Ladders**PROCEDURE**

Before using any ladder, make sure that it is in good condition and is the right ladder for the job to be done.

1. When setting up a ladder, secure the base and “walk” the ladder up into place.
2. The ladder should be set at the proper angle of one horizontal to four vertical lengths.
3. Before using a ladder, make sure it is secured against movement.
4. When in position, the ladder should protrude one metre above the intended landing point.
5. Workers shall not work from the top two rungs of a ladder.
6. Do not overreach while on a ladder. It is safer to climb down and move the ladder over a few feet to a new position closer to the intended area.
7. Always face the ladder when using it. Grip it firmly and use the three - point contact method when moving up or down.
8. The minimum overlap on an extension ladder should be one metre unless the manufacturer specifies the overlap.
9. Keep both all non-fibreglass ladders away from electrical sources.
10. Only CSA approved ladders will be used pursuant to Section 142-157 of the *Nova Scotia Occupational Health & Safety Act and Regulations*.

Safe use of Step Ladders**PROCEDURE**

As with all ladders, make sure that the ladder is in good condition and is the right ladder for the job. (Reference ns *OH&S Act*, Section 142-157)

1. Step ladders should only be used on clean and even surfaces.
2. When in the open position ready for use, the incline of the front step section shall be one horizontal length to six vertical lengths.
3. No work is to be done from the top two steps of a ladder, counting the top platform as a rung.
4. The step ladder is only to be used in the fully open position with the spreader bars locked.
5. Tops of step ladders are not to be used as a support for scaffolds.
6. Do not overreach while on the ladder. Climb down and move the ladder over to a new position.
7. Only CSA approved ladders will be used pursuant to Section 142-157 of the *NS OH&S Act and Regulations*.

For further information see the *NS Occupational Health and Safety Act and Regulations and Codes of Practice*.

Safe use of Tiger Torches**PROCEDURE**

Tiger Torches, although valuable to a job-site, can be misused in a manner that can make them dangerous. Tiger Torches are only to be used for the preheating of piping prior to welding.

1. When a torch is used, an adequate fire extinguisher must be present.
2. Torches are not to be used for heating of work areas or thawing of lines and equipment, etc.
3. Ensure that the propane bottles are properly shut-off when not in use.
4. Fuel lines are to have regulators.
5. Propane bottles shall be secured in an upright position.
6. Do not use torches near flammable materials.

For further information see the *NS Occupational Health and Safety Act and Regulations and Codes of Practice*.

Welding, Cutting and Burning**PROCEDURE**

Work involving welding, cutting and burning can increase the fire and breathing hazard on any job, and the following should be considered prior to the start of work.

1. Always ensure that adequate ventilation is supplied since hazardous fumes can be created during welding, cutting or burning.
2. Where other workers may also be exposed to the hazards created by welding, cutting or burning, they must be alerted to these hazards and / or protected from them by the use of “screens”.
3. Never start work without the proper authorization.
4. Always have fire fighting or prevention equipment on hand before starting work.
5. Check the work area for combustible materials (cover to protect from heat) or flammable vapours (ventilate properly and remove source of vapours) before starting work.
6. A welder should never work alone especially in a congested area. There shall be a second person to maintain a fire or spark watch.
7. Check cables or hoses to protect them from slag or sparks.
8. Never weld or cut lines, drums, tanks, etc., that have been in service without making sure that all precautions have been carried out and permits obtained.
9. Never enter, weld or cut in a Confined Space without the proper permit, tests, and any Safety Lockouts that may be necessary.
10. When working overhead, use fire resistant materials (blankets, tarps) to control or contain slag and sparks.
11. Cutting and welding must not be performed where sparks and cutting slag will fall on cylinders. (Move cylinders away from area.)
12. Open all cylinder valves used for welding, cutting, burning, slowly. The wrench used for opening the cylinder valves should always be kept on the valve spindle when the cylinder is in use.

For further information see the *NS Occupational Health and Safety Act and Regulations and Codes of Practice*.

Safe Use of Propane**PROCEDURE**

Since propane is heavier than air and invisible, it is a special concern when it is used on the job-site. All installations and use of this product on the job-site must comply with Government Legislation set out for its safe use. Supplier delivering the product or setting up the equipment at the site must be part of the safe work practices.

1. Nylon slings must be used in a “choker” fashion when off-loading or lifting propane tanks.
2. “Lifting lugs” provided on tanks are not to be used. Slings are to be wrapped around the shell of the tank.
3. Tank valves and regulators are to be removed from the tank prior to any movement of the tank.
4. Crane hooks shall be equipped with a safety “latch”.
5. All trucks, cranes or equipment used to handle propane tanks must be equipped with a fire extinguisher appropriate for the size and type of tank being handled.
6. Tanks are not to be heated to increase flow.
7. When in use, propane bottles are to be securely held in an upright position.

8. Tanks are not to be hooked up and used without proper regulators.

For further information see the *NS Occupational Health and Safety Act, Regulations and Codes of Practice*.

Proper Lifting Practices - Hoisting

PROCEDURE

1. Balance Loads

Estimate the centre of gravity or point of balance. The lifting device should be positioned immediately above the estimated centre of gravity.

2. Landing the load

Prepare a place to land the load. Lower the load gently and make sure it is stable before slackening the sling or chain.

1. Select only alloy chain slings and NEVER exceed the working load limits.
2. Make sure the hoist or crane is directly over the load.
3. Use slings of proper reach. Never shorten a line by twisting or knotting it. With chains slings, never use bolts or nuts.
4. Never permit anyone to ride the lifting hook or the load.
5. Make sure all personnel stand clear from the load being lifted.
6. Never work under a suspended load.
7. Never leave a load suspended when hoist or crane is unattended.
8. Inspect all slings thoroughly at specified intervals and maintain them in good condition.
9. Inspect and remove from service any chain or sling that has cuts, nicks, bent links, bent hooks, etc. before each use.
10. Ensure that safety latches on hooks are in good working condition.
11. Ensure that the signaller is properly identified and understands techniques of proper signalling.
12. Make sure a tagline is used to guide the load during the unloading operations.

For further information see the *NS Occupational Health and Safety Act, Regulations and Codes of Practice*.

Use of Chain Saws

PROCEDURE

Workers must be trained in its safe use before using a chain saw. The training must include a minimum of the following:

1. The proper personal protective equipment to be worn as set out by the manufacturer and NS Occupational Health & Safety Legislation.
2. Fueling of the saw must be done in a well ventilated area and not while the saw is running or hot.
3. An approved safety container must be used to contain the fuel used along with a proper spout or funnel for pouring.
4. The correct methods of starting, holding, carrying, or storage and use of the saw as directed by the manufacturer must be used.
5. Ensure that the chain brake is functioning properly and that it adequately stops the chain when at full

power.

6. The chain must be sharp, have the correct tension, and be adequately lubricated. Check to see if the oiler is functioning properly.
7. When carrying/transporting a chain saw the bar guard must be in place, the chain bar must be toward the back and the motor must be shut off.
8. The chain saw must not be used for cutting above shoulder height.

Chain Saws must comply with *CSA standard Z62.1-M-77*.

Safe Use of Compressed Air

PROCEDURE

1. Compressed air must not be used to blow debris or to clear dirt from any worker's clothes.
2. Ensure that air pressure has been turned off and the lines pressure relieved before disconnecting the hose or changing tools.
3. All hose connectors must be of the quick disconnect pressure release type with a "safety chain/cable".
4. Wear personal protective equipment such as eye protection and face shields and ensure other workers in the area are made aware of or have restricted access to hazard area.
5. Hoses must be checked on a regular basis for cuts, bulges, or other damage. Ensure that defective hoses are replaced.
6. A proper pressure regulator and relief device must be in the system to ensure that correct desired pressures are maintained.
7. The correct air supply hoses must be used for the tool/ equipment being used.
8. The equipment must be properly maintained according to the manufacturers' requirements.
9. Follow the manufacturer's general instructions and comply with legislated safety requirements.

For further information see the *NS Occupational Health and Safety Act, Regulations and Codes of Practice*.

Safe use of Hand-Held Power Circular Saws

PROCEDURE

The following are the minimum accepted practices to be used with this saw:

1. Approved safety equipment such as safety glasses or face shield are to be worn.
2. Where harmful vapours or dusts are created, approved breathing protection is to be used.
3. The proper sharp blade designed for the work to be done must be selected and used.
4. The power supply must be disconnected before making any adjustments to the saw or changing the blade.
5. Before the saw is set down be sure the retracting guard has fully returned to its down position.
6. Both hands must be used to hold the saw while it is in operation.
7. Maintenance is to be done according to the manufactures specifications.
8. Ensure all cords are clear of the cutting area before starting to cut.
9. Before cutting, check the stock for foreign objects or any other obstruction which could cause the saw to "kick back".
10. When ripping, make sure the stock is held securely in place. Use a wedge to keep the stock from closing and causing the saw to bind.
11. Be sure power supply cord to the saw is in good condition with no frayed or cracked connections. The cord should always be in a "water proof" condition without any cracks.

For further information see the *NS Occupational Health and Safety Act, Regulations and Codes of Practice*.

Good Housekeeping Practices

PROCEDURE

Untidy/uncontrolled storage of objects/material can create both a fire hazard and an exit hazard.

1. Never use hallways or passageways for the storage of objects/materials (not even temporarily).
2. Store using shelving or hooks on walls and mark accordingly. If stacking, make sure it is properly secured. Do not stack above shoulder height.
3. Store all flammables in fire proof cabinets and ventilate to the out of doors to remove any danger of fume/vapour build-up. Posted with “Danger” labels.
4. At end of shift return all tools/materials to proper location “out of harm’s way”. Always cleanup work area when finished.
5. Liquid spills cleaned up immediately using proper absorbent type of material.
6. Oily/greasy rags to be properly disposed of to prevent spontaneous combustion.
7. All tools and equipment to be cleaned up after using. They should be wiped clean of oil, grease dirt, etc.

For further information see the *NS Occupational Health and Safety Act, Regulations and Codes of Practice*.

Lifting Heavy Objects in excess of 50 lbs

PROCEDURE:

When lifting any objects in excess of 50 lbs, personnel are to either seek assistance from another employee(s) or use a mechanical lifting device to assist them with the task.

Note: *The mechanical device can be hydraulic lift at Public Works shop which fits onto the trucks or a local contractor with a front end loader.*

Safe Use of a Mig Welder

RESPONSIBILITY

1. The Supervisor is responsible for issuing the necessary equipment, training the employee in its use and ensuring the policy is adhered to.
2. The employee is responsible for the care and maintenance of any equipment assigned to them and for the proper application of this policy as it applies to them.

PROCEDURE

1. A welding mask with correct grade lens must be worn
2. Ensure the gloves, welding gun and work leads are in good condition
3. Ensure machine is correctly set up for current, voltage, wire feed and gas flow
4. Never leave the welder running unattended
5. Set up screens or proper welding curtains or blankets
6. Keep area dry to avoid electric shocks
7. Visually inspect power cord, electrodes and work cables for exposed wire or frayed insulation

For further information see the *NS Occupational Health and Safety Act, Regulations and Codes of Practice* (Sections 109 through 119).

Safe Use of Propane**PROCEDURE**

Since propane is heavier than air and invisible, it is a special concern when it is used on the job-site. All installations and use of this product on the job-site must comply with Government Legislation set out for its safe use. Suppliers delivering the product or setting up the equipment at the site must be part of the safe work practices.

1. Tank regulators are to be removed from the tank prior to any movement of the tank
2. Tanks are not to be heated to increase flow
3. When in use, propane bottles are to be securely held in an upright position
4. Tanks are not to be hooked up and used without proper regulators

For further information see the *NS Occupational Health and Safety Act, Regulations and Codes of Practice* (Sections 45 through 50).

Office Safety

Most office accidents result from slips, trips and falls, lifting objects, being caught in or between things and punctures or cuts.

PROCEDURE**Filing Cabinets**

1. Close cabinet drawers when not in use.
2. Do not open more than one drawer at a time.
3. Place cabinets so that the drawers do not open into the aisles.
4. Load cabinets starting from the bottom for stability.
5. Secure cabinets to the wall or floor.
6. Use handles to close drawers to avoid catching fingers.
7. Avoid overfilling cabinets to prevent paper and staple cuts.
8. Do not keep heavy objects on top of tall filing cabinets.
9. Doors not working properly shall be replaced or repaired.

Floors and Stairs

1. Clean up spills and tracked in rain or snow.
2. Pick up objects of the floor even paper, pencils and rubber bands can cause trips or falls.
3. Secure carpets and rugs.
4. Use handrails on stairs.
5. Remove stairway distractions such as mirrors, decoration or posters.
6. Walk on the right.
7. Do not run, especially near corners.
8. Install mirrors at blind, busy corners.
9. Do not store boxes, equipment or supplies outside doorways or in aisles.

Paper Cutter

1. Keep knife blade in locked position.
2. Use proper guards and maintain firm grip on blade handle.
3. Do not cut too many papers at once.
4. Use staple remover to remove staples.

Office Machines

1. Use proper guards on machines.
2. Observe directions and cautions when adjusting machinery.
3. Disconnect and report frayed electrical cords or plugs.
4. Unplug equipment before making adjustments.

Lifting and Carrying

1. Keep back erect when lifting boxes and bundles of office supplies, ledgers, portable filing cases and office machines.
2. Large boxes or bundles of supplies shall be moved by hand truck, or unpacked and delivered in smaller parcels
3. Bulky objects shall not be carried in such a way as to obstruct the view ahead or interfere with free use of hand rails or stairways.
4. Always get help when carrying or lifting heavy or awkward objects.

Broken Glass

1. Broken glass shall not be placed in wastebaskets.
2. Broken glass shall be placed in a box and marked “broken glass” and placed beside the wastebasket so it is visible.
3. Puncture resistant gloves shall be worn.

Climbing, Reaching and Piling

1. Employees shall use a set of steps or a ladder when required to place or obtain objects in elevated locations. The use of chairs, boxes or furniture for reaching purposes is prohibited.
2. Materials shall not be piled too high for stability or in a hazardous way.

Office Equipment

1. Watch the fingers when using staplers, punches or paper cutters.
2. Never carry pens, pencils, scissors, knives, etc. with points exposed.
3. Every employee shall promptly report to their Supervisor any dangerous or defective office equipment which comes to their attention.
4. Protruding objects (ie. pencil sharpener) shall not be installed on walls adjacent to hallways.
5. Heavy office furniture shall be removed only by authorized maintenance personnel.

Use of Explosive/Powder-Actuated Fastening Tools

The Municipality of the County of Annapolis shall ensure the powder-actuated tools are operated by a competent person in accordance with Sections 1-9 of ANSI standard A10.3-1995. *American National Standard for Construction and Demolition Operations – Powder-Actuated Fastening Systems – Safety Requirements*

There are a number of tools utilizing an explosive charge in use throughout the construction industry to drive fastenings. The manufacturers of these devices provide detailed instructions regarding their use and maintenance. These instructions, along with the legislation specifically set out for their use, shall be closely adhered to at all times. The following general recommendations apply to all explosive/powder-actuated tools.

PROCEDURE

1. Only properly trained and qualified operators are to use this type of tool.
2. The tool must be ANSI and CSA standard approved for Explosive Actuated Fastening Tools.
3. The tool should be loaded just prior to use with the correct load for the job anticipated. Tools should never be loaded and left to sit or be moved to an alternate work site after being loaded.
4. The tool should never be pointed at anyone, whether loaded or unloaded. Hands should be kept clear of the muzzle end at all times.
5. Explosive/powder actuated tools should always be stored in their proper lockable boxes.
6. Explosive/powder actuated tools must never be used in an explosive atmosphere.
7. When used, the tool must be held firmly and at right angles to the surface being driven into.
8. Eye protection must be worn by the operator. Where there is a danger of spalling, full face protection must be worn. Hearing protection is also to be worn in confined areas.
9. To prevent free-flying studs, ensure that the material being driven into will not allow the stud to completely pass through it (i.e. - glass block, hollow tile etc.).
10. Manufacturers' recommendations should be consulted and followed whenever there is a doubt about the material being driven into, maintenance procedures, or load strength to be used.
11. Always be aware of the other workers. Where a hazard to other workers is created by this operation, signs and barricades identifying the hazard area are mandatory.

Safe Use of Handling Barrels and Drums**PROCEDURE**

1. All material received in barrels/drums must first go through verification of proper labeling and available MSDS. If labeling or MSDS are not available, the material will not be released for use until the proper label and MSDS are on hand.
2. Adequate and appropriate equipment shall be provided and used for lifting and moving barrels/drums.
3. All full barrels/drums will be stored in designated areas according to the hazard classification of the material.
4. Once empty, all barrels/drums will be stored in a designated area for pickup (not intermixed with full barrels/drums). All empty barrels/drums will be properly labeled "EMPTY" and have all bung holes plugged.
5. Cutting of empty barrels/drums in order to dispose of them is prohibited. All barrels/drums are to be considered a hazard and should never be treated as safe.

Safe Driving**PURPOSE**

To ensure all Municipality of the County of Annapolis employees are properly trained and certified in the operation of Municipality of the County of Annapolis' automotive vehicles and construction equipment.

PROCEDURE

1. Every operator of Municipality of the County of Annapolis' automotive vehicles or construction equipment must have a valid Nova Scotia Operator's License, applicable to the equipment being operated, in their possession at all times.
2. Every operator of a Municipal vehicle or construction equipment must be familiar with the Province of Nova Scotia Motor Vehicle Act and all Municipal traffic rules and regulations.
3. All Municipality of the County of Annapolis automotive vehicle and construction equipment shall be operated only by qualified drivers and operators; or, under the supervision of a qualified, experienced operator for training purposes.
4. All accidents or incidents involving personal injury or any damage to vehicles or property from any cause must be reported to the department Supervisor as soon as possible.
5. When using Municipality of the County of Annapolis vehicles or equipment in any way that is not normal driving practice, all warning lights must be flashing; including, but not limited to sweeping or flushing operations; pruning, spraying or chipping trees; snow operations; and emergency repairs.
6. All loads must be securely fastened and any overhanging part of a load must be well marked with red markers or lights. The load in panel trucks must be secured so it will not slide toward the driver or passengers. Every vehicle used to transport refuse, garbage or debris shall be closed or equipped with a tarpaulin and such tarpaulin shall be used to cover such garbage, refuse or debris while it is being transported. The contents of all vehicles shall be transported in such a manner that the contents shall not spill or scatter from the vehicle.
7. All vehicles shall be operated on streets and roadways with the tailboard or tailgate in the closed position unless it is used to support part of a load or in the process of loading or unloading material.
8. The drivers or operators ability to drive must not be restricted in any manner by persons or material in the cab of a car or truck.
9. Backing up should be avoided wherever practical. Drivers of trucks and equipment must not reverse vehicles without having a clear vision to the rear. If rear vision is obstructed, there must be a person outside the vehicle to guide the driver unless the operator is alone. In that situation, the operator must dismount the vehicle to check the rear before backing up and extreme caution must be exercised.
10. There must, on no account, be any horseplay in or around Municipality of the County of Annapolis vehicles or equipment or work sites.
11. Municipality of the County of Annapolis vehicle does not imply any special privileges to ignore such things as parking regulations, meter requirements, seat belts, speed limits, etc.
12. Every driver/operator is responsible to inspect their assigned vehicle or equipment prior to operation; and, fully complete the Driver's Daily Vehicle Report at the end of each shift. The driver/operator is responsible to ensure the vehicle is left in a clean condition (i.e. - free of lifter, trash, etc.) throughout.
13. The drinking of alcoholic beverages and the illegal use of drugs while on the job is an extremely dangerous practice and is strictly prohibited.
14. Unless properly equipped to do so, no vehicle shall be used for the transportation of persons. For example, work crews are not to be transported in the backs of open dump trucks, half-ton vehicles, or in cabs of vehicles where proper seating and seat belts are not available.

General

1. Follow the common sense rules of good driving
 - a) Don't tailgate.

- b) Observe the speed limit.
 - c) Stay alert, expect the unexpected.
 - d) Use vehicle mirrors.
 - e) Drive defensively.
2. Before towing equipment, check to ensure that
- a) The hitch and ball are properly connected.
 - b) The safety chain is secured in place.
 - c) Material is at a level where it will not spill during cornering or stopping.
 - d) All brake and running lights are working.
3. Other vehicle checks include
- a) Horn, front lights, and windshield wipers.
 - b) Oil and water levels.
 - c) Tire pressure (including equipment in tow).
4. Allow for safe stopping distances. A heavily loaded vehicle will not stop quickly.
5. Vehicles should be equipped with a first aid kit.

Vehicle Parking

General Parking and movement of vehicles in the confinement of parking lots, yards and job sites pose a hazard. Employees and the public at large are often pedestrians in parking areas, and quite often workers are moving in and out of the premises.

Practice

1. Where possible, all vehicles parked in Municipality of the County of Annapolis lots will be parked so they can be driven forward when leaving the parking area.
2. All vehicles parked in other than Municipality of the County of Annapolis parking lots or areas should be parked so they can be driven forward when leaving the parking area.
3. Vehicles should not be parked in front of large equipment doors, or within 3 metres of any building entry/exit door; fresh air intake; or fire hydrant.
4. When backing into confined areas, or when backing a vehicle with limited rear visibility, a person to guide the backing operation should be used.

Standard Operating Procedures (SOPs)

S e c t i o n

5

Standard Operating Procedures (SOPs)

PURPOSE

Written Standard Operating Procedures (SOPs) are developed to ensure that all critical tasks performed by the Municipality of the County of Annapolis are analyzed for health and safety.

RESPONSIBILITY

1. The workplace Supervisor is responsible for ensuring that SOPs are written for each critical piece of equipment at the workplace and that the employees who operate the equipment are trained in these procedures.
2. All employees are responsible for familiarizing themselves with the pertinent SOPs.

PROCEDURE

General

1. The workplace Supervisor will review the various equipment used at their facility and from this will develop a list of critical equipment (i.e. - Tractors, Portable Compressors, etc.).
2. A Standard Operating Procedure will be developed for each of these critical pieces of equipment to be filed on-site in an SOP Manual.
3. All employees that operate a piece of critical equipment will be trained in the Standard Operating Procedure.

Format

Each Standard Operating Procedure should consist of the following sections

1. Equipment

- a) Brand name, Type, Model Number
- b) Suppliers name and address
- c) Specific Machine requirements (i.e. - Temp./press., etc.)

2. Materials

List of materials consumed in the operation of the equipment (i.e. - Compressed gas, gasoline, etc.)

3. Pre-start Up Inspection Checklist

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

The checklist will identify

- a) The frequency (i.e. - Daily, weekly, seasonally, etc.)
- b) What items are to be checked
- c) What remedial action is taken when a problem is identified
- d) The operator who performs the checklist and the date it is performed

The checklist items may include such things as:

- a) All guards in place
- b) All manufactures safety features are intake and operational

- c) There is no excessive wear
- d) Everything is fastened together properly/ nothing is broken
- e) All mounts are secure
- f) All gauges are functioning properly
- g) No personnel can become endangered by start-up

4. Safety Precautions

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

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

- a) Electrical grounding
- b) High voltage
- c) Radiation
- d) Danger of burns from hot or very cold items
- e) Extreme heat
- f) Flying sparks
- g) Explosive materials
- h) Hot liquids
- i) Acidic or caustic substances
- j) Skin irritants or drying agents
- k) Toxic fumes
- l) Flammable fumes or liquids
- m) High pressure areas
- n) Sharp edges
- o) Dangerous moving parts of machinery
- p) Equipment shields
- q) Excessive noise
- r) Pits or holes to avoid
- s) Pinch points

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

5. Personal Protective Equipment

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

- a) Head Protection (Hard hat, exposure from the sun)
- b) Eye Protection (Safety Glasses, face shield, etc.)
- c) Hearing Protection
- d) Respiratory Equipment.
- e) Protective clothing and gloves.
- f) Foot Protection (Steel toed boots, etc.)

Starting with the first step, all steps of the operation are listed sequentially and explanation given for

how, as well as what, things are to be done. The Instructions should be stated as simply and concisely as possible, assuming that the operator has no prior knowledge of the equipment/process. Illustrations should be provided, where appropriate, to complement the written instructions.

6. Shutdown

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

- a) Emergency Shutdown
- b) Regular shutdown
- c) Long-term (Storage) shutdown

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

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

Illustrations

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

Audits

The SOP should be reviewed on a periodic basis, but at minimum once annually to

- a) Ensure the procedure is being applied consistently.
- b) Determine if the operator understands the procedure.
- c) Allow for feedback and suggestions for improvements.

If an accident occurs while using the equipment, the Standard Operating Procedure should be reviewed by the Joint Occupational Health and Safety Committee, as part of their accident review analysis.

If the accident is attributed to failure to follow the Standard Operating Procedure:

- a) The Supervisor should document this infraction and take the necessary action to enforce the procedure.
- b) The Joint Occupational Health and Safety Committee should include an audit of the specific Standard Operating Procedure on subsequent Workplace Inspections, to observe compliance.

Confined Spaces

PURPOSE

To create a procedure whereby employees can work safely in a designated confined space. *See also General Safety Regulations for Confined Space Entry.*

RESPONSIBILITY

1. The Supervisor and department head are responsible for ensuring that employees are properly trained and that the policy is adhered to.
2. The Supervisor shall ensure that no person enters a confined space until the employer has fulfilled the requirements of section 131 of the *NS Occupational Health and Safety Act*.
3. The employee working in the area is responsible for the proper application of this procedure.

Definitions

1. Confined Space

An enclosed or partially enclosed space

- a) not designed or intended for regular human occupancy
- b) with restricted access or exit
- c) that is or may become hazardous to a person entering it because of its design, construction, location, atmosphere or the materials or substances in it or other conditions

All of the conditions specified in a), b), and c) above must be present at the same time to meet the definition of confined space.

Factors that would tend to indicate regular human occupancy are:

- a) the regular presence of an operator is required for the function of the space
- b) persons are present in the space for a significant fraction of the day on an ongoing basis

The fact a person enters a space on a scheduled (i.e. - regular) basis is not sufficient by itself to allow the space to meet the requirements of clause “a”).

Restricted access or exit generally means inhibited movement such as bending, crawling, climbing, or having to be mechanically transported.

2. Competent Person

A person

- a) who is qualified because of their knowledge, training and experience to organize the work and its performance
- b) who is familiar with the provisions of the *NS Occupational Health and Safety Act* and the regulations that apply to such work, and has knowledge of any potential or actual danger to health or safety in the workplace; A worker is deemed to be competent for entering and assisting with an entry into a confined space, when authorized by their Supervisor; in receipt of training deemed adequate by Occupational Health and Safety Division, and trained in artificial respiration
- c) whose work may necessitate confined space entry shall receive instructions in entry procedures and be familiar with the *NS Occupational Health & Safety Act and Regulations*.

PROCEDURES

An employee shall not enter a confined space unless the following procedures are followed:

Some examples of confined spaces are

Wet wells and dry wells in sewage pumping stations; manholes in sanitary and storm sewers; chlorine rooms, valve and meter chambers.

1. All employees whose work may necessitate confined space entry shall receive instructions in entry procedures and be familiar with the *NS Occupational Health and Safety Act* and Regulations.
2. Sufficient tests are made by a competent person for oxygen deficiency, flammability, explosive conditions and toxic vapours, in appropriate locations of the confined space and the results of the testing recorded in a permanent log (record) and signed by the competent person conducting the test.
3. When access and egress to and from the confined space has been assessed, and where applicable, all mechanical and electrical machinery/equipment associated with the confined space, has been disconnected, locked-out, and tagged to prevent injury due to accidental start-up.
4. All equipment, including hardware, gas detectors, personal protective equipment, has been properly maintained, inspected and/or calibrated as required by a qualified person. A record of inspection and maintenance shall be maintained.
5. On reaching the designated worksite, ensure that proper traffic control procedures are set up as required.
6. All employees will wear a safety vest with fluorescent strips on both the front and back
 - a) Cones or delineators set up as required by local legislation for traffic control.
 - b) If a traffic controller is required, then this person shall have a STOP/SLOW sign and be given both written and verbal instructions. Refer to Traffic Regulations
7. All required personal protective equipment must be worn.
8. Only competent employees who have been properly trained, equipped, and supervised shall be permitted to enter confined spaces
9. Proper wash up is strongly recommended at all times after dealing with sewage and waste water

Testing and Entry (Where Hazard Does Not Exist)

If the tests indicate that a hazard does not exist, the employee may enter the confined space provided that:

1. All sources of ignition including smoking are eliminated.
2. Continuous monitoring of the confined space is conducted to determine changes in the environment pertaining to all hazards listed in the Act. If in doubt contact your Supervisor or the Department of Labour & Advanced Education.
3. The employee is wearing a safety harness attached to a lifeline, which shall be tended at all times for retrieval in the event of any emergency. The safety harness shall be of a type that will maintain the worker in a vertical position to permit rescue.
4. A competent person is in attendance, stationed outside the confined space maintaining the employee inside the confined space in view or in constant communication at all times and having easy access to a suitable retrieval system and a self-contained breathing apparatus in the event of an emergency.
5. The stand-by observer stationed outside the confined space must be equipped with a suitable communication device, capable of alerting the nearest source of help.

Testing and Entry (Where Hazard Does Exist)

If the tests indicate that a hazard does exist, the confined space shall not be entered unless:

1. The Supervisor is present to oversee the operation.
2. It can be purged or ventilated to provide a safe environment whereby procedures outlined in the Act. If in doubt contact your Supervisor or the Department of Environment and Labour.
3. The employee required to enter is wearing a suitable breathing apparatus and a safety harness and life line which is secured to a tripod or other suitable retrieval system, supervised by a competent person keeping watch or in constant communication outside the confined space.
4. Arrangements have been made to remove the employee if necessary, by using "Retractable Life-Lines Safety Block (Tripod)" or other suitable retrieval system. A person adequately trained in artificial respiration shall be conveniently available.

Entering Manholes and Sewers (When There is an Alarm)

1. Barricade manhole, set up warning signs at a suitable distance on each side of the manhole as laid out in the Nova Scotia Department of Transportation & Public Works Regulations.
2. No smoking or open flames shall be permitted in the vicinity of, or in the confined space.
3. Before the manhole cover is removed, the sampling tube is to be lowered through the hole in the cover to check for oxygen deficiency, H₂S (Hydrogen sulfide) and explosive gases.
4. If explosion alarm sounds, DO NOT attempt to remove the manhole cover. The Supervisor must be notified immediately who in turn will notify the Fire Department if required.
5. If oxygen deficiency or H₂S alarm sounds - lift manhole cover and let vent. Do not remain near open manhole. The Supervisor will be notified immediately. No entry of the space will be attempted until re-testing indicates safe conditions exist.
6. If no alarm condition exists, the manhole cover can be safely lifted with a suitable lifting device. Making sure there is no spark caused.
7. After removal of the manhole cover, test the entire manhole air space volume for oxygen deficiency, H₂S and explosive gases before entry. If for any reason, air testing cannot be done reliably, the manhole space in question must be considered dangerous to life or health, and appropriate and adequate hazard control precautions must be taken. (i.e. - Do not enter, notify the Supervisor immediately).
8. The results of the atmospheric testing must be recorded in the Confined Space Entry Sheet, including gas readings and the date/time reading was taken. These sheets are to be turned into the Supervisor at the end of each shift.
9. If an alarm condition or any reason exists to believe entering a manhole is dangerous, entry must not be attempted without forced mechanical ventilation undertaken and respiratory protection worn.
10. Ventilate the entire manhole air space with a blower (capacity approximately 800cfm), if an alarm condition exists, wait for at least 20 minutes before rechecking the manhole. The blower's air intake must be placed in a position remote from vehicle exhaust pipes and traffic areas to ensure that the supply air remains contaminant free. Maintain ventilation until work is finished.
11. Continuous monitoring of the confined space is conducted to determine changes in the environment pertaining to all hazards listed in the Act. If in doubt contact your Supervisor or the Department of Labour & Advanced Education.

Entering Manholes and Sewers (When There Is No Alarm)

1. Wear appropriate personal protective clothing and equipment, such as coveralls, gloves, safety boots, hard hat, body harness and life-line; where applicable the equipment should be CSA approved.
2. To enter a manhole the life-line shall be attached to the body harness of the worker entering the manhole and shall be tended at all times by another person outside the manhole. As a rule, there must be at least two employees at the top when one goes below, although with commercially available proper load arresting and control descent systems, one person may be sufficient.
3. If it is not feasible to ventilate the sewer space effectively or any uncertainty exists, the worker shall wear a self-contained breathing apparatus (SCBA) of known service life. The breathing air for the respirators shall be contaminant free and conform to National Institute of Occupational Safety and Health (USA-NIOSH)/Mine Safety and Health Administration (USA-MSHA) standards.
4. The standby observers stationed outside the manhole must maintain communication with the person inside and be properly trained and equipped to immediately pull him out in emergency. Where voice/visual contact cannot be maintained, two-way radios or walkie-talkies shall be utilized.
5. For rescue purposes, a self-contained breathing apparatus must be conveniently located outside, together with a safety harness and a life line.
6. The standby observer stationed outside the manhole must be equipped with a suitable emergency alarm system or a two-way communication device, capable of alerting the nearest source of help.
7. If any hazard exists or condition exists which may be dangerous to life or health, entry must not be attempted and the Supervisor notified immediately.
8. All equipment, including hardware, gas detectors, personal protective equipment, body harness, retrieval devices, two-way radios, lighting, mechanical ventilating equipment and self-contained breathing apparatus must be in proper working condition before any entry into a confined space is made. Gas detectors are to be checked and calibrated annually by the manufacturer and each time prior to usage by a competent person. A log must kept on testing indicating the date and time of the test and the name of the tester. The calibration must be done by a competent person.

The above procedure outlines must be followed with caution and shall be considered as a minimum requirement to assure safe and healthful working conditions. If any doubt or questions arise, the Supervisor must be notified immediately and no action by the employee is to be taken until the Supervisor is on the scene.

Entering Sewage Pumping Stations, Wet Wells and Confined Spaces –

1. Only trained personnel and the supervisors are authorized to enter these stations. Any other personnel except emergency rescue personnel must receive prior written approval from the Director of the Public Works Service Group or their designate, before entering any Sewage Pumping Stations, Wet Wells or confined spaces.
2. All employees are to use and wear safety equipment provided including hard hats, safety boots, etc.
3. All pumps and motors are to be shut off, locked out and tagged when being worked on.
4. All moving shafts are to be equipped with guards and these kept in place.
5. Only experienced and competent persons are authorized to work on electrical equipment.
6. Procedure outlined below is to be used for entry into Wet Wells.

7. The following equipment will be available on site and used as required:
 - a) Meter test O₂, H₂S, combustible gas
 - b) Head gear - hard hat
 - c) Foot wear - safety boots, waders
 - d) Hand protection - gloves
 - e) Coveralls or rain gear
 - f) Body harness and retrieval device
 - g) Eye and ear protection if required
 - h) Communication - two-way radio
 - i) Lighting
 - j) Mechanical ventilating equipment if required
 - k) Self contained breathing apparatus
 - l) Full face shield (clear)

Entry into Wet Wells

1. Test Wet Well for oxygen deficiency, H₂ S and explosive gases. Testing is to be carried out by a competent person using a suitable calibrated gas testing meter.
2. If an alarm condition exists, entry is not to be attempted and the Supervisor must be informed.
3. If an alarm condition exists, the Wet Well must be ventilated and re-tested until safe.
4. A gas detector sheet is to be filled out and signed each time the gas meter readings are taken, before work on the Wet Well starts. The gas detector sheets are to be turned into the Supervisors at the end of each shift and to include the names of all persons entering the Wet Well.
5. The employee entering the Wet Well shall be equipped with body harnesses and safety line.
6. A two-way radio shall be used to communicate with people in the Wet Well.
7. Trained people shall be standing by and a self contained breathing apparatus available on site in the event of an emergency.
8. The standby employee will be outside the Wet Well at all times and a safety harness, life line and breathing apparatus must be on site.
9. The Wet Well shall be monitored on a continuous basis while work is being carried out.
10. The standby observer outside the Wet Well shall be equipped with a two-way communication radio equipped with an emergency button.
11. All other safety procedures recommended by the Department of Labour & Advanced Education and Traffic Control Manual must be carried out at all times.

Electrical/Mechanical Equipment Lock-out Procedure

PURPOSE

To prevent injury to personnel and/or damage to equipment by prohibiting the operation of equipment, controlling devices or electrical switches through the use of locks.

RESPONSIBILITY

1. Every Supervisor shall fulfil the requirements of Section 51 of the *NS Occupational Health and Safety Act*.
2. Every Supervisor is responsible for ensuring that the lockout procedure is adhered to by all employees under his or her supervision. Under no circumstances is it permissible to bypass the lockout procedure or the prescribed removal of locking devices.
3. An Employer shall ensure that, in addition to any normal start and stop control mechanism, a machine, equipment, tool or electrical installation has a means of isolating all sources of energy to the machine, equipment, tool or electrical installation that is:
 - a) accessible when needed by an employee; and
 - b) readily identifiable.
4. An employer shall ensure that where a person may be exposed to a hazard by the energizing of a machine, equipment, tool or a electrical installation, or any part of it, the energized machine, equipment, tool or electrical installation, or any part of it, is energized:
 - a) only in accordance with a applicable written procedure established by the employer; and
 - b) only after all persons are clear of the hazardous area and are instructed to remain clear.

Definitions

- a) **“equipment”** includes:
 - pipes for transporting a material, and hydraulic or pneumatic lines
- b) **“lock-out device”** means the device that secures the isolation of the energy source of a locked out machine, equipment, tool or electrical installation
- c) **“lock-out location”** means the location of a lock-out device
- d) **“lock-out tag”** means a tag that is installed at a lock-out location, and
 1. has words directing a person not to start or operate the machine, equipment, tool or electrical installation
 2. identifies the person who has performed a lock-out
 3. does not readily conduct electricity
- e) **“zero energy state”** means a condition in which a machine, equipment, tool or electrical installation is rendered incapable of spontaneous or unexpected action or otherwise releasing kinetic or potential energy.

General

1. With modern technology we find more sophisticated equipment and work practices. This increases the possibility of harm or injury in the work place. To minimize harm to people and equipment it is essential that all Municipality of the County of Annapolis employees utilize proper work procedures when working in any type of energy system.
2. This section details the procedures to be followed for securing the locking out of equipment undergoing repairs, maintenance or set up operations where injury could result from unexpected motion and start-up or contact with energized systems.

When to Lockout

1. Any authorized employee who will be performing the work is required to lockout.
2. If more than one employee is working on the same equipment, each employee shall install his or her own lock.
3. All lockout personnel must be trained on how to do lock out.

Lockout Equipment

1. Padlock shall be master # 1 or equivalent.
2. Lockout hasps shall be used for this procedure.
3. All lockout equipment shall be kept in good working order, and be available to all authorized employees.

Lockout/Tagout Test Procedure

1. All personnel affected by the lockout shall be notified.
2. Stored energy must be neutralized by releasing hydraulic or pneumatic pressure; blocking or releasing spring or gravity mechanisms; disconnecting electrical power supplies from their source.
3. All energy sources must be checked to ensure they are de-energized.

Lockout/Tagout

1. All switches and valves shall be locked and tagged with an approved lockout device.
2. The key to each employees lock shall stay with that employee until work is completed.
3. If more than one shift is involved to complete the work, the relief person should place his/her lock on the energy isolating device prior to the removal of the original lock and tag.

Return to Service

1. Only the person who installed the lock shall remove it.
2. If emergency start up of equipment is required every effort must be made to locate the employee whose lock is on the equipment. If they cannot be located, and after positive assurance is made that no one is working on the locked out equipment, the Supervisor, may personally remove the lock, but must make every effort to inform the person whose lock he removed.
3. Clear away all tools and materials before removing the lock and tag.
4. Notify all affected employees that the work is completed.

Note: *When working on hydraulic systems of a hydraulic elevator, in addition to lockout and tag, the elevator must be landed on pipe stands or similar supports to prevent accidental motion resulting from the loss of hydraulic pressure.*

Lockouts for Confined Spaces

Where work is to be done in confined spaces, such as tanks, bins, or silos, the supply lines must be blanked off wherever possible. Valves must be locked out when depended upon. Agitators, fans, pump, and other rotating equipment must be locked out and tagged. The employee within the confined space should keep the key to prevent the opening of a lock by another employee.

Summary

No job is too small to merit locking and tagging out. Yielding to the temptation to bypass this procedure could cost a life.

General Electrical Safety

The Municipality of the County of Annapolis shall ensure that an electrical installation is designed, installed, assembled, operated, inspected, serviced, tested, maintained, repaired and dismantled in an adequate manner in accordance with CSA standard C22.1-98, A Canadian Electrical Code Part 1 (18th edition), Safety Standard for Electrical Installations.

Supervisors and workers shall ensure:

1. Only fully competent employees are to perform electrical work.
2. Avoid, if possible, working on energized electrical circuits. If work must be done on energized circuits, the buddy system should be used; i.e. – an employee should be present with the electrician when electrical work is being done. Rubber gloves, mats and blankets to provide insulation from the ground and insulated tools should be used.
3. Check before using all cords to electric tools and other portable equipment and replace or repair if defective. All such tools, equipment and extension cords should be grounded.
4. Avoid working on electrical circuits or equipment while clothing or shoes are wet, or while hands or feet are immersed in water. Wet areas on which personnel must stand should be covered with dry wooden boards or rubber matting.
5. Use fuses, circuit breakers or thermal cut-outs for over current protection. When a protective device de-energizes a circuit, the reasons for the action should be determined and corrective action taken.
6. Ensure that when two or more employees are working together, but are not in hearing or sight of each other, an appropriate means of communication is used.
7. Always ensure that a circuit has been de-energized. Make sure that it has been de-energized by checking at a terminal board or switch box before a connection is broken.
8. Never render interlocks inoperative by removing, modifying or destroying them.
9. Never use water on an electrical fire. When possible, electrical equipment should be turned off before extinguishing the fire.
10. Never wear rings or watches, or carry keys, lighters or similar metallic objects while working on electrical systems or in strong microwave radiation fields.
11. Never replace a fuse with a capacity greater than that prescribed for the circuit.
12. Jumpers should not be used across fuse terminals to keep current flowing in a circuit.
13. Never use your finger to test for power.

Electrical Lock Out and Tagging Procedures

1. Only those employees who are fully qualified and authorized to make electrical connections or work on electrical installations or repair electrical equipment will be permitted to lock out and tag.
2. Locate the source of the electrical trouble or malfunction.
3. Check the name plate on equipment for proper voltage, amperage and phase.
4. Ensure that the appropriate breaker, fuse, etc. is turned to the off position, unscrewed, etc.
5. Lock out the panel with an approved lock out device such as a small pad lock.
6. Tag the panel with an approved tag identifying the reason for the lockout and the employee's name and phone number.
7. Ensure that the circuit is isolated and de-energized by checking the field switch and by checking with an approved voltage meter. (The voltage meter should be tested on a known energized voltage source.)
8. When work is completed, the lock and tag will be removed by the employee who put them in

place. The only exception will be when that employee authorizes a second employee to remove the lock and tag. The tag will then be filed and kept for one year.

9. If work has to be performed on energized equipment, it must be performed with extreme caution under the following conditions:
 - a) A helper shall be present.
 - b) The employee must not let themselves become distracted.
 - c) The employee's hands shall be kept in full view at all times with strict attention being given to the position of their hands.
 - d) All outside contractors must adhere to this procedure.

Trenching

PURPOSE

To provide a procedure whereby employees may work safely in a trench.

RESPONSIBILITY

1. The employee working in the area is responsible for proper application of this procedure.
2. The Supervisor and department head are responsible for ensuring that employees are properly trained and that the procedure is adhered to.
3. The employer shall ensure that no person enters a trench/excavation until the employer has fulfilled the requirements of Section 166-173 in the *NS Occupational Health and Safety Act*.

PROCEDURE

1. Where a person may enter an excavation or trench and a wall of an excavation or trench is greater than 1.2 m in height, the Supervisor shall ensure that the wall is supported by adequate shoring or bracing, or that an adequate trench cage is used, except where the employer is able to establish that the excavation or trench
 - a) is cut in sound and stable rock
 - b) is sloped
 - i. to within 1.2 m of the bottom of the excavation or trench, or
 - ii. where soil overburden is located above an excavation or trench excavated in sound and stable rock, for the entire overburden, and the slope does not exceed 1 m of vertical rise to each 1 m of horizontal run; or
 - c) is one that a person does not enter within a horizontal distance from the walls of the excavation or trench that is equal to the height of the walls.
2. Where the walls or crests of an excavation or trench are cut in rock, the Supervisor shall ensure that the walls and crests are adequately supported by rock bolts, wire mesh or other means of adequate protection, if necessary, to ensure safe working conditions.
3. Where powered mobile equipment is used near the edge of an excavation or trench, the Supervisor shall ensure that any shoring, bracing or caging for the excavation or trench is adequate to support the increased load.
4. The Supervisor shall ensure that the walls of an excavation or trench are stripped of loose rock or other material that could slide, roll or fall on a person in the excavation or trench and injure that person.
5. Despite clause 1. b), the Supervisor may slope the walls of an excavation or trench at an angle that exceeds a 1 m vertical rise to each 1 m horizontal run where an engineer has certified in writing that the steeper slope will be stable and is not a hazard to a person in the excavation or trench.
6. The Supervisor shall ensure that a utility pole, building or other structure is provided with adequate support or removed if the utility pole, building or other structure may become unstable because of excavation or trenching activity.
7. No person shall enter an excavation or trench 1.2 m or more in depth unless the Supervisor ensures that a ladder is installed that extends at least 1 m above the excavation or trench or some other adequate means of access and exit is provided
 - a) that is no more than 15 m from where the person is working; or
 - b) where a trench cage is used, within the trench cage.
8. The Supervisor shall ensure that excavated material is
 - a) kept at least 1 m away from the edge of an excavation or trench, unless an engineer

- certifies a shorter distance as adequate; and
- b) located a sufficient distance from the edge of the excavation or trench to ensure the excavated material does not re-enter the excavation or trench
9. The Supervisor shall ensure that an excavation or trench in which a person works is kept reasonably free of water.
 10. Where a person may be exposed to a hazardous substance or to an oxygen rich atmosphere in an excavation or trench, the Supervisor shall ensure that, before the person enters the excavation or trench
 - a) testing is performed to determine the concentration of any hazardous gas vapour or dust and the concentration of oxygen in the atmosphere in the immediate area of the excavation or trench where the work is to be performed; and
 - b) adequate precautions are taken to reduce the risk of injury to a person
 11. No person shall store hazardous substances in an excavation or trench
 12. The Supervisor shall provide, at or near the sides of all temporary excavations greater than 1.2 m in depth, fences, guards or barricades that prevent a person from falling into an excavation, and shall keep those fences, guards or barricades in place at all times, except where they interfere with the excavation or other work being done. An adequate barrier shall be set up around the excavation or trench
 - a) so as to protect employees working in the excavation or trench from vehicular traffic
 - b) where work is not being done in the excavation or trench, to prevent access to the excavation or trench.
 13. Where a cage is used, the design shall be certified by a professional engineer. Where a certified design is required, or a cage is removed from service, transferred or sold to a new owner, the Director (DOEL) shall receive a copy of the certified design or a notice of the transfer, as applicable.
 - a) A cage shall be erected, used, maintained and dismantled in accordance with the certified design.
 - b) A cage shall be inspected before each day it is used to ensure it does not have any defects or damage that may affect the strength of the cage.
 - c) Where an inspection identifies a defect or damage, the cage shall be removed from service until it is repaired and re-certified in accordance with regulations.
 14. An engineer shall include in the certified design required information on:
 - a) the depth at which the trench cage may be used; and
 - b) the manner in which the trench cage is to be installed, erected, used, maintained and dismantled.
 15. Where a trench cage is altered, repaired or otherwise modified in a manner that may affect the structural integrity of the cage, the Supervisor shall ensure that it meets the requirements of these regulations and is certified by an engineer.
 16. Where the top of a trench cage is below ground level, the Supervisor shall ensure that the soil above the cage is sloped in accordance with section 1(b).
 17. The Supervisor shall ensure that a nameplate is permanently attached to a trench cage, in a location visible for inspection when the cage is in use, identifying the engineer that certified the design of the trench cage and the depth at which the cage may be used.
 18. The Supervisor shall designate a competent person to inspect a trench cage before each day it is used to ensure that it does not have any defects or damage that may affect the structural integrity of the cage.
 19. Where an inspection identifies a defect or damage that affects the structural integrity of the trench cage, the Supervisor shall remove the cage from service until it is repaired and re-

certified.

20. The Supervisor shall ensure that, where a trench cage is used, it
 - a) rests as close as possible to the bottom of the excavation or trench; and
 - b) does not rest above the bottom of the excavation or trench more than the designed maximum height, or 900 mm, whichever is the lesser, unless an engineer certifying the design of the cage also certifies its use in the specific circumstances.
21. The Supervisor shall ensure that shoring or bracing for an excavation or trench
 - a) complies with a design certified by an engineer; or
 - b) is commercially manufactured.
22. The Supervisor shall ensure that any shoring or bracing for an excavation or trench is installed, erected, maintained and dismantled in accordance with the manufacturer's specifications or an engineer's specifications.
23. Before beginning an excavation or trench, the location of any underground utility line or piping shall be determined
 - a) On reaching the designated worksite, to ensure that proper traffic control procedures are set up as required.
 - b) All employees will wear a Class 2, Level 2 safety vest with fluorescent strips on both the front and back.
 - c) Cones or delineators set up as required by local legislation for traffic control.

If a traffic controller is required, then this person shall have a STOP/SLOW sign and be given both written and verbal instructions. Refer to Traffic Regulations.

Employees Working Alone

PURPOSE

To provide a means of communication to ensure protection of employees working alone.

STATEMENT

Municipality of the County of Annapolis recognizes that a number of employees in various departments must work alone because of the nature of their work. This creates the inherent risk that should the employee be threatened, injured or become ill, nobody else may be aware of the situation. It is therefore considered necessary that some continuous means of identifying where any such employees are working should be developed, and accompanied by some form of check-in or alert procedure.

PROCEDURE

1. Each department will be responsible for implementing its own reporting procedures or process for employees working alone.
2. The means of communication identified and used by each department may include:
 - a) 2-way radio, or telephone call-in to a location which is staffed 24 hours a day (i.e. Gatehouse), who will log the calls.
 - b) a personal alert device.
 - c) an audible alarm for employees working out of sight of other employees but within audible range.
 - d) cell phone.
 - e) a check-in or reporting list. A list of employees working alone on each shift who are required to call in is to be provided to the service group, accompanied by information on the planned frequency of these calls. See Schedule 'B' for Log Sheet
 - f) a GPS unit and tracking system available in each Service Group who have employees working in remote areas.

Temporary Workplace Traffic Control

PURPOSE

To provide a safety standard for temporary workplace traffic control.

STATEMENT

The Municipality of the County of Annapolis will follow The Nova Scotia Temporary Workplace Traffic Control Manual for the displaying of signs, barricades, warning lights and traffic control persons in the vicinity of construction or maintenance worksites.

Training and manuals are available through each department where required

Handling Chlorine**PURPOSE**

The purpose of this document is to establish procedures to protect the safety of employees who must work with Chlorine and Sodium Hypochlorite.

PROCEDURE

1. The procedures defined here are only general guidelines and are to be minimum requirements.
 - a) Staff who use emergency air packs for any reason must not have beards.
 - b) Staff who use emergency air packs for any reason must be trained on the use of those air packs by a qualified instructor.
 - c) A minimum of two full 30 minute air packs must be located at each site that handles chlorine, with at least one air pack being located in a building other than where the Chlorine is contained.
 - d) A fully charged air pack and a repair kits must be present on the trucks at all times during transport.
2. Emergency telephone numbers shall be posted at a location that is safe and known to all site personnel, and in trucks.
3. A wind sock or other wind direction indicator should be placed at an appropriate location at each site.
4. Each site shall be equipped with an eye wash station and/or an over-head shower, located near but outside the Chlorinator room and the Chlorine storage room. A portable eye wash station shall be available at all plant sites.
5. Chlorine storage and dispensing rooms must have a window that will allow constant visual contact while an operator is working in these potentially dangerous areas. Specially-designed, pressurized chlorine lines shall be used and specifically identified as such.
6. Chlorinator and chlorine storage rooms must be kept between 150C and 300C.
7. Warning signs must be posted such as "Danger, Chlorine Storage Area" or "Danger Chlorination Equipment".
8. Minimum distance between a chlorinator and the wall should be at least one meter.

Properties

Chemical Formula: Cl_2

Colour: Greenish yellow gas/clear amber liquid

Odour: Chlorine has a characteristic odour of bleach

Specific Gravity: 2.5 times heavier than air

Boiling Point: (-30° Fahrenheit)

Freezing Point: (-150° Fahrenheit)

Fire Hazard: by itself is non flammable and non explosive but will support combustion

Corrosivity: very corrosive in the presence of moisture

Chlorine gas is primarily a respiratory irritant. Liquid Chlorine in contact with the skin or eyes will cause severe burns. One unit of liquid Chlorine, when vaporized, will expand to 460 units of gas.

Precautions

Never use water on a chlorine leak because the water increases the corrosive action of the Chlorine and makes the leak worse. Do not attempt to neutralize the chlorine with chemicals.

Emergency First Aid Procedures (Handling Chlorine)

Where a person is exposed to Chlorine Gas or Sodium Hypochlorite, first aid procedures must be initiated and medical assistance summoned as referenced in the MSDS form.

Before first aid is attempted, make sure that you protect yourself from exposure to the hazards.

Remove the exposed person from the contaminated area; loosen restrictive clothing around their neck; remove any contaminated clothing.

a) Inhalation

If a person inhales Chlorine gas or fumes from Sodium Hypochlorite, be sure to move the person to an area where fresh air is available. If breathing has stopped or the person is experiencing breathing difficulties, start artificial respiration immediately (or resuscitation) and continue until the person is breathing normally. Keep the person warm (wrapped in blankets) and quiet (do not allow the person to move around) get immediate medical attention. Delayed complications may occur because of the inhalation of Chlorine.

b) Eye Exposure

If liquid Chlorine, Chlorine gas or Sodium Hypochlorite solution gets into the eyes, flush the eyes immediately with large quantities of water. This should be continuous for at least 20 minutes. The upper and lower eyelids should be lifted to ensure that as much of the eyeball as possible is flushed. Ensure to receive immediate medical attention.

c) Skin Exposure

If liquid chlorine, chlorine gas or Sodium Hypochlorite solution gets on the skin, flush the contaminated area immediately with water. This should be continuous for at least 15 minutes. If irritation is evident after washing, the person should get immediate medical attention.

d) Ingestion

If a person swallows a Chlorine solution or Sodium Hypochlorite solution, be sure that the person drinks plenty of water or milk. Do not use baking soda or any other acidic antidote to try to neutralize the effect. Get immediate medical attention. Do not induce vomiting.

**Operation and Maintenance Performance Standards
MUNICIPALITY OF THE COUNTY OF ANNAPOLIS**

ACTIVITY

Handling Chlorine Gas Cylinders

OBJECTIVES

The Objective of this Standard is to provide a basis for the safe loading, transporting, unloading, connecting and disconnecting cylinders that contain or may contain chlorine gas. The Objective of the Standard is to also provide a procedure to be used in the event of a chlorine gas leak.

BACKGROUND

The Municipality uses chlorine to disinfect water and wastewater. At the present time the Municipality uses chlorine at the Granville Ferry Well Field, at the Cornwallis Park Water Treatment Plant and at the Cornwallis Park Wastewater Treatment Plant. The Municipality also stores extra chlorine at the Cornwallis Wastewater Treatment Plant. All of the chlorine used and stored by the Municipality is delivered directly to the Cornwallis Park Wastewater Treatment Plant. The gas is delivered in 150 pound (68 kilogram) cylinders.

Chlorine is a strong oxidant. Chlorine can burn animal and human tissue. Chlorine corrodes some metals. At atmospheric pressure chlorine is a gas. The chlorine in the cylinders is a liquid under extreme pressure. The chlorine changes from a liquid to a gas as it escapes from the cylinder. Chlorine gas is heavier than air and will flow downhill, collecting in depressions and low-lying areas. In a room, chlorine gas will accumulate at floor level.

We use chlorine gas by dissolving it in water and injecting the solution into either water or wastewater. Our chlorine feed rates are below 4 mg/L (4 ppm). At this concentration, the chlorine does not pose a threat to human health.

Performance Standard

NOTE

ALL ACTIVITIES ASSOCIATED WITH HANDLING CHLORINE CYLINDERS, INCLUDING LOADING, UNLOADING, TRANSPORTING, AND CHANGING CYLINDERS ARE TO BE CARRIED OUT BY TWO PEOPLE. IN AN EVENT WHERE TWO PEOPLE ARE NOT AVAILABLE AND THE INDIVIDUAL HANDLING THE CYLINDERS HAS SUFFICIENT PHYSICAL STRENGTH TO HANDLE THE CYLINDERS, THE INDIVIDUAL HANDLING THE CYLINDERS SHALL TELEPHONE A SECOND PUBLIC WORKS PERSON. THE SECOND PERSON IS TO REMAIN IN TELEPHONE CONTACT, LISTENING TO THE ACTIVITY, UNTIL THE INDIVIDUAL HANDLING THE CYLINDERS CONFIRMS THAT THE ACTIVITY IS COMPLETE.

1. ACTIVITY

A. Receiving and Delivering Chlorine

- Check to confirm that gas cylinders are each clearly labeled with the WHMIS label for an oxidant.

**Oxidant Material**

- Check to confirm that the pathway from the delivery point to the storage point is clear of obstructions.
- Check each cylinder to confirm that the valve is closed (turn clockwise to close).
- Check to confirm that the cap that protects the cylinder valve is in place.
- Place cylinder on dolly and secure (Move one cylinder at-a-time).
- Remove cylinder from dolly in storage location and secure the cylinder in place.
- Record delivery data and time in the operating log for the facility to which the delivery has been made.

B. Changing Chlorine Cylinders

- Put SCBA equipment on. Confirm that SCBA is functioning.
- Turn cylinder valve off (clockwise). Wait three minutes to allow gas to escape from piping and fittings (gas escapes into whatever is being disinfected).
- Disconnect the chlorinator from the cylinder. Remove the gasket. Dispose of the gasket. Place a protector cap on the empty cylinder. Remove the empty cylinder. Move the empty cylinder to a designated storage location. Secure the empty cylinder in place. Place a label on the empty cylinder to identify the cylinder as empty.
- Check that the valve on the full cylinder is closed (turn clockwise). Move the full cylinder and secure in place.
- Reconnect the chlorinator to the cylinder using a new, clean, lubricated gasket. Test the connection for leaks using ammonia.
- If no gas leakage is detected, open the cylinder valve (turn counter-clockwise).
- Record the date and weight of the cylinder on the facility log sheet.
- Return the empty cylinder to the Cornwallis Park Wastewater Treatment Plant.

C. Transportation of Chlorine Cylinders (by Public Works Truck)

- Transport (as opposed to loading and unloading) cylinders may be carried out by one person.
- Use only Public Works Vehicles that are equipped with system to secure cylinders during transport.
- Check cylinder(s) on truck to confirm that they are locked in place and cannot be loosened during transport.
- Place Oxidant Symbol on each side (all four sides) of vehicle.
- Telephone Public Works Office (Annapolis Royal) and advise office that you are transporting chlorine cylinder(s). Advise office of number of cylinders on truck, departure time and location and delivery location and estimated time of arrival. Notification of transport shall be to a person in the Public Works Office. Voicemail and email messages are not sufficient. If none is available in the Public Works Office, and the transport cannot be delayed, notify a person in the Planning Services Office.
- Transport the cylinder(s).

- Upon arrival at the delivery location, telephone the person notified that the transport was taking place. Confirm with the person that the cylinder has arrived.
- Log the transport in the Public Works operating log.

2. RECORD INFORMATION

A. Chlorine Cylinder Transport

Record date of transport, number of cylinders transported and locations from where and to where cylinders were transported. Record name of person who transported cylinders and name of person notified of transport and delivery. Record information in Public works Operating Log.

B. Chlorine Cylinder Loading and Unloading

Record date of activity and names of the two individuals responsible for the activity. In the event that the second responsible person was linked by telephone, note that the person was involved by telephone. Record information in Operating Log for Facility to which delivery was made.

C. Changing Chlorine Cylinders

Record date of activity and names of the two individuals responsible for the activity. In the event that the second responsible person was linked by telephone, note that the person was involved by telephone. Record information in Operating Log for Facility where the activity took place. Record the weight of the full cylinder on the Chlorination Process Log Sheet at the Facility where the activity took place.

3. REFERENCES – SUPPORTING INFORMATION

Chlorinator Manufacturer's operating and maintenance manuals. Manual for each chlorinator maintained at the facility where the chlorinator is used.

4. PRIORITY

The Standard for handling chlorine gas cylinders is an Occupational Health and Safety Standard and is therefore Priority 1.

5. APPENDICES

Operating and Maintenance Standard for Dealing with Chlorine Gas Leaks and Possible Leaks.

DATE OF ISSUE: January 24, 2007

Personal Protective Equipment (PPE)

S e c t i o n

6

Personal Protective Equipment (PPE)

PURPOSE

To provide a guideline which outlines what personal protective equipment is required to be worn in the workplace.

RESPONSIBILITY

1. The Supervisor is responsible for issuing the necessary equipment, training the employee in its use and ensuring the policy is adhered to.
2. The employee is responsible for the care and maintenance of any personal protective equipment assigned to them and for the proper application of this policy as it applies to them.

PROCEDURE

General

1. Personal Protective Equipment (PPE) is the last line of defence for controlling occupational hazards after thorough evaluation and implementation of
 - a) Engineering Controls
 - b) Administrative Controls
 - c) Work Practices
2. Only PPE approved by the appropriate safety associations will be used, i.e. - Canadian Standards Association (CSA), National Institute for Occupational Safety and Health (NIOSH), National Fire Protection Association (NFPA), etc.
3. Specific PPE needs will be identified at each workplace, in accordance with accepted industry standards, and will be documented in the specific workplace Standard Operating Procedures section for the critical pieces of equipment.
4. Training in the use and maintenance of PPE will be provided.
5. Records will be kept for the issue of non-disposable PPE.
6. The Joint Occupational Health and Safety Committee will audit compliance during their regular inspections.

Personal Protective Equipment (PPE)

Head Protection

All personnel working, supervising or visiting on maintenance and construction worksites shall wear appropriate protective headwear. There may; however, be specific tasks in the worksite whereby supervisors may use their discretion to relieve this requirement, provided they are not conflicting with the Department of Labour and Advanced Education.

Where a person is exposed to a hazard that may injure the person's head, supervisors shall ensure that protective equipment is worn that is appropriate to the hazard and that complies with one of the following *CSA Standards*:

- a) *CAN/CSA Z94.1-92 (R1998)* - Industrial Protective Headwear
- b) *CSA Z94.1-M1977* - Industrial Protective Headwear

- Each headwear must be marked with the manufacturer's class of protection, the year and month of manufacture, and a warning statement about replacing headwear after a severe impact.

- No modifications are to be made.
- All hard hats shall sit firmly on top of the head. It is not acceptable to perch a hard hat on top of any other type of soft cap, i.e. - ball caps, etc.
- Hard hats are not to be painted or sprayed with insect repellent since the paint/spray may deteriorate the hat.
- Only safety-approved emblems, reflective tape, stickers, etc., shall be allowed on hard hats.
- Hard hat liners, not wool caps, etc. should be worn during cold weather conditions.
- Hard hats are not to be worn backwards.

Safety headwear is designed to protect the head from impact from falling objects, bumps, splashes from chemicals or harmful substances, and contact with energized objects and equipment. There are many designs but they all must meet the **CSA requirements for industrial head protection**:

Class C - provides protection against impact and penetration only

Class E - provides protection against impact and penetration and electrical contact (tested to 20kV)

Class G - provides protection against impact and penetration and electrical contact (tested to 2.2kV)

Most head protection is made up of two parts

1. the shell (light and rigid to deflect blows)
2. the suspension (to absorb and distribute the energy of the blow)

Both parts of the headwear must be compatible and maintained according to manufacturer instructions. If attachments are used with headgear, they must be designed specifically for use with the headwear used. Bump caps are not considered proper headwear.

Inspection and Maintenance

Proper care is required for headwear to perform efficiently. The service life is affected by many factors including temperature, chemicals, sunlight and ultraviolet radiation (welding). The usual maintenance for headwear is simply washing with a mild detergent and rinsing thoroughly.

DO

- replace headwear that is pitted, holed, cracked or brittle
- replace headwear that has been subjected to a blow even though damage cannot be seen
- remove from service any headwear if its serviceability is in doubt
- replace headwear and components according to manufacturer's instructions
- consult the Department of Labour and Advanced Education or your supplier for information on headwear.

DON'T

- drill, remove peaks, alter the shell or suspension in any way
- use solvents or paints on the shells (makes shells 'break down')
- put chin straps over the brims of Class B headwear
- use any liner that contains metal or conductive material
- carry anything in the hard hat while wearing the hard hat

Eye Face and Neck Protection

Where a person is exposed to a hazard that may irritate or injure the eyes, face or neck, Supervisors

shall ensure that protective equipment is worn that is appropriate to the hazard and that complies with *CSA Standard CAN/CSA Z94.3-99 - Industrial Eye and Face Protectors*.

Subsection (1) does not apply if a person operating a chain saw is wearing adequate face protection as a substitute for the protective equipment referred to in subsection (1). A face screen is commonly used as face protection in the forestry industry.

All personnel working or supervising on maintenance and construction worksites where they might be exposed to eye injury due to flying particles from hazardous substances or from harmful light or other rays, shall wear the appropriate protective goggles, shields, clear or coloured glasses, or other suitable devices manufactured for the purpose of protecting persons from such injury.

This PPE is designed to protect the worker from such hazards as

- a) flying objects and particles
- b) molten metals
- c) splashing liquids
- d) ultraviolet, infrared and visible radiation (welding)

Hardened glass prescription lens and sport glasses are not an acceptable substitute for proper, required industrial safety eye protection. Comfort and fit are very important in the selection of safety eyewear. Lens coatings, venting or fittings may be needed to prevent fogging or to fit with regular prescription eyeglasses. In certain applications, contact lenses should NOT be worn at the work-site. Contact lenses may trap or absorb particles or gases causing eye irritation or blindness. Hard contact lenses may break into the eye when hit. Basic eye protection should be worn with a face shield. A face shield by itself is often not enough to fully protect the eye from work hazards. When eye and face protection are required, advice from a Occupational Health & Safety Officer, Material Safety Data Sheet (MSDS) or your supplier will help in your selection.

Eye Protection for Welders

Welders and welders' helpers should also wear the prescribed equipment. Anyone else working in the area should also wear eye protection where there is a chance they could be exposed to a flash.

DO

- ensure your eye protection fits properly (close to the face)
- clean safety glasses daily, more often if needed
- store safety glasses in a safe, clean, dry place when not in use
- replace pitted, scraped, bent and poorly fitted PPE

Damaged face/eye protection interferes with vision and will not provide the protection it was designed to deliver.

DON'T

- modify eye/face protection
- use eye/face protection which does not have a CSA certification

(CSA stamp for safety glasses is usually on the frame inside the temple near the hinges of the glasses).

Respiratory Equipment

All personnel working or supervising at maintenance or construction worksites (where they might be exposed to gases, vapours, mists, fumes, smoke, dust, noise, other chemical substances and physical agents beyond the threshold limit values published by the American Conference of Government Industrial Hygienists), shall wear the appropriate protective masks or hearing protection, or other suitable devices manufactured for the purpose of protecting persons from such dangers.

No employee shall enter an excavation, manhole, catch basin or similarly enclosed construction unless a second employee is available to provide assistance in case of entrapment. Safety harness, testing equipment, etc., shall be used where appropriate. Where a person is exposed to a respiratory hazard that may cause injury or disease, the Municipality of the County of Annapolis shall provide and ensure the use of adequate respiratory protective equipment that is appropriate to the hazard.

The Municipality of the County of Annapolis shall ensure that the compressed breathing air used in self-contained respiratory protective equipment complies with or exceeds *CSA standard CAN3-Z180.1-M85* - Compressed Breathing Air and Systems.

The Municipality of the County of Annapolis shall ensure compliance with *CSA standard CSA Z94.4-93 (R1997)* - Selection, Use, and Care of Respirators, in respect of:

1. the training of users of self-contained respiratory protective equipment
2. the use, maintenance and testing of respiratory protective equipment (whenever reasonably possible)
3. fire fighters shall receive annual quantitative fit testing of their self-contained respiratory protective equipment

Respiratory protection falls into two major categories. The first is Air Purifying Respirators (APRs) which are particle (dust) chemical cartridges but NO visor plate. The second category is Atmosphere Supply Respirators, including self-contained breathing apparatus (SCBA), air line systems and protective suits that completely enclose the worker and incorporate a life support system.

DO

- train workers very carefully in the use, care and limitations
- ensure that respirators are properly cleaned and disinfected after each shift, according to the manufacturer's instructions
- dispose of exhausted cartridges and masks in sealed bags or containers
- keep new, unused filters separate from old, used filters
- monitor APR use; they are useless just hung around the neck
- replace filters when breathing becomes difficult

Protective Clothing and Gloves

Appropriate protective clothing, such as gloves, chain saw pants, hearing protection, etc., shall be worn by all Department personnel when engage in tasks where such clothing or equipment is required. Workplace clothing in some maintenance sections is provided by the Municipality of the County of Annapolis based on the degree of risk to which the employee is exposed, and is required to be worn accordingly. Only clothing appropriate for the task involved shall be worn.

Employees working in maintenance and construction areas must be clothed in a shirt and trousers. Coveralls or overalls should be worn whenever practical. Oily or greasy clothing should not be worn, because it frequently causes skin irritations and is very dangerous in the event of fire. Jewelry or excessively loose, tattered or frayed clothing is not to be worn because of the inherent danger of working around rotating equipment.

The direction of Supervisors regarding the necessity of wearing any particular type of safety or protective clothing must be followed. Appeals of Supervisors' decisions will be mediated by the Manager or their designate, after receiving recommendations from the Joint Occupational Health and Safety Committee.

Hand Protection

PPE for the hands include: finger guards, hand-pads, mitts, gloves, and barrier creams. Choose hand PPE that will protect against chemicals, scrapes, abrasions, heat and cold, punctures and electrical shocks. Types of PPE for the hands come in many forms, each designed to protect against certain hazards. Gloves most commonly used in the construction industry are made from leather, cotton, rubber, synthetic rubbers and other man-made materials, or combinations of materials.

Vinyl coated or leather gloves are good for providing protection while handling wood or metal objects. When selecting hand PPE, keep the following in mind: look for anything at the job-site that may be a hazard to the hands. If gloves are to be used select the proper type for the job to be done. Inspect and maintain hand PPE regularly. If in doubt about the selection or need for glove or hand PPE, consult your safety supplier or Material Safety Data Sheet (MSDS).

DO

- inspect hand PPE for defects before use
- wash all chemicals and fluids off gloves before removing them
- ensure that gloves fit properly
- use the proper hand PPE for the job
- follow manufacturer's instructions on the care and use of the hand PPE you are using
- ensure exposed skin is covered (no gap between the sleeve and the hand PPE)

DON'T

- wear gloves when working with moving machinery (gloves can get tangled or caught)
- wear hand PPE with metal parts near electrical equipment
- use gloves or hand protection that is worn out or defective

Foot Protection

All personnel working or supervising on maintenance and construction worksites, including all work activities relating to the Operations Department and Engineering Division, shall wear the appropriate safety footwear manufactured for the purpose of protecting persons from injury. Where a person is exposed to a hazard that may injure the person's foot, The Municipality of the County of Annapolis will ensure that all workers know that protective equipment is mandatory. Workers will wear foot protection that is appropriate to the hazard and that complies with CSA standard CAN/CSA-Z195-M92, Protective Footwear.

A. General Information

Safety footwear is designed to protect against foot hazards in the workplace. Safety footwear protects against compression, puncture injuries, and impact. Safety footwear is divided into three grades which are indicated by coloured tags and symbols. The tag colour tells the amount of resistance the toe will supply to different weights dropped from different heights. The symbol indicates the strength of the sole. For example, a triangle means puncture-resistant sole able to withstand 135 kg (300 ft. lbs.) of pressure without being punctured by a 5 cm (2 inch) nail. For more information, look at *CSA standard CAN/CSA-Z195-M92, Protective Footwear*.

In construction, it is recommended that only the green triangle grade of footwear, which also gives ankle support, be used. Your choice of protective footwear should always over protect, not under protect.

DO

- choose footwear according to job hazard and *CSA Standards*
- lace up boot and tie laces securely; boots do not protect if they are a tripping hazard or fall off
- Use a protective boot dressing to help the boot last longer and provide greater water resistance (wet boots conduct current)
- choose a high cut boot to provide ankle support (less injuries)

DON'T

- wear defective safety footwear (i.e., exposed steel toe caps)
- under protect your feet or modify safety footwear

Hearing Protection

Hearing protection is designed to reduce the level of sound energy reaching the inner ear.

The 'rule of thumb' for hearing protection is: use hearing protection when you can't carry on a conversation at a normal volume of voice when you are 3 feet apart.

Remember, this is only a rule of thumb. Any sound over 85 dB requires hearing protection. Hearing loss can be very gradual, usually happening over a number of years. The most common type of hearing protection in the construction industry is earplugs and earmuffs. If you choose to use the other types of hearing protection, ask your safety supplier or the Nova Scotia Department of Labour and Advanced Education office for further information. It is important to have different styles of hearing protection available. Different styles allow a better chance of a good fit. Each person's head, ear shape and size is different.

One style may not fit every person in your Department. If hearing PPE does not fit properly or is painful to use, the person will likely not use it. If the hearing protection is not properly fitted, it will not supply the level of protection it was designed to deliver.

If your hearing protection does not take the sharp edge off the noise, or if workers have ringing, pain, headaches or discomfort in the ears, your operation requires the advice of an expert.

Workers should have their hearing tested at least every year, twice a year if they work in a high noise area.

Drowning Protection

If at any time a Municipality of the County of Annapolis worker is exposed to the risk of drowning, The Municipality of the County of Annapolis shall provide a personal flotation device that complies with CGSB standard CAN/CGSB-65.11-M88, Personal Flotation Devices or an alternative means of protection that provides an equivalent level of safety to prevent the person from drowning. This standard covers Personal Flotation Devices for persons over 41 kg (90 pounds) designed to be worn continuously.

There are two types

1. inherently buoyant
2. some inherent buoyancy supplemented by an inflatable device.

An approved PFD will have the following label:

Personal Flotation Device

Designed for chest size _____ to _____

Manufactured by _____ in (month and year of manufacture)

Lot number _____ to conform to standard *CAN/CGSB-65.11-M88*,

Type _____ Buoyancy, 69 N minimum (15 -1/2 pounds force)

Approved by the Department of Transport, Canada

Approval No. _____

DIAGRAM OR SKETCH SHOWING HOW THE PFD IS TO BE USED

All flotation devices may lose buoyancy over a period of time and become no longer serviceable.

The PFD's water performance should be checked once per year to determine that it provides adequate buoyancy for your needs.

THIS PFD IS DESIGNED TO BE WORN.

WEAR IT!

Fall Protection Equipment**PURPOSE**

To protect a worker from fall hazards when over three (3) metres above the ground or floor level when no permanent protection (such as guard rails) are in place.

RESPONSIBILITY

1. The Supervisor is responsible for issuing the necessary equipment, training the employee in its use and ensuring the policy is adhered to.
2. The employee is responsible for the care and maintenance of any personal protective equipment assigned to them and for the proper application of this policy as it applies to them.

PROCEDURE**General**

Body belts and harnesses are used in industry to provide employees working at heights above ground level with freedom of movement and protection from falls. These devices will arrest a fall and absorb some of the shock of the fall. The systems are usually worn around the body and attached to a lanyard, fall-arresting-device or rope-grab. Better quality systems usually have some form of shock absorber on them.

A lifeline should never be used as a service line. The only time a lifeline becomes a load bearing line is in a fall. At all other times it should be slack enough to permit free movement on the service lines. Full body harness systems used with a shock absorber are preferred over waist safety belts.

See *CSA Standards*: Full Body Harness Z259.10 - M90

See also: Fall Protection & Scaffolding Regulations Part II (Fall Protection)

Use and Servicing of Equipment

1. Properly train and practice with the system you decide to use.
2. Use webbing type harnesses instead of leather harnesses.
3. Use only the manufacture's components for replacement parts.
4. Inspect carefully before each use (Inspection should be performed by a trained worker)
5. Have the harness fitted snugly to the worker using the system.
6. Ensure that the anchor points are secure and able to support the load in the event of a fall.
7. Follow the manufacturer's instructions on care and use.
8. Ensure all lines used with the systems have thimbles.
9. Use a full body harness with a lanyard with a shock absorber whenever possible.
10. Don't modify, change or put additional holes in the harness or hardware.
11. Don't use the system for any other purpose other than its intended use (no hoisting of materials, equipment etc.).
12. Never use the Lifeline for a service line. (Again it is not to be used for hoisting.)

Refer also to the *NS Occupational Health and Safety Act, Regulations and Codes of Practice*.

Maintenance Program

Section

7

Maintenance Program**PURPOSE**

It is a policy of the Municipality of the County of Annapolis to maintain all tools and equipment in a condition that will maximize the safety of all personnel. To accomplish this, a “Maintenance Program” shall be maintained for all municipally-owned facilities. The “Maintenance Program” for all municipal lift stations will be stored at the Public Works Building.

RESPONSIBILITY

1. The employees are responsible for following these guidelines.
2. The Supervisor is responsible for ensuring the maintenance program is adhered to.

PROCEDURE**General**

1. Every employee in the Municipality must adhere to all applicable regulations, standards, and manufacturer’s specifications.
2. Only qualified personnel are to maintain equipment, tools, etc.
3. There must be scheduling and documentation of all maintenance work.

The safety information in this policy does not take precedence over the *NS Occupational Health and Safety Act, Regulations and Codes of Practice*.

All employees must be familiar with the *NS Occupational Health and Safety Act, Regulations and Codes of Practice*.

Health & Safety Training

Section 8

Health & Safety Training

PURPOSE

To develop guidelines to ensure all employees receive the proper orientation and ongoing training, necessary for maintaining a safe work environment.

RESPONSIBILITY

1. The Supervisor is responsible for ensuring the employee receives all the necessary training, as defined in this policy.
2. The Joint Occupational Health and Safety Committee is responsible for auditing the records for compliance.

PROCEDURE

Orientation

1. Each workplace will be given a copy of the current Municipal Health and Safety Program Policy and Procedures (MH&SPPP) Manual, which must be made accessible to all employees.
2. All new employees will be given an overview of the MH&SPPP Manual as part of their orientation.
3. The following areas will be reviewed in detail, during the orientation
 - a) General Safety Rules.
 - b) Health & Safety Training.
 - c) Responsibilities.
 - d) Personal Protective Equipment.
 - e) Employee Accident / Incident Reporting Guidelines.
 - f) Emergency Procedures.
 - g) Hazardous Conditions.
 - h) Refusal to Work.

All employees will be shown by their Supervisors proper safety procedures, specific to their job.

Workplace Hazardous Material Information System (WHMIS)

1. Any employee, who works with or in the proximity to any hazardous material, will receive WHMIS training, which will include information on the hazardous materials used in the workplace, their labelling, storage and use, and any health hazards they may present.
2. The instructions and training shall be developed and implemented by the Municipality of the County of Annapolis, in consultation with the Occupational Health and Safety Committee and such training and the workers familiarity with the information will be reviewed annually.
3. A Material Safety Data Sheet (MSDS) book will be kept at a location accessible to all employees (i.e. - First Aid Station) for reference.
4. A master MSDS book for the Municipality will be kept at the Municipal Office.

First Aid

1. A minimum of one person per work shift and work site will be able to produce a certificate to show that they are qualified in the latest First Aid course. When the number of workers is greater than five, then two people shall be qualified in the latest approved First Aid course.

2. The Municipality will sponsor retraining, as required, in order to maintain compliance with the Worker's Compensation Act.

Personal Protective Equipment (PPE)

1. All new employees will be provided with personal protective equipment, as required for the different work applications.
2. Employees will be instructed in the use and care of their personal protective equipment on an annual basis.

Fire Alarms and Extinguishers

1. All new employees will be shown the location of the fire alarms and extinguishers.
2. Designated employees for each workplace will be instructed in the proper use of the fire extinguishers on a tri-annual basis.

Emergency Procedures

1. All employees will be instructed in EMERGENCY PROCEDURES.
2. A copy of the **Emergency Exits Floor Plan** will be posted prominently in respective buildings.
3. An evacuation will be performed annually.

Training Program

1. Members of the Health & Safety Committee will be encouraged to attend health & safety seminars and workshops to keep their knowledge current.
2. Workers and Supervisors will attend relevant health and safety seminars and workshops to provide them with basic knowledge and skills necessary to ensure compliance with legislation.
3. Employees will be required to take additional job skills training when job requirements change.
4. Training will be provided to all employees to develop skills and knowledge. There will be planned schedule of training posted in the workplace and Supervisors shall ensure that critical topics such as **WHMIS; Emergency Plan; First Aid; Lifting; Confined Space; Traffic Control**, etc. are covered.
5. To keep personnel current in all aspects of health and safety, literature will be provided on all upcoming educational opportunities through the use of bulletin boards and newsletters. A library of information will be kept in the Municipal office.

Confined Space and Equipment Demobilization/Isolation

Designated employees will be instructed in Confined Space and Lock-Out /Tag-Out where applicable to their specific workplace duties. (Refer to Section V, Pt III, Pg 1-4.)

Workplace Inspections

Section 9

Workplace Inspections

PURPOSE

To assess the quality of workplace conditions, equipment and methods, the success of or need for safety program initiatives, and the quality and adequacy of controls for hazards in the workplace.

RESPONSIBILITY

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

PROCEDURE

1. General

- a) Each workplace shall be inspected on an annual basis.
- b) Inspections should be conducted prior to the Health & Safety meeting, preferably one week in advance, so that the observations and recommendations can be discussed by the whole committee.
- c) A schedule of workplace inspections for the year is to be developed, published and posted by the Health & Safety Committee, at the beginning of each year listing the date and time.

2. Inspections

- a) Workplace inspections will be completed by at least 2 members of the Health & Safety Committee, (One Management and one worker member) who will be assigned this duty at the preceding Health & Safety meeting.
- b) The **Workplace Inspection Checklist** will be used as a guide and all observed unsatisfactory conditions will be recorded on the **Workplace Inspection Report**.
- c) The Occupational Health & Safety Committee Inspector will record any suggestions in the 'Recommended Actions' section and assign responsibility for correction to the Supervisor.
- d) Copies of the **Workplace Inspection Report** will be
 - i. posted on the Health & Safety section of the billboard.
 - ii. forwarded to the Supervisor and department head.
 - iii. circulated to the Health & Safety Committee members and all workers in the workplace.
 - iv. forwarded to the Health & Safety Committee Chairperson, for central recording.

3. Analysis and Follow-up

The Supervisor is responsible for reviewing the **Workplace Inspection Report** and initiating the appropriate corrective action for each discrepancy in their area of concern in order of its priority.

4. The **Workplace Inspection Report** shall be completed by the Supervisor within one week, with the following information
 - a) the action to be taken
 - b) the completion date
5. Subsequent workplace inspections will review the items from previous inspections to ensure the remedial action has resolved the concern.

Workplace Inspection Checklist

GENERAL CONDITIONS

1. Aisle ways and Passageways

- a) Clear and unobstructed.
- b) At least 20" wide or as prescribed by code.
- c) Sufficient width for all normal movement.

2. Exit/Egress

- a) Sufficient exits for prompt escape.
- b) No locks or fastening restrictions on doorway escape routes.
- c) Exits and Exit signs clearly visible and marked.
- d) More than one exit from working area.
- e) Approaches to exits unobstructed.
- f) Flammables kept out of exits.
- g) Walkways cleaned of ice and snow.

3. Floors

- a) Clean, orderly area, sanitary condition, in good condition.
- b) Drainage maintained.
- c) Free of slips, trip or fall hazards.
- d) Free of sharp protrusions, nails, raised tiles, etc.
- e) Openings in floor should be covered over or barricaded off.

4. Stairs

- a) At least 22" wide or as prescribed by code.
- b) Steps uniform in height and tread width.
- c) Open risers if less than 9" in tread width.
- d) Outdoor stairs have grating type treads.
- e) Treads and nosings slip resistance.
- f) Handrails provided on open sides.
- g) Handrails provided on at least one side if closed.
- h) Vertical head clearance at least 7 feet.
- i) Stairways adequately lighted.
- j) Stairways clear and unobstructed.

WORK ENVIRONMENT

1. Ergonomics

- a) Design allows for normal body positions when seated or standing.
- b) Controls sized to permit operation with clothing (PPE such as boots, mitts, breathing apparatus, etc.) and or equipment worn.
- c) Controls follow normal response pattern (down for off, etc.)
- d) Standard codings used for warnings and information displays.
- e) Do the hand tools used permit normal body movement?
- f) Limited weight and size of materials lifted or carried by personnel.
- g) Lifting and twisting at the same time not to be done in the work place.

2. Lighting (Including grounds/parking)

- a) Walking and working areas adequately illuminated during periods of occupancy.
- b) Lighting fixtures clean.
- c) Illumination adequate for work performed.
- d) Emergency lighting provided.

3. Noise exposure

- a) Economically feasible engineering controls.
- b) Protection provided when sound level standards exceed manufacturer's specifications or 85 decibels.
- c) Hazardous noise areas identified.

4. Ventilation

- a) Ensure ventilation and exhaust systems are in working condition.

FACILITIES**1. Office Environment**

- a) Aisle ways clear and unobstructed.
- b) File drawers closed when not in use.
- c) Phone cords and electrical extension cords not located in places where they can trip someone.
- d) Proper fire extinguishers are available, conveniently located (to meet fire code requirements) and in good working order.
- e) Clear glass doors properly marked so that they can be clearly seen.
- f) Proper storage of all materials. (Avoid piles of boxes, papers etc.)

2. Culture and Recreation**Athletic Facilities**

- a) Ball fields, Tennis Courts, etc., sloped properly for good drainage, grass cut, weed free, & in good condition and well maintained.
- b) All grounds free of potholes, gopher holes, or sharp objects that could protrude.
- c) All posts, tables, seating etc., properly secured and in good condition (painted; free of rust, wood-slivers, etc.).
- d) Nets, backstops, etc., properly attached and in good condition.

Playground Equipment

- a) Check for protruding sharp edges and bolts. Check for tightness of joints, brackets and for any missing bolts. Check posts, benches, joists, railings, ropes, etc., for wear and tear or splintered wood. Check each component for ease of operation, tightness of supporting hardware, general condition, lubrication of bearings and swivels.
- b) Equipment stable so that it cannot tip over during use.

Concession

- a) Adequate garbage facilities.
- b) Area clean, neat, and sanitary (free of flies, etc.).
- c) Cooking range protected with proper fire protection.
- d) Proper exhaust over cooking range.

- e) Proper fire extinguishers charged and readily available.

Swimming Facilities

- a) Rules and regulations clearly posted.
- b) Depths properly and clearly marked.
- c) Life rings, preservers, etc., easily accessible and marked.
- d) Platforms, slides, diving boards, and ladders, are of adequate construction and maintained.
- e) Emergency telephone easily accessible.
- f) All electrical equipment properly grounded.
- g) Shower floors and walkways non-skid surfaces.
- h) Ground fault interrupters provided as needed (whenever a plug-in is located near a wet area).
- i) Supervision has clear visibility of all activity.
- j) Adequate supply of refuse containers.
- k) First Aid/Emergency medical equipment readily available.

Decks/Boardwalks

- a) Handrails and steps in good condition.
- b) All wood surfaces free of splinters, nails or any protruding objects.
- c) No protruding sharp edges on any surfaces.

Grounds/Parking Lots

- a) All areas free from broken glass, wire, trash, etc.
- b) Parking areas clearly marked out.
- c) Adequate and clearly marked trash receptacles.
- d) Adequate and pertinent direction and informational signs clearly posted.
- e) Picnic shelters, tables, benches, barbecue pits, etc. of good safe construction and properly maintained.
- f) Grass cut and grounds free of unwanted secondary growth, and sloped for drainage where possible.

HAZARD CONTROLS**1. Colour Control**

- a) Red colour coding used to indicate immediate danger, flammable / explosive materials and fire protection.
- b) Yellow colour coding used to indicate areas changing condition.
- c) Orange colour coding used to indicate areas under codification, such as hazardous parts when guards are removed.
- d) Green colour coding used to indicate safety instructions and First Aid equipment.
- e) Blue colour coding used for general information signs and tags.
- f) Colour coding systems used to indicate fluid and gas system contents and flow.

2. Materials Labelling

- a) Standard labels affixed to all containers of substances in storage as per WHMIS regulations.
- b) Labels legible and visible.
- c) Health and Safety Program.
- d) Policy and Procedures Manual.

3. **Permit Usage (i.e. - Confined Space Entry)**
 - a) Permit has appropriate signature applied.
 - b) Permit posted or present with workers.
 - c) Permit with authorized time limits.
 - d) Reviewed as appropriate.
4. **Signs and tags**
 - a) Hazard warning, directional and informational signs and tags used where there are immediate dangers, potential hazards, or there is need for general instructions.
 - b) Tags affixed to defective equipment that should not be used.
5. **Warning systems**
 - a) Fire/Emergency Systems operational.
 - b) Hazard warning systems on appropriate vehicles and equipment and functioning as required, i.e. - Warning lights or back-up audible alarms as required.
 - c) Excessive temperature/pressure warning devices (Pressure/temperature gauges) on all fuel-fired equipment.

EMERGENCY SYSTEMS

1. **Emergency Instructions**
 - a) Operational placards/decals on emergency controls, i.e. - On-off, open-close.
 - b) Emergency instructions at primary phone in each work area.
 - c) Fire hazard symbols on facilities containing explosive or combustible material.
 - d) Backup communications systems are available where required. (Men in confined spaces.)
 - e) Evacuation plan is posted at each facility.
2. **Emergency Rescue Equipment**
 - a) Adequate equipment available and properly located.
 - b) Equipment in proper serviceable condition.
 - c) Emergency stand-by lighting provided when required.
3. **Eye Baths and Emergency Showers**
 - a) Readily available and accessible in areas where caustic/corrosives are used.
 - b) Water supply provides a minimum of 15 minute flush at a comfortable temperature.
 - c) Proper signs and instructions.
 - d) Flushed frequently to eliminate contaminants.
4. **Fire Protection**
 - a) Portable fire extinguishers appropriate for type of materials to be used on and readily available.
 - b) Extinguishers inspected annually for appropriate pressure and proper mounting.
 - c) Fire doors, fire dampers appear to be in good repair.
 - d) Adequate and operable fire alarm systems and/or smoke detectors.
5. **First Aid Kits**
 - a) Ensure the kit is in place (centrally located) and properly identified.
 - b) Verify the kit has been inspected at least within the last 12 months.

MATERIALS

1. **Chemicals and Fuels**
 - a) Storage locations adequately vented.
 - b) Tanks/drums adequately supported so that they will not move especially during filling.

- c) Protected against rust and corrosion.
- d) Adequate fire resistant storage cabinets provided for combustible chemicals and properly vented.
- e) Storage areas for combustible chemicals are to be heated by means not constituting a source of ignition. (Avoid direct electrical heating coils in an area where volatile gases could form.)
- f) Approved portable safety containers used as required when transporting fuels or chemicals.
- g) No Smoking signs posted where required.
- h) Verify with Supervisor that chemical materials are separated to avoid incompatibility reactions as per MSDS standards. (Do not store any acidic substances near any basic substances.)
- i) Means of exit and egress clearly marked.

2. Compressed Gases (e.g. - Propane Tanks, Oxygen Bottles, etc.)

- a) Store upright and secure against falling.
- b) Segregated by contents and legibly marked.
- c) Protective caps in place and hand tight.
- d) Protected against rust and corrosion.
- e) Stored away from heat sources.
- f) NOT stored in egress/exits or hallways.
- g) Inspected for dents, corrosion, age of tank.
- h) Adequate ventilation in storage areas.
- i) Tanks not stored in a moist area.

3. Herbicides/Pesticides

- a) Containers properly labelled and stored.
- b) Personnel properly trained and certified in use of commercial pesticides.
- c) Adequate Personal Protective Equipment.
- d) Emergency eye wash bath/shower available, if needed.
- e) Pesticides separated from other materials in cool dry place.

4. Stacking and Storage

- a) Aisle ways and access paths clear and unobstructed.
- b) Small or irregular shaped objects/items properly blocked, boxed or linked to prevent them from falling into walkways.
- c) All stacks stable and secure against sliding or collapsing.
- d) No evidence that floor drains in storage areas are not operational.
- e) Storage areas clean and clear of foreign objects/materials that would normally not be stored there.
- f) Racks and platform are not overloaded.
- g) Items or racks/shelving clearly labelled as to what is stored on them.
- h) Combustibles/Flammables labelled and stored properly.

5. Waste Disposal

- a) Adequate number of appropriate metal refuse containers.
- b) Separate metal containers for oily rags, smoking materials, dust, flammable scraps, chemical waste, etc.
- c) Chemical spill absorbents available in work area.
- d) Hazardous waste properly packaged and disposed of (e.g. - Old lighting ballasts contain PCBs, a known carcinogen.)

Personal Protective Equipment (PPE)

1. General

- a) Instructions on safe use of equipment must be made available.

- b) Equipment must be made readily available for use intended.
- c) Equipment is inspected regularly and repaired or replaced, as is needed. This is to be recorded and kept in an equipment manual.
- d) Storage facilities made available for the PPE equipment.

Determine if the following equipment is required:

- a) Body Protection (Both physical and chemical protection).
- b) Ear Protection (Ear plugs or ear muffs).
- c) Eye Protection (From welders arc and bright sun).
- d) Fall Protection (Proper scaffolding, safety harness, lanyards, tripod).
- e) Foot protection (Steel toed boots).
- f) Hand Protection (From both extreme temp. and physical protection).
- g) Head Protection (Hard Hats worn).
- h) Respiratory Protection (Protection from toxic fumes).

EQUIPMENT**1. Electrical Power Systems**

- a) High voltage and control panels closed and secured.
- b) Control Panels, breakers should be marked as to use and location. e.g. - lights, washroom, etc. (A form of letter coding could be used and left in the breaker panel.)
- c) No exposed electrical connections or openings in electrical panels.
- d) Check general condition of wiring and insulation. No cracked or frayed insulation.
- e) All grounding properly connected and tested.
- f) Explosion -proof fixtures in flammable dust or vapour areas.
- g) d.) Proper lock-out procedures followed.
- h) Does equipment being locked-out have provision for individual disconnects.
- i) Electrical equipment protected fluid splashing on it or exposure of any kind to any liquids.
- j) Adequate provision for manual restarting after power failure. (No automatic restarting that could damage equipment or endanger people.)
- k) Follow Canadian Electrical Code in all matters.

2. Hand Portable tools, i.e. - Saws, grinders, lawn mowers, clippers, etc.

- a) What is their general condition? - Damaged in any way? Cleaned and lubricated as required?
- b) All mechanical power transmission protected. All shields in place.
- c) Pinch points and points of operation guarded.
- d) Interlock guards secured in place. Do guards that move with the tool work right?

3. Machine Tools Equipment and Guarding

- a) Operating controls guarded against inadvertent actuation of the tool.
- b) Isolation and lock-out provide for servicing, set-up, lubrication, etc.
- c) Emergency stop buttons operational, correctly positioned, labeled and colour coded.
- d) OPERATOR and SERVICE MANUALS available.

4. Pressure vessels, e.g. - Boilers, Air Compressor tanks

- a) Meters and controls visible and easily accessible.
- b) Safety valves (Pressure Relief Valve on Boiler) operational. (Check yearly.)
- c) Drains clear and freeze protected where required.

- d) Inspection certificates/labels mounted by vessel. Done on regular basis.
- e) Remote shut-off clearly visible & easily accessible for all pumps.
- f) Emergency shut-off for boiler clearly visible and accessible.

5. Valves and Mechanical Controls

- a) Labelled, colour coded, directional arrows of fluid flow.
- b) Valves easily turn in and out for quick shut-off as may be required.
- c) Packing seals not leaking or dripping.
- d) Automatic (magnetic valves) functioning as required. Check at least once per year. (Should be part of maintenance schedule.)

Accident / Incident Reporting

S e c t i o n

1 0

Accident/Incident Reporting Guidelines

Definitions

Accident - An unplanned, undesired event that results in injury, death, property damage, material loss or loss of process.

Incident - An unplanned, undesired event that under slightly different circumstances may have resulted in injury, death, property damage, material loss or loss of process.

Employee - A person who is employed to do work.

Employer - A person who employs one or more employees or contracts for services of one or more employees, and includes a constructor, contractor or subcontractor.

Employee in Charge - The person with the most authority at the site of the accident or incident at the time of its occurrence; excluding the Chief Administrative Officer.

Supervisor - An employee with the authority to oversee/direct the activities of others.

Department Head - The employee with the most authority within a particular department.

Q: When is it necessary to conduct an investigation?

A. When any of the following occur:

- a) medical aid
- b) critical injury
- c) fatality
- d) hazardous substance discharge
- e) Joint Health & Safety request
- f) fire or explosion
- g) property damage \$1000 and over
- h) accidents involving possible public liability
- i) other accidents or near misses
- j) acute/chronic occupational illness

Critical Injury - an injury of a serious nature that: places life in jeopardy; produces unconsciousness; results in substantial loss of blood; involves the fracture of a leg or arm, but NOT a finger or toe; involves the amputation of a leg, arm, hand, foot, but NOT a finger or toe; consists of burns to a major portion of the body; and/or causes the loss of sight in one or both eyes.

Fatality - an accident resulting in death. Section 63 (1) (c) *Occupational Health and Safety Act* states: the employer shall send written notice to the Director [Dept of Labour] where at a workplace a person is killed from any cause or is injured from any cause in a manner likely to prove fatal, within twenty-four hours of the occurrence of the death or injury.

Hazardous Substance Discharge - a substance likely to cause harm to person(s) and/or the environment that has leaked or spilled from its container.

Medical Aid (serious) - an injury that requires treatment, i.e., a cut finger that requires stitches, from a health care professional, i.e. - physician, chiropractor, etc., but is NOT critical in nature.

Explosion - Section 63(1)(b) *NS Occupational Health and Safety Act* states: the employer shall send written notice to the Director [Department of Labour and Advanced Education] of an accidental explosion at the workplace, whether any person is injured or not, within twenty-four hours of its

occurrence.

Fire - Section 63(1)(a) *NS Occupational Health and Safety Act* states: the employer shall send written notice to the Director [Dept of Labour] of a fire or accident at the workplace that occasions bodily injury to an employee, within seven days of its occurrence.

It is important to note:

Section 63(3) of the *NS Occupational Health and Safety Act*, which states: where a notice is required to be sent to the Director pursuant to this Section, the employer shall furnish the Committee or representative at the workplace, if any, with a copy of the notice.

The Investigation Report Form - Who is Responsible for What

Causes/Action Items

To be completed by the Supervisor and OHS investigation team. (Section X Part II F (1)) Municipal Health and Safety Program – Policy and Procedures Manual states: investigations will be conducted by the Supervisor, with the assistance from a member of the Joint Occupational Health & Safety Committee.

All other Parts

To be completed on-site by the Employee in Charge/Supervisor. Who the employee in charge/Supervisor is depends upon where the accident occurs and who is present at the time (see Municipal Organization chart).

The completed report is to be filed with the Joint Occupational Health & Safety Committee for their review and possible recommendations.

Employee & Employer Responsibilities			
CLASSIFICATION	TREATMENT	EMPLOYEE RESPONSIBILITY:	EMPLOYER RESPONSIBILITY:
Hazardous Condition	n/a	<ol style="list-style-type: none"> complete Hazardous Condition form. give form to Supervisor. 	<ol style="list-style-type: none"> review Hazardous Condition form with employee. investigate hazard, attempt to resolve the concern, and keep the involved employee apprised of the status. concern unable to be resolved by immediate supervisor must be taken to department head. JOHSC becomes involved if employee’s concern is not resolved satisfactorily within 5 business days.
Incident (Near Miss) Note: if an employee is not involved in a near miss, but witnesses it, the employee must	n/a	<ol style="list-style-type: none"> report to Supervisor 	<ol style="list-style-type: none"> conduct an initial investigation right away, (minimal work slow down). conduct a detailed investigation based on details gathered in initial investigation and complete

Accident/Incident Reporting Guidelines

Section 10 Part 1

report it to the supervisor.			Investigation Report 3. copy to JOHSC for review and recommendations.
Property Damage Over \$1000 (no injury) Note: in a parking lot, parties involved should exchange insurance information and call police to report an occurrence. Police will respond only to injury.	n/a	1. if the property damage involves vehicle(s) and the damage is \$1000 or over, it is reportable to the RCMP or local police – Section 98(1) MVA. 2. report property damage to Supervisor.	1. ensure safety of all employees. 2. ensure no further damage is sustained by equipment / vehicle involved. 3. conduct an investigation and complete Investigation Report within 24 hours. 4. copy to JOHSC for review and recommendations.
Injury - No Treatment or very minor	1. none	1. report accident to Supervisor.	1. record Accident / Incident in First Aid Report Book form . 2. Supervisor sign off First Aid Report Book at the end of each week. 3. First Aid Report form to JOHSC at end of month for review and recommendations.
Injury - First Aid (Minor)	1. First Aid by certified First Aider	1. seek first aid treatment. 2. report accident to Supervisor.	1. record Accident / Incident in First Aid Report Book form . 2. Supervisor sign off First Aid Report book at the end of each week 3. First Aid Report form to JOHSC at end of month for review and recommendations.
Injury- Medical Aid (Serious) Injury- Medical Aid (Serious) continued	1. Health Care professional, i.e., doctor. 2. may receive first aid at workplace prior to #1 above.	1. seek first aid treatment. 2. report accident to supervisor. 3. take Return to Work Recommendations form to attending physician.	1. ensure safety of all employees. 2. ensure first aid is administered if applicable. 3. arrange for transportation of employee to physician. 4. conduct investigation and complete Investigation Report within 24 hours. 5. forward copy of Investigation Report to Accounting office for WCB reporting. (The WCB must receive the completed form within 5 business days of the accident/illness being reported). 6. complete Employee / Incident Corrective Action Memo within 48 hours. 7. copy Investigation Report form to JOHSC for review and recommendations.
Injury- Critical	1. Health Care professional, i.e., doctor 2. may receive first aid at workplace prior to #1 above.	1. seek first aid treatment. 2. report accident to Supervisor.	1. ensure safety of all employees. 2. ensure first aid is administered if applicable. 3. arrange for transportation of employee to physician. 4. take Return to Work Recommendations form to attending physician. 5. complete Investigation Report within 24 hours. 6. forward copy of Investigation Report to Accounting office for WCB reporting. (The WCB must receive the completed form within 5 business days of the accident/illness being reported). 7. complete Employee / Incident

			<p>Corrective Action Memo within 24 hours.</p> <p>8. IMMEDIATELY notify the Department of Labour, the Department Head and the CAO.</p> <p>9. copy Investigation Report to JOHSC for review and recommendations.</p>
<p>Explosion – with or without injury</p> <p>Section 63(1)(b) Occupational Health & Safety Act</p>	<p>Where there is an injury, follow the steps outlined above (Injury – critical)</p>	<p>Where there is an injury, follow the steps outlined above (Injury – critical)</p>	<p>1. the employer shall send written notice to the Director (Dept of Labour) of an accidental explosion at the workplace, whether any person is injured or not, within 24 hours of its occurrence.</p> <p>2. Where there is an injury, follow the steps outlined above (Injury – critical)</p>
<p>Fire – bodily injury</p>	<p>Follow the steps outlined above (Injury – critical)</p>	<p>Follow the steps outlined above (Injury – critical)</p>	<p>1. the employer shall send written notice to the Director (Dept of Labour) of a fire or accident at the workplace that occasions bodily injury to an employee within seven days of its occurrence.</p> <p>2. Follow the steps outlined above (Injury – critical)</p>

Accident Ratio System:

For every single serious or major accident there are 10 minor accidents, 30 property damage accidents and 600 incidents or near misses that went unreported.

Employee Accident/Incident Reporting**PURPOSE**

1. To ensure the Municipality is in compliance with its legislated requirement to have a system in place for conducting Accident/Incident investigations, as per the *Nova Scotia Occupational Health & Safety Act* – Section 28.
2. To provide a procedure where all accidents and incidents resulting in injury, occupational illness and/or property damage, can be investigated to prevent recurrence.

RESPONSIBILITY

1. Employees are required to report all accidents / incidents to their immediate Supervisor.
2. The Supervisor is responsible for investigating, reporting and corrective action follow-up of all accidents/incidents.

Introduction**ALL ACCIDENTS/INCIDENTS DO NOT JUST HAPPEN BUT ARE CAUSED**

In order to determine the causes, a systematic analysis of all reported accidents/incidents shall be undertaken. The analysis will be carried out by means of an investigation. The main objective for conducting an accident/incident investigation is to identify the cause or causes (i.e. unsafe acts/conditions for the accidents/incidents). By eliminating or minimizing the causes of most accidents/incidents, similar occurrences can be prevented in the future.

Objectives

- a) To identify the cause(s) of all accidents/incidents occurring during municipal activities.
- b) To reduce the number of injuries by identifying unsafe acts or conditions which contribute to an unsafe working environment.
- c) To identify general and specific occupational health and safety educational needs.
- d) To evaluate whether or not the existing Municipality of the County of Annapolis' occupational health and safety standards are being adhered to or require updating.
- e) To assess the need to develop and implement new occupational health and safety practices or standards.
- f) To promote joint problem solving (Supervisor/employee) in identifying health and safety hazards in the workplace, as well as jointly develop ways and means to correct or minimize these hazards.
- g) To ensure that any occupational health and safety measures developed to correct unsafe acts or conditions are being acted upon.

PROCEDURE**General**

1. All injuries, occupational illness, property damage and incidents (near misses) must be reported to the Supervisor.
2. Immediately after an accident/incident, the Supervisor shall ensure the safety of employees, public, equipment and facilities from further injury or damage and follow the steps laid out in

this procedure.

There are four categories of injuries

1. No Treatment Injury

A 'No Treatment Injury' occurs when there is an injury that does not require any treatment, i.e. - bruised finger.

- a) The employee will report the injury to the Supervisor.
- b) The Supervisor will record the injury in the **First Aid Report Book** which is kept at the First Aid Station.

2. First Aid Injury

A 'First Aid Injury' is an injury that can be treated at the work site and does not require treatment from a health care professional, i.e. - a cut finger that requires a band-aid only.

- a) First aid treatment will be provided and the treatment recorded in the **First Aid Report Book**.
- b) The employee is to report the injury to the Supervisor.

3. Medical Aid Injury

A 'Medical Aid Injury' is an injury that requires treatment, i.e. - a cut finger that requires stitches from a health care professional, i.e. - physician, chiropractor, etc., but is not of a critical nature.

- a) The Supervisor is to arrange for:
 - i. First Aid treatment for the injured employee and to record the treatment in the "First Aid Report Book".
 - ii. Transportation (private vehicle, taxi, ambulance, etc.) of the employee to a location where professional health care can be delivered, i.e. - doctor's office, hospital.
- b) A **WCB Report of Accident Form 67** is to be filled out and a **Return to Work Recommendations Form** is to be taken to the attending physician. See Modified Work.
- c) The Supervisor is to conduct an investigation immediately, or as soon as possible, following the notification of the accident/incident.

4. Critical Injury

A "Critical Injury" is an injury of a serious nature that:

- a) places life in jeopardy
- b) produces unconsciousness
- c) results in substantial loss of blood
- d) involves the fracture of a leg or arm but not a finger or toe
- e) involves the amputation of a leg, arm, hand, foot but not a finger or toe
- f) consists of burns to a major portion of the body
- g) causes the loss of sight in one or both eyes

The Supervisor is to arrange for:

- a) First Aid Treatment for the injured employee and record the treatment in the **First Aid Report Book**.
- b) Transportation (by private vehicle, taxi, ambulance, etc.) of the injured employee to a location where professional health care can be delivered, i.e. - doctor's office, hospital, etc.
- c) Immediate notification of the Department of Labour & Advanced Education, Department Director, CAO, and the Joint Occupational Health & Safety Committee.

- d) A **WCB Report of Accident Form 67** and a **Return to Work Recommendations Form** are to be taken to the attending physician.
- e) The Supervisor is to conduct an investigation immediately, or as soon as possible, following the notification of the accident/incident.

Accident/Incident Investigation

1. Investigations will be conducted by the department Supervisor, with the assistance of a member of the Joint Occupational Health & Safety Committee, and the findings documented on the **Accident/Incident Investigation Report Form** whenever any of the following occur:
 - a) Medical Aid
 - b) Critical Injury
 - c) Fatality
 - d) Hazardous Substance discharge
 - e) Joint Health & Safety request
 - f) Fire or explosion
 - g) Property damage above \$1,000.00
 - h) Accidents involving possible public liability
 - i) Other accidents or near misses
 - j) Acute / chronic occupational illness
2. When conducting the investigation:
 - a) the accident/incident site be left undisturbed until the investigation is completed.
 - b) all personnel associated with the accident/incident are interviewed (including injured employee and witnesses).
 - c) identify any primary / secondary causes.
 - d) identify any primary / secondary unsafe actions.
 - e) identify any primary / secondary hazardous conditions.
 - f) inspect accident/incident area, equipment, personal protective equipment (a camera may be of some assistance).
 - g) establish what the normal standards/procedures (if any have been developed and implemented) are and how the standard/procedure was altered (if indeed it was).
For example, was the employee using normally acceptable practices to perform the task or operate the vehicle/equipment?
 - h) Determine the level of the Occupational Health and Safety training held by all persons involved in the accident/incident.
For example, was the employee instructed on how to perform the task or operate the vehicle/equipment?
 - i) Determine from the maintenance staff if preventative maintenance checks had been carried out on the machinery/equipment/vehicle involved in the accident/incident.
 - j) Record all findings on the **Accident/Incident Investigation Report Form**.
 - k) Ensure that all appropriate personnel have been made aware of the outcome of the investigation, to ascertain whether the recommendations have been implemented.
 - l) Follow up on the recommended measures arising from the investigation, to ascertain whether the recommendations have been implemented.
 - m) Investigations are required to be completed within 24 hours of the incident or request.

Accident / Incident Investigation Report

Last Name	First Name	Occupation/Job Title	Yrs. Experience in Occupation
Full Address:			
City/Town			Postal Code
Department		Date of Occurrence	Time
Location		Date Reported	Time
Shift time Regular Hours _____ Overtime _____ Hrs. of Overtime before accident occurred _____			
<input type="checkbox"/> Hazardous Situation <input type="checkbox"/> Incident <input type="checkbox"/> First Aid <input type="checkbox"/> Health Care <input type="checkbox"/> Lost Time <input type="checkbox"/> Critical Injury			
Describe what happened and, if applicable, describe injury. Attach an accident/incident diagram, if appropriate.			
Describe the nature, date and time of first aid treatment, if applicable.			
Part of Body Injured (Indicate "R", "L", or "B", where applicable)			Signature of person reporting incident: _____
<input type="checkbox"/> Head	<input type="checkbox"/> Lower back	<input type="checkbox"/> Hand/fingers	<input type="checkbox"/> Ankle/foot
<input type="checkbox"/> Eye	<input type="checkbox"/> Upper Arm	<input type="checkbox"/> Hip	<input type="checkbox"/> Other
<input type="checkbox"/> Neck	<input type="checkbox"/> Elbow	<input type="checkbox"/> Upper leg	
<input type="checkbox"/> Shoulder	<input type="checkbox"/> Lower Arm	<input type="checkbox"/> Knee	
<input type="checkbox"/> Upper back	<input type="checkbox"/> Wrist	<input type="checkbox"/> Lower leg	
Type of Accident/Incident			

Check off (✓) statements that best describe the accident/incident:

- | | | |
|--|---|--|
| <input type="checkbox"/> Repetitive Strain | <input type="checkbox"/> Slip/fall | <input type="checkbox"/> Exposure to |
| <input type="checkbox"/> Acute Strain (lifting, pulling, carrying) | <input type="checkbox"/> Vehicle | <input type="checkbox"/> Other (explain) |
| <input type="checkbox"/> Caught in/under/between | <input type="checkbox"/> Client/employee action | |
| <input type="checkbox"/> Struck, contacted by/with/against | <input type="checkbox"/> Cut/bruise | |

Witnesses

Name	Telephone
Address	
Name	Telephone
Address	
Name	Telephone
Address	

Attach witness statement(s) on Witness Statement form

Causes: Check (✓) all that are applicable

Conditions

- Congestion or restricted action
- Poor housekeeping; disorderly workplace
- Slip/trip hazards
- Lack of or inappropriate furniture/equipment
- Design or arrangement of furniture/equipment
- Defective furniture, tools, equipment or materials
- Inadequate or excessive illumination
- Inadequate ventilation
- Excessive noise
- Inadequate or improper protective equipment
- Fire and explosion hazards
- Inadequate warning systems
- Irrate client/employee action
- Adverse weather
- Other (explain):

Practices

- Improper body position/posture
- Tasks not varied/micro breaks not taken
- Unnecessary rushing
- Improper lifting
- Unsafe loading/placement
- Using defective equipment
- Using equipment improperly
- Altering or modifying equipment
- Not using personal protective equipment or failing to use it properly
- Not following appropriate procedures
- Inappropriate conduct
- Hazardous personal attire
- Other (explain):

What are the reasons for the existence of these practices and/or conditions?

Prevention/Corrective Action

Actions to prevent accident/incident recurrence. Check (✓) those actions taken to prevent recurrence.
Mark with (P) other corrective actions decided upon or planned but not yet carried out.
More than one item may apply.

- | | |
|--|--|
| <input type="checkbox"/> Training/instruction of person involved | <input type="checkbox"/> Request ergonomic assessment |
| <input type="checkbox"/> Improve work procedures | <input type="checkbox"/> Request environmental assessment |
| <input type="checkbox"/> Inform staff/managers of safe work procedures | <input type="checkbox"/> Correction of work area |
| <input type="checkbox"/> Perform job safety analysis | <input type="checkbox"/> Recommend development/improvement to training/OHS program |
| <input type="checkbox"/> Inform staff/managers of hazard and how to protect themselves | <input type="checkbox"/> Reassess work standards |
| <input type="checkbox"/> Notify appropriate individuals | <input type="checkbox"/> Reassignment of person |
| <input type="checkbox"/> Improve engineering/design | <input type="checkbox"/> Improve housekeeping |
| <input type="checkbox"/> Improve inspection procedures | <input type="checkbox"/> Other (describe): |
| <input type="checkbox"/> Tools, equipment, furniture repair or replacement | |

Remember that ALL corrective action must be documented on the Corrective Action form

Describe actions taken:

Investigated by:

Supervisor's Signature	Name (print)	Date (dd-mmm-yyyy)
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Reviewed by:

Signature	Name/Title (print)	Date (dd-mmm-yyyy)
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Worker's Compensation Board (WCB) Reporting

PURPOSE

To provide a procedure outlining the reporting requirements for all compensable injuries.

RESPONSIBILITY

1. Employees are required to report all accidents/incidents to their immediate Supervisor and to keep him/her advised of their return to work status.
2. The Supervisor is responsible for notifying the Accounting Officer of any compensable accidents and for updating them on changes to an employee's return to work status.
3. The Accounting department shall review and forward the claim to the Worker's Compensation Board (WCB).

PROCEDURE

1. Initial Claim

Within 24 hours of a compensable accident/incident, the Supervisor shall forward a completed, signed copy of the **Accident/Incident Investigation Report Form** to the Accounting Department.

The **first notified** will

- a) Complete a **WCB Report of Accident Form 67** using the information provided on the **Accident/Incident Investigation Report Form**.
- b) Forward both the above forms to the CAO for review. CAO's signature is required on the WCB form. This form is to be immediately forwarded to the WCB.

2. Subsequent Claim

The employee will have a **Return to Work Recommendations Form** completed with every visit to the attending physician.

3. When an employee is able to return to either

- a) Full duties
- b) Modified duties

The Supervisor will

- a) Forward a copy of the **Return to Work Recommendations Form** to the Accounting Department.
- b) Notify the WCB of the employee's work status.

The Employee's time sheet will also be used, as a check and balance by the department head, to identify a change in an employee's work status, but will not eliminate the requirement for the completion of the **Return to Work Recommendations Form**.

Modified Work

PURPOSE

To provide a fair and consistent policy for the rehabilitation of employees who have been injured on the job, the corporation recognizes the benefits of a formal rehabilitation program and will undertake to provide meaningful employment for both permanently and temporarily disabled employees.

RESPONSIBILITY

1. The Department Head and workplace Supervisor are responsible for ensuring that every reasonable effort is made to provide suitable modified work to any employee, who is unable to perform his normal duties, as a consequence of an occupational injury or illness.
2. The injured worker is responsible for active participation in modified work program, as defined in this procedure.

PROCEDURE

General

- a) Modified work is any job, task, function or combination thereof that a worker, who suffers from a diminished capacity, may perform safely without risk of re-injury.
- b) The work must be seen as temporary, generally not to exceed 8-12 weeks in duration, and is intended to assist the employee in returning to his regular duties.

Responsibilities

Supervisor:

- a) Meet with the worker to set program goals and objectives.
- b) Establish individual programs for workers, with the help of other professionals.
(Doctors can determine what type of physical work can be done.)
- c) Educate workers about the modified work program, safe work practices and the WCB.

Worker:

- a) Maintain regular contact with the workplace Supervisor.
- b) Obtain clearance from the Physician for the return to modified work.
- c) Communicate any concerns to the workplace Supervisor so that potential problems can be resolved immediately.
- d) Ensure that other scheduled activities, such as physiotherapy or doctor's appointments, do not interfere with the return to work.

Following an Injury

- a) Follow all recommendations of the WCB and use their forms as they suggest.
- b) The **Return to Work Recommendations Form** will state the Municipality has a modified work program and will request the physician to identify at that visit whether or not the employee is available for
 - i. Full duties
 - ii. Modified duties
 - iii. Total disability
- c) The employee will have the **Return to Work Recommendations Form** completed with each subsequent visit to the attending physician, until such time as he returns to full duties.

- d) Regular contact between the employee and the Supervisor is to be maintained throughout the employee's recovery period, with a suggested meeting frequency of once every two weeks, as a minimum, and preferably following the employee's medical appointments.
- e) The completed **Return to Work Recommendations Form** will be given to the workplace Supervisor at these meetings and the injured employee's progress shall be jointly reviewed.

Modified Work Implementation

- a) When the physician indicates that the employee is available for modified duties, the Supervisor and the employee will meet to discuss what work options are available, those being in order of priority:
 - i. A modified pre-injury job
 - ii. An alternate job
- b) A form from the physician should be completed to identify what activities can be performed. (That is the rate or type of physical activity that can be carried out by the injured person.)
- c) It may be necessary to modify the pre-injury job on a temporary or permanent basis, to accommodate the employee's physical restrictions, and this may include but not be limited to:
 - i. The regular job/tasks that have been changed, redesigned or physically modified
 - ii. A reduction in time, i.e. - fewer days per week or fewer hours per day.
 - iii. A reduction in volume of work performed
 - iv. Assistance from another co-worker for more difficult tasks
- d) If the pre-injury job cannot be modified to accommodate the injured employee's needs, alternate jobs may be considered.
- e) An alternate job is one which involves work that is approximately the same standing within the organization, looking at the 'home' department first and then all outside departments second.
- f) When looking at alternate jobs, consideration should be given to:
 - a. The employee's previous work history
 - b. Transferable skills
- g) When neither the pre-injury job nor an alternate is appropriate, other suitable jobs should be considered.
- h) Other suitable jobs are defined as those jobs within the capacity of the worker and which pose no health or safety risks to him/her, but may be different from the pre-accident job.

Program Monitoring

- a) The injured employee shall be monitored closely, while on a modified work program, with any difficulties he has being reported and evaluated by one of the workplace Supervisors.
- b) The **Modified Work Progress Chart** should be used to list the goals and objectives and document the workers progress over the length of the program.
- c) When monitoring an injured worker's participation, the following factors should be considered:
 - i. Attendance
 - ii. Productivity
 - iii. Accuracy
 - iv. Problems with particular tasks
 - v. Ability to increase speed
 - vi. Ability to improve efficiency
- d) Once the worker completes his modified work program and returns to full duties, a complete review of the individuals **Modified Work Progress Chart** should be performed by the Supervisor and the previously injured worker. The recommendations for improvements should be then documented.

Hazardous Conditions Reporting

PURPOSE

To identify the steps to be taken for reporting hazardous conditions that may arise in the workplace.

RESPONSIBILITY

1. All employees are responsible for reporting to their Supervisor any hazardous conditions that may exist in the workplace.
2. The workplace Supervisor is responsible for responding to the employee's concern and ensuring that the hazardous condition is resolved and the workers are protected.

PROCEDURE

General

1. An employee shall report to his/her Supervisor
 - a) the absence of or defect in any equipment or device of which he is aware and which may endanger him/herself or another worker.
 - b) any contravention of the *Nova Scotia Occupational Health and Safety Act or Regulations*, or the Municipality of the County of Annapolis' Health and Safety Policies and Procedures.
 - c) the existence of any hazard of which he/she knows.
2. The Supervisor will attempt to resolve the concern, as soon as possible, and keep the involved employee apprised of the status of concern.
3. If the Supervisor is unable to resolve the concern, s/he should bring it to the attention of his/her department head.
4. If the employee's concern is not satisfactorily resolved after a reasonable period of time (not to exceed 5 working days), the employee is encouraged to bring the concern to the attention of a member of the Joint Occupational Health & Safety Committee.
5. The employee will be asked to document the concern on a **Health & Safety Information Request Form** outlining the facts and the information requested.
6. All concerns are to be thoroughly investigated by the Health & Safety Committee with factual information pertaining to the concern freely exchanged between parties involved in the investigation.
7. A Joint Occupational Health and Safety Committee member and the employee's Supervisor are responsible for ensuring the employee is informed of the progress or resolution of the concern.
8. This procedure does not preclude the employee from exercising their right to refuse to work, as defined under both the *NS Occupational Health and Safety Act and Regulations* and the **Refusal to Work** section of the Municipal Health and Safety Program Policy and Procedures (MHSPPP) Manual.

**Employee Accident/Incident
Corrective Action MEMO**

Date: _____

How soon after the incident occurred was it investigated? *(Please print)*

Was there anything unusual about employee's assigned task that could have contributed to the accident?

Were established rules, regulations and procedures being followed/personal protective equipment worn?

What could be done to prevent a similar accident from occurring?

What corrective action has already been completed?

What corrective action is planned including expected date of completion?

Corrective Action plan by whom? _____

Supervisor / Manager Signature _____

Chief Administrative Officers' Signature _____

Forms

**F
o
r
m
s**