

SECTION: BYLAW ENFORCEMENT

SUBJECT: SAFETY POLICY

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## Safety Policy

This County is committed to a strong safety program that protects its staff, its property and the public from accidents.

Employees at every level, including management, are responsible and accountable for the County's overall safety initiatives. Complete and active participation by everyone, in every job is necessary for the safety excellence the County expects. Management supports coordination of safety among all workers on the job site.

In fulfilling this commitment to protect both people and property, management will provide and maintain a safe and healthful work environment in accordance with industry standards and in compliance with legislative requirements, and will strive to eliminate any foreseeable hazards which may result in property damage, accidents or personal injury/illness.

Management supports participation in the program by all employees and provides proper equipment, training and procedures. Employees are responsible for following all procedures, working safely, and wherever possible, improving safety measures.

An injury and accident free workplace is our goal. Through continuous safety and loss control efforts, we can accomplish this.

We trust that you will all join us in a personal commitment to make safety a way of life.

The safety information in this policy does not take precedence over O.H. & S Regulations. All employees should be familiar with the O.H. & S. Act and Regulations.

Further safety regulations, procedures and guidelines can be found in the County of Warner's Safety Manual and all employees are to adhere to them.

### 1. BASIC OBJECTIVES

- a. Reduce injuries to workers and general public within the influence of the construction project.
- b. Reduce damage or property loss within the influence of the construction project.
- c. To maximize the efficiency and productivity of the projects through proper planning and employee training.
- d. Have a high awareness of safety and discourage unsafe working conditions.
- e. To send each employee home each day as physically sound as they were when they arrived at work.

## 2. ALL ACCIDENTS MUST BE REPORTED

In the event of bodily injury:

- a. Obtain first aid
- b. Tell your supervisor
- c. Get medical help if required
- d. Complete accident forms within 24 hours
- e. Failure to report any injury could result in a contested worker's compensation claim

## 3. SAFETY MEETINGS

- a. Your supervisor will hold safety meetings as required with the crew. These meetings are for you to bring up any safety problems you may have. DO NOT WAIT for a meeting to report hazards. DO IT NOW.

## 4. AREAS WHERE HARD HATS ARE REQUIRED

- a. When fuelling equipment from the bulk truck on road construction.
- b. At all times when doing culvert work of any kind.
- c. When working near or around any overhead lift equipment.
- d. When working in any confined space proper P.P.E.(personal protective equipment) must be worn. (Confined space means an enclosed or partially enclosed space having restricted access and egress, due to its design, construction, location, atmosphere and materials)
- e. When doing any fencing projects.
- f. When operating a **chain saw** - equipment to be worn consists of hard hat, face shield, ear plugs, mesh pants and gloves.
- g. When operating **brush cutter** or **weed whips** - equipment to be worn consists of hard hat, safety goggles or face screen, non slip gloves and steel toed boots.

## 5. OTHER SAFETY EQUIPMENT

- a. Operation of pesticide application equipment (tree and bin spraying, roadside spraying, noxious and restricted weed spraying, parks/hamlets/P.W./custom weed spraying) PPE required:
  - i. Long sleeved shirts, long pants and adequate footwear (no running shoes allowed). Employees shall have rubber boots, disposable coveralls, respirators, waterproof gloves, waterproof hat and eye goggles available in each spray truck.
  - ii. Chemical resistant gloves, boots and aprons shall be provided for mixing and pouring of chemicals and during the use of hand guns.
  - iii. When patch spraying weeds along roadsides using a handgun, applicators shall wear a fluorescent vest.
  - iv. First aid kits and eye wash stations shall be provided throughout the shop and available in each spray truck.
  - v. Emergency shower/spill cleanup equipment provided at the ASB shop.

- b. Working in Pesticide Container Sites - PPE required:
  - i. Employees shall have rubber boots, disposable coveralls, respirators, waterproof gloves, waterproof hat, eye goggles and hard hat available.
- c. Use of All Terrain Vehicles - PPE required:
  - i. Quad - exceeding 8 km/hr must wear an approved helmet
  - ii. Quad - less than 8 km/hr shall wear an approved bike helmet
  - iii. Respirator, eye protection, steel-toed boots, gloves, long sleeved shirt, pants or coveralls when spraying herbicide from an ATV.
- d. Safety Vests - All staff who are working outside of a building, on an outside county project or work assignment, and while operating any equipment, trucks or vehicles, shall wear the reflective vests issued by the County, at all times. This means that a County employee who is **generally an outside worker** which includes positions of (but not limited to) construction workers, heavy equipment operators, light equipment operators, truck drivers, field mechanics, laborers, flag people, weed sprayer operators, quad operators, mower operators, etc., shall put on the County issued reflective vest when they arrive at work in the morning, and the reflective vest can be removed when they leave work. If there are any variations from this practice, a request shall be made to the Department Manager who can determine what is appropriate.
- e. Beacons - Beacons on trucks will be used when flagging, rock picking, patching, signing, (and while) working on bridges and culverts when open to traffic.
- f. Safety glasses will be worn when deemed necessary.
- g. Steel toed boots must be worn at all times.
- h. Any situation where PPE is deemed necessary by the immediate supervisor and/or management.

## 6. SAFETY REQUIREMENTS

- a. First aid kit, meeting Occupational Health & Safety requirements, must be maintained on all projects.
- b. Clothing shall be appropriate to duties being performed. Long pants and leather work boots are the minimum required.
- c. Safety glasses, goggles or face shields shall be worn when concrete breaking, metal chipping, welding, grinding, cutting and for other operations where eye protection is required. This Personal Protective Equipment (PPE) will be supplied by the County of Warner No. 5.
- d. Possession or use on the job of intoxicating beverages or unauthorized drugs is strictly forbidden and constitutes grounds for dismissal.
- e. Mobile equipment shall be operated by experienced personnel only. Seat belts must be worn on all mobile equipment with rollover protection.
- f. Riding on equipment is prohibited. No person shall ride any roof, hoist or other material handling equipment which is strictly for handling material and not specifically designed to carry riders.

- g. Theft, vandalism or any other abuse or misuse of County property is prohibited.
- h. All unsafe acts and conditions, including "near miss" incidents, are to be reported to appropriate supervisor immediately.
- i. All incidents that result in damage or injury are to be reported to your supervisor immediately.
- j. First aid treatment is to be obtained promptly for any injury.
- k. All work shall be carried out in accordance with appropriate safe work practices and your supervisor's direction.
- l. Every worker shall keep his/her work area neat, clean and orderly.
- m. All electrical hand tools shall be grounded or double insulated.
- n. Compressed gas cylinders shall be capped and secured in an upright position.
- o. Good common sense is safety's greatest helper.