

# TOWNSHIP OF WOLLASTON

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## ii. HEALTH AND SAFETY POLICY STATEMENT AND GENERAL OCCUPATIONAL HEALTH & SAFETY POLICY Date Approved by Council: August 10, 2020

### 1. POLICY STATEMENT Occupational Health and Safety

The Council and Administration of the Corporation of the Township of Wollaston (the Municipality) is committed to the prevention of occupational illness and injury and the maintenance of a safe and healthy work environment for Employees. Compliance with relevant legislative requirements is a key component in pursuing this objective.

Priority is given to protecting Employees, Ratepayers, Visitors, Clients, Vendors and Contractors from illness, injury and risk. By working together collaboratively and giving careful attention to the management of Occupational Health and Safety, we will strive to meet our shared objectives of a healthier and safer work environment.

Reasonable precautions will be taken for the protection of Employees. In fulfilling this commitment, we will provide and maintain a safe and healthy work environment as indicated by acceptable industry practices and compliance with legislative requirements. We will strive to eliminate any foreseeable hazards. All employees will perform their jobs in accordance with established procedures and operating philosophy to encourage a safe environment

All Management staff will be held accountable for the health and safety of Employees under their supervision. It is the responsibility of every Supervisor/Manager to ensure that safe and healthy working conditions are maintained in his/her assigned work area and that Employees work in compliance with established safe work practices and procedures.

It is the responsibility of every Employee to protect his or her own health and safety by working in compliance with the law, following the safe work practices and procedures established by the Municipality and reporting all unsafe and unhealthy working conditions to their Supervisor/Manager. Failure to follow safe practices will result in discipline up to and including termination from employment.

It is in the best interest of all parties to consider Occupational Health and Safety to be an integral part of our business.

On behalf of the Mayor and Municipal Council as the Clerk / Administrator of the Municipality, I am committed to insuring reasonable precautions being taken for the protection of Employees. Occupational Health and Safety is an integral part of this organization.

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Mayor

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Date

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Clerk / Administrator

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## GENERAL OCCUPATIONAL HEALTH & SAFETY POLICY

### 2. PURPOSE

The purpose of the Health and Safety policy is to ensure that all levels of the organization know and understand the importance of health and safety, and the requirements of this organization and/or any health and safety legislation, so that the commitment outlined in the Policy Statement can be attained. The policy details the responsibilities of Council, Administration, and Employees / Volunteers of the Township of Wollaston.

It is also intended to ensure the health and safety of all employees and the public (any person) within all municipal workplaces.

### 3. SCOPE

The *Occupational Health and Safety Act* (OHSA), requires those who have any degree of control over the workplace ensure a safe and healthy work environment. The Act sets out duties with respect to workplace safety, materials and equipment in the workplace.

**The Act applies to every employee who is being paid, regardless of the work location. This policy also applies to all Volunteers, Council Members and Contractors.**

#### **Employees are covered under the Act:**

- a) If employees work at home and are being paid or are driving and being paid en route.
- b) If a paid employee suffers a critical injury, the Act requires that the employer report that critical injury to the Ministry of Labour.
- c) In addition to the OHSA, the *Workplace Safety Insurance Act* (WSIA) covers all employees.

Bill C-45 amended the *Criminal Code of Canada* to impose a new duty on organizations and corporations to ensure workplace health and safety which requires that **“everyone who undertakes, or has the authority, to direct how another person does work or performs a task is under a legal duty to take reasonable steps to prevent bodily harm to that person, or any other person, arising from that work or task”**.

The Code further covers any person who may enter a workplace and may be affected by workplace activity. The new duty requires reasonable steps to be taken to prevent bodily harm to any person.

### 4. RESPONSIBILITIES

#### a) GENERAL

Responsibility is defined as an individual's obligation to carry out assigned duties.

Responsibility and authority can be delegated to subordinates, giving them the right to act for their supervisors.

The supervisor remains accountable for seeing that responsibilities are met and actions are carried out.

## b) RESPONSIBILITIES OF THE MUNICIPALITY

### The Municipality/Council

The Municipality, in its capacity as the employer, is responsible for carrying out the delegation of responsibilities and duties to specific individuals in the Corporation.

### The Municipality will:

- a) Make every effort to provide a safe, healthy work environment.
- b) Take all reasonable steps to prevent bodily harm to any person.
- c) Ensure that business is conducted in a manner that is consistent with reasonable standards of health and safety, in order to prevent or reduce accidents, injuries, or illnesses.

### The Council of the Corporation of the Township of Wollaston is responsible to ensure that:

1. The principles of this policy and all applicable rules and regulations as set by the province from time to time are adhered to.
2. Adequate funds and resources are allocated to establish and maintain internal systems for effective health and safety procedures.
3. Equipment, materials, and protective devices, as prescribed, are provided and are maintained in good condition.
4. Prescribed measures and procedures are carried out.
5. Equipment, materials, and protective devices are used as prescribed.
6. Information, instruction, and supervision to an employee to protect the health and safety of said employee will be provided.
7. When appointing a supervisor, a competent person is appointed.
8. An employee or person in authority over any employee is acquainted with any hazard in the work and in the handling, storage, use, disposal and transport of any article, device, equipment or a biological, chemical or physical agent.
9. Only a person over such age as may be employed is employed in or about the workplace.
10. Every precaution reasonable in the circumstances for employee protection has been taken.
11. A copy of the *Occupational Health and Safety Act* and any explanatory material prepared by the Ministry, both in English and the majority language of the workplace, outlining the rights, responsibilities and duties of employees has been posted in the workplace.
12. Where so prescribed, provide an employee with written instructions as to the methods and procedures to be taken for protection of the employee.

## c) Management

Management includes all those individuals who supervise the work of other employees. This level of the organization includes the Clerk/Administrator, Roads Superintendent and Fire Chief, or delegate.

Management are responsible for:

1. Ensuring compliance with all applicable health and safety legislation.
2. Actively supporting the Health and Safety procedures.
3. Ensuring all injured employees are treated fairly.
4. Ensuring the working environment is maintained in a healthy and safe condition.

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5. Establishing and maintaining a written health and safety program, with objectives and standards consistent with applicable legislation as a minimum.
6. Providing ongoing safety education through training and safety meetings, including but not restricted to WHMIS and First Aid and CPR.
7. Providing standard operating procedures that include safe work practices.
8. Providing first aid facilities as required.
9. Ensuring that personal protective equipment, where required is provided and used.
10. Investigating and reporting accidents/cases of occupational disease to appropriate authority.
11. Investigating and reporting incidents to appropriate authorities.
12. Ensuring that workplace inspections are performed.
13. Correcting substandard acts or conditions.
14. Commending good health and safety performance.
15. Performing employee safety observations. (STOP AUDITS)
16. Having a health and safety component, participate in all annual reviews. (i.e. performance appraisals)
17. Performing regular crew/site visits.
18. Setting a good example by always wearing the appropriate PPE when required.
19. Ensuring that health and safety reference materials are readily available to supervisors and employees.
20. Ensuring that safety is a component of your hiring criteria.
21. Ensuring that there is a progressive discipline system that includes health and safety infractions.

### **d) RESPONSIBILITIES OF THE INDIVIDUAL EMPLOYEE**

All employees in the workforce, at all levels and functions, are responsible for understanding and carrying out the responsibilities and duties outlined. All supervisors and employees must be dedicated to the continuing objective of reducing risk of injury. Supervisors will be held accountable for the health and safety of employees under their supervision.

#### **i) Employees**

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

#### **Employees are responsible for:**

1. Reporting to his/her Supervisor the absence of, or defect in, any equipment or protective devices or the existence of any hazard of which he/she has knowledge.
2. Operating equipment and machines safely and conduct himself/herself in a safe manner.
3. Working safely, work in compliance with the Act, wear PPE, report hazards, not remove guards and not engage in pranks or other dangerous conduct.
4. Complying with all Municipal health and safety policies and procedures
5. Taking every possible precaution to protect themselves and fellow workers from health and safety hazards and unsafe situations.
6. Reporting unsafe acts or conditions to their supervisor.
7. Reporting any near-miss incident immediately to their supervisor.
8. Reporting any occupational injury or illness immediately to their supervisor.
9. Reporting any contraventions of the *Occupational Health and Safety Act* or Regulations *the Workplace Safety & Insurance Act* and the *Criminal Code of Canada* to their supervisor or employer.

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Every employee must protect his/her health and safety and the health and safety of other workers by working in compliance with legislation and established workplace practices and procedures.

The Occupational Health and Safety Act includes three basic rights for employees:

1. **The right to know** – includes the right to be trained, supervised and informed about potential hazards. The employer has a responsibility to communicate with workers
2. **The right to participate** – workers have the right to identify workplace health and safety hazards and recommend solutions.
3. **The right to refuse** – individual workers have the right to refuse or to stop work (Part 5 Section 43 of the OHSA)

## ii) Contractors and Sub-Contractors

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

This section will be included in all contracts tendered and proof of the above may be required by the Municipality at any time from tendering to project completion.

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 and will provide qualified workers and meet all applicable legislation as well as the Municipality's health and safety policy and procedures.
2. Will be held accountable for their health and safety performance.
3. Provide a WSIB clearance certificate and equivalent insurance.
4. Ensure the workers in their employment 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.

## iii) Volunteers, Visitors and General Public

The Corporation of the Township of Wollaston is committed to conducting its business in a socially responsible manner by ensuring, as far as reasonably practicable, a healthy environment for all individuals, including visitors to our workplaces.

Adherence to the following general rules by all volunteers and visitors, including business associates and guests, will help to ensure a safe work environment for everyone and our employees. Admission to a workplace is conditional upon each visitor abiding by the following health and safety rules:

1. Workplace Supervisors must inform volunteers and visitors that all accidents, incidents, injuries and near misses, and any unsafe acts and conditions observed must be reported promptly to the person in charge of the workplace.
2. Emergency First Aid is to be made available to anyone injured or suddenly ill.

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3. Visitors and the public will not be allowed to wander unescorted, through areas that are normally restricted to employees.
4. Personal Protective Equipment required by the *Occupational Health and Safety Act* and regulations must always be worn while at the workplace. Some work areas may require the wearing of protective headgear, footwear, hearing protection, and eyewear. Eyewear, safety hats, and hearing protection appropriate to the hazard will be provided and loaned by the municipality to the visitor. It is the responsibility of the individual visitor to provide all other personal protective equipment.
5. Where instructed to do so by a municipal employee, a visitor shall follow specified safe work practices related to the work being undertaken and the hazards present.
6. A **No smoking policy** is in effect and compliance is mandatory in all municipal buildings and vehicles except in dedicated areas where logos indicate smoking is permitted.
7. Individuals who are under the influence of alcohol or illegal drugs, or who are otherwise impaired to pose a safety risk, are prohibited from municipal premises or vehicles.

## 5. CONSEQUENCES OF NON-COMPLIANCE:

In addition to placing yourself and others at risk of injury, failure to comply with this policy and accompanying procedures will result in progressive disciplinary action for employees and will be evaluated during your performance appraisal.

Failure of members of Council or Administration to comply might result in injury to employees or the public.

Individual criminal charges and fines of not more than \$100,000 or imprisonment for a term not more than 12 months, or both may be applied to individuals where non-compliance is proven. Corporate criminal charges and fines up to \$1,500,000 may be applied to the Corporation where non-compliance is proven. Part IX Section 66 or the OHSA)

## 6. GENERAL SAFETY RULES FOR EMPLOYEES

1. All accidents, incidents, and injuries as well as unsafe acts and conditions observed by an employee, including someone under the influence of drugs, alcohol, or hazards which may allow an injury to occur to yourself or a fellow employee are to be reported promptly to their immediate supervisor, no later than the end of the working day. Employees are required to report any concerns about poor workstation/task design and any early signs or symptoms of soft tissue injuries they may experience. Employees are required to complete any necessary forms as soon as it is practical to do so.

2. First aid treatment is to be obtained promptly for any injury. It must be recorded and reported by completing and submitting the [INJURY / ACCIDENT DAMAGE INVESTIGATION FORM](#).

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3. Employees shall always comply with the *Occupational Health and Safety Act* and regulations .
4. All work must be carried out according to appropriate safe work practices and safe work procedures where applicable.
5. Employees must wear proper Personal Protective Equipment (PPE) in accordance with safe work practices and shall maintain and clean personal protective equipment which is issued to them.
6. Employees must 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.
7. Tools are to be used only for the purpose for which they were intended and only tools which are in good repair shall be used.
8. Tools which are designed for use with guards and safety devices shall not be used if those guards or safety devices have been removed or tampered with.
9. All tools or equipment which have been damaged or become worn are to be promptly tagged and taken out of service for repair or replacement.
10. Good housekeeping practices must be maintained daily in all work areas. This includes personal work areas/office and vehicles. Liquid spills are to be cleaned up immediately to prevent slips and falls
11. Employees are prohibited from arriving at work or remaining at work when their ability to perform the job safely is impaired for any reason.
12. Employees shall actively participate in the department's safety program, including attendance at training sessions.
13. Obey all posted signs and notices.
14. Always use the correct posture when lifting and get assistance if the weight is excessive.
15. Be aware of the location of the Health and Safety Bulletin Board, the Occupational Health and Safety Act, the MSDS Manual and the First Aid Station.
16. Horseplay, fighting, harassment of any kind, and otherwise interfering with another employee is strictly prohibited. **(See the Workplace Harassment and Violence Prevention Policy)**
17. Where there is a danger of entanglement, employees may not wear rings, watches, or other jewelry or loose-fitting clothing, and shall confine long hair.
18. Employees must report any property damage, regardless of how minor.

The above list is illustrative and not intended to be exhaustive. Individual workplaces or work groups may develop additional rules appropriate to their specific operating in conjunction with the Clerk. Please provide specific information to the Clerk for inclusion in subsequent documents.

## 7. HEALTH AND SAFETY PROGRAM COMPONENTS

The Municipality will also develop a program to implement the Health and Safety policy.

This program will vary, depending upon the hazards encountered in each particular workplace following a thorough inspection.

The following may be specific to the Roads Department, Disposal sites and/or the Municipal Office.

Adherence to the rules for each workplace must occur for all employees visiting or working within all of the sites.

### **The Health and Safety Program elements may include all or some of the following:**

- a) Training (e.g., new employees, WHMIS, new job procedures)
- b) Workplace inspections and hazard analysis
- d) A formal means of communication to address promptly the concerns of employees
- e) Material-handling practices and procedures
- f) Maintenance and repairs
- g) Housekeeping
- h) Protective equipment
- i) Electrical Safety
- j) Fire Prevention
- k) First Aid Training

**See: [Health & Safety Training Policy](#)**

This is not a comprehensive list. Specific procedures will be developed for each department to address hazards specific to locations and duties

### **a) EMPLOYEE TRAINING**

It is the responsibility of the Supervisor to make sure all employees are trained to follow the Health and Safety Policy and understand their responsibilities regarding this policy and *the Occupational Health and Safety Act*.

### **b) WORKPLACE INSPECTIONS AND HAZARD ANALYSIS**

It is the responsibility of the Council of the Corporation of the Township of Wollaston and Management to ensure that workplace inspections are carried out on a daily, weekly, monthly and yearly basis as required. **The adherence to the performing of inspections is mandatory.**



## **d) COMMUNICATION OF CONCERNS TO EMPLOYEES**

All communication of incidents, new regulations, changes to policy, changes to legislation etc. must be posted and discussed with all employees in a timely manner.

## **e) HANDLING HAZARDOUS MATERIALS - WORKPLACE HAZARDOUS MATERIAL INFORMATION SYSTEM (WHMIS)**

WHMIS is the Workplace Hazardous Materials Information System. It is a hazard communication program that is in effect across Canada.

The purpose of WHMIS is to make sure that employees and employers have the information they need to work safely with the hazardous materials at Ontario work sites. The materials included in WHMIS are called controlled products.

A controlled product is any product that meets the criteria for one or more of the six WHMIS hazard classes. Each class, except Class D, has a separate "hazard symbol". Class D has three hazard symbols - one for each of its divisions.

WHMIS has three components:

1. Labels
2. Material Safety Data Sheets (MSDS)
3. Worker Education

### **LABELS**

There are two main kinds of WHMIS labels-supplier labels and work site labels.

#### **Supplier Labels**

Supplier labels are placed on all controlled products purchased from Canadian suppliers. They give the basic information needed for a worker to handle a product safely. Supplier labels can be recognized by their distinctive slash marked borders.

Supplier labels have 7 pieces of information:

1. Product name
2. Name and address of the supplier
3. Symbols for each of the product's hazard classes
4. Main hazards of the product
5. Precautions
6. First aid measures
7. Reference to the MSDS for more information

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There are situations where the supplier label may be a bit different from the basic model. Controlled products in small containers (less than 100 ml) and laboratory chemicals are examples of these exceptions. Employers are required to teach workers about any of these variations that might be seen at the work site.

## **Work Site Labels**

These labels are applied at the work site. They are used on controlled products that are transferred from suppliers' containers to worksite containers, and on controlled products that are manufactured at the work site. Work site labels are also used to replace supplier labels that have been damaged.

They are less detailed than supplier labels. Only three pieces of information are required:

1. Name of the product
2. Information on how to use the product safely
3. Reference to the MSDS for further information

In a few special cases, any form of clear identification, such as the name of the product, a colour code or a numbering system, may be used instead of a work site label. These include:

- Controlled products in pipes, reaction vessels, ore cars, on conveyor belts, and in or on other in-plant conveyance systems
- Controlled products that are transferred into work site containers, for use by one worker only, and that are used up during the shift when the container was filled.

## **Material Safety Data Sheets (MSDS)**

1. The MSDS will provide more product information than can be found on the product label. These sheets have more detailed information about a product's properties, its hazards and how to keep from being overexposed to it.
2. WHMIS MSDSs have nine categories of information that must be provided. The blank MSDS form (pages 3.15-6 and 3.15-7) shows the nine categories, and the information that must be included for each of them.
3. An MSDS should be sent to a municipality with every new controlled product that it buys. In addition, every municipality will have developed an MSDS for any controlled product that it produces.
4. The MSDSs for all the controlled products at a work site must be kept in a place where workers can have easy access to them. Employers may transfer the information from suppliers' MSDSs to their own standardized MSDS form. This is done to make it easier for workers to find the information they want. If a municipality uses this practice, the MSDSs received from the supplier will be kept on file so that workers can refer to them if they wish.
5. There is no specifically required layout for the WHMIS MSDS, but each of the nine required categories of information must be included. More detailed information in each category must also be included, if available.
6. The MSDS must list all the ingredients considered hazardous, along with their concentrations. These ingredients are included if:
  - a. The most hazardous controlled product ingredients are listed if they make up more than 0.1% of the product.
  - b. Other, less hazardous, controlled product ingredients are listed only if they make up more than 1% of the product.
  - c. Ingredients that are included on the Ingredient Disclosure List (IDL), and that are present in the product at concentrations greater than the cut-off limits listed on the IDL.
  - d. Ingredients that have not been tested for their toxic properties.

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- e. Ingredients that the writer of the MSDS considers to be hazardous, even if they do not meet any of the first four conditions.
- 8. Much of the information on the MSDS is self-explanatory, but some terms may not be familiar to all workers. Supervisors should ensure that all workers are familiar with the terms used on each MSDS. The MSDS section on preventive measures provides information that is especially useful to workers.
  - a. Engineering Controls are measures for eliminating or reducing the hazards to which workers may be exposed. Examples include the substitution of less hazardous products, enclosure of processes to prevent the release of hazardous materials, or local exhaust ventilation to remove airborne contaminants at their point(s) of generation.
  - b. Spill/Leak Procedures specified on MSDSs are the steps to be taken in case of a spill or a leak of the controlled product.
  - c. Waste Disposal means effective and environmentally safe ways to dispose of waste that contains the controlled product.
  - d. Handling Procedures/Equipment specified on MSDSs are the basic precautions to be observed when handling the product or the basic equipment to be used.
  - e. Storage Requirements include special instructions for storing the product.
  - f. These instructions are designed to prevent "conditions of flammability, instability or reactivity" from developing.
  - g. Shipping Information includes special instructions for shipping the product safely. These instructions are designed to prevent "conditions of flammability, instability or reactivity" from developing.
  - h. The MSDS gives instructions for the specific first aid measures to be taken if an employee is affected by skin or eye contact or has been overexposed by ingestion or inhalation.
  - i. The name of the person or group who wrote the MSDS, their telephone number and the date that the MSDS was prepared is also given. This allows an employee to get further information about the product if necessary.

### **f) MAINTENANCE & REPAIRS**

**Ongoing maintenance and constant repairs are required for all equipment owned and operated by the municipality. (See Appendix A for heavy equipment maintenance, repair, and inspection procedures)**

## **g) HOUSEKEEPING**

The importance of good housekeeping at a workplace in the prevention of accidents and injuries is one of the most important safe work practices outlined in the Occupational Health and Safety regulations. Although it is often taken for granted, **good housekeeping is a vital element of any safety program.**

Workplace housekeeping is traditionally defined as **keeping the job site clean and orderly.**

This involves a wide range of routine activities including:

- maintaining floors and surfaces.
- keeping aisles, exits and stairs free of clutter, clearly marked and well-lit,
- controlling minor spills and responding to them quickly when they occur,
- properly installing and maintaining equipment and tools,
- ensuring adequate and safe storage areas, and
- handling and disposing of waste in a timely manner.

The following questions should be asked when looking at your good housekeeping habits at the workplace:

### **Floors and other surfaces**

1. Are floors kept clean and clear of waste?
2. Are signs posted to alert workers when floors are being washed?
3. Are floors in good condition, i.e. there are no holes, worn planks or loose boards?
4. Is anti-slip flooring used where floors cannot be kept clean because of the nature of the work, e.g. where floors are awash with liquid, grease or oil for extended periods?

### **Storage**

1. Are there places to store all materials and supplies that are safe and accessible?
2. Is material stacked securely, blocked or interlocked, if possible?
3. Are materials stored in areas where stairs, fire escapes, exits or firefighting equipment will not be obstructed?
4. Are materials stored in areas that do not interfere with the flow of people or material?
5. Are bins or racks provided where material cannot be piled?
6. Are all storage areas clearly marked?
7. Do employees understand the storage and handling procedures for all materials used in the workplace, e.g. Are flammables kept in clearly marked and approved containers in designated storage areas?

### **Aisles and stairways**

1. Is there a well-defined system of traffic in the workplace?
2. Is the workplace lighting adequate?
3. Are aisles unobstructed and clearly marked?
4. Are convex mirrors installed at those corners where there is a chance of collision?
5. Are aisles wide enough to accommodate people and vehicles comfortably?
6. Are stairs well-lit?
7. Are stairs covered with an anti-slip tread?
8. Are faulty stair treads repaired or replaced as soon as possible?

## Spill Control

1. Are all spills wiped up quickly?
2. Are spill absorbents used for greasy or oily material?
3. Are used absorbents disposed of promptly and safely?
4. Are tools and machinery inspected regularly for sources of leaks?
5. If leaks can't be stopped at the source right away, are drip pans or absorbent materials used?

## Equipment maintenance

1. When equipment problems are found, are they fixed as soon as possible?
2. Are machines and tools cleaned regularly?

## h) PROTECTIVE EQUIPMENT

### SKIN, HANDS AND BODY PROTECTION

Clothes are a major line of defense against hazards on the job. Employees must always dress suitably for work. Full time staff of the Roads and Waste Site are issued a clothing allowance as per the Collective Agreement.

Clothing made of synthetic fibers can be readily ignited by or melted by heat or electric flash. Cotton and wool are more flame retardant and therefore recommended.

Special body apparels may be required to prevent contact with:

- noxious gas, liquid, fumes or dust;
- an object that may puncture, cut or abrade the skin,
- a hot object, liquid, or molten metal; or
- radiant heat.

Generally, personal wearing apparel of an employee must be of a type and condition that will not expose him or her to unnecessary and avoidable hazards.

Where there is danger of contact with moving parts of machinery;

- the clothing must fit closely around the body;
- dangling neckwear, bracelets, wristwatches, rings, or like articles must not be worn; and
- cranial and facial hair must be completely confined or cut short.

Hands must be protected from rough surfaces, sharp edges, toxic or irritating materials, heat, cold and electrical equipment. Gloves should be considered as a protective device and must be used. **The appropriate glove, whether it is leather, fabric, rubber or plastic should be used for each task where gloves are required.**

It may also be necessary to use wrist and forearm protection. Caution: It may be dangerous to wear gloves around revolving machinery. "Perfect fit" gloves may reduce the hazard.

Gloves are effective against most minor cuts, scrapes and abrasions and are recommended when handling sharp or abrasive materials.

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Specialized personal protective equipment for hazards include finger guards, thimbles and cots, hand pads, mitts and barrier creams.

Personal protective equipment for hands comes in many forms, each designed to protect against certain hazards.

The Material Safety Data Sheets (MSDS) for hazardous chemicals indicate which gloves and other personal protective equipment are required for safe handling. This information should always be checked before working with controlled products.

## SAFETY VESTS

Employees whose duties are regularly performed in areas and under circumstances where they are exposed to the danger of moving vehicles must always wear distinguishing apparel or devices of highly visible material .

## EYE AND FACE PROTECTION

Eye and face protection is designed to protect the worker from such hazards as:

- flying objects and particles
- molten metals
- splashing liquids; and
- ultraviolet, infrared, and visible radiation (welding).

This type of equipment may be divided into two types.

The first type, “basic eye protection” includes safety spectacles with or without side shields, mono frame goggles and eyecup goggles (as with some styles of flame cutting and gas welding goggles).

Clip-on side shields must be used if they are not a built-in feature of the spectacles.

Prescription lens may be acceptable safety eye wear only if the lens provider has **certified** them as “**safety eye wear**”. In these cases, side shields must be clipped in place.

The second type “face protection”, includes chemical and impact resistant (plastic) face shields; metal mesh face shields for hot, humid conditions and chainsaw use; and welders shields or helmets with specified cover and filter plates and lenses. Basic eye protection should be worn with (underneath) face shields.

Comfort and fit are important in the selection of safety eye wear. Lens coatings, venting or fittings may be needed to prevent fogging or to fit over regular prescription eyeglasses.

Safety glasses should be cleaned at least daily or more often if required. Eye and face protection must have a Canadian Safety Association (CSA) certification and be in accordance with the current *Occupational Health and Safety Act* regulations.

Suitable eye and face shields must be worn to protect the eyes and face where machine operations may cause eye or face injury from flying objects, dust, grit, chips, sparks, chemicals, wastewater or other possible hazards.

**Management should ensure that appropriate eye protection is available and convenient and employees should always make use of the equipment.**

Persons requiring corrective lenses should be provided suitable protection to be used with the lenses, or prescription safety eyewear with appropriate side shields. Welding may pose a danger from infrared and/or ultraviolet radiation.

Care should be taken to ensure that proper eye protection is kept near welding areas and used during welding. Shields should be available to protect other employees.

## **HEAD PROTECTION**

Safety headgear is designed to protect the head from the impact of flying and falling objects, bumps, splashes from chemicals or harmful substances, and contact with energized objects and equipment.

Safety hats must be CSA approved and be in accordance with the current Occupational Health and Safety regulations. This requirement implies the safety hat will provide protection from impact to the side and back of the head.

1. Where a hazard of electrical contact is present, the worker must use a safety hat which is specifically designed to provide protection from this type of hazard.
2. Hard hats should be worn when there is a danger from falling tools or materials.
3. Hard hats should always be worn by crews working outdoors or at construction sites, and by anyone visiting a job site.
4. Hard hats are date stamped. Care must be taken to see that the useful life of the hard hat has not expired.
5. Hats involved in an accident should be inspected or replaced.
6. Hard hats are to be worn at all construction sites and road maintenance operations by all staff on location, including contractors.
7. Hats do not have to be worn while an employee is inside a vehicle.
8. Safety hats must always be worn by traffic control persons while on duty.
9. Safety hats must be adjusted to fit securely on the head.
10. Where there is a likelihood of the hat falling off, or being blown off, chin straps must be used.
11. All parts of the headgear must be compatible and maintained in accordance with the manufacturer's instructions. If attachments are used with the headgear, they must be specifically designed for use with the specific headgear issued.

**Safety hats should be inspected before and after each shift. Any signs of wear or damage to the suspension harness indicate it must be repaired or replaced.**

Similarly, any damage to the shell indicates it must be replaced. A visual inspection of the shell should look for breakage, cracks, discoloration, chalky appearance, and brittleness. The entire safety hat must be discarded if it was subjected to any penetration or significant impact.

Safety hats should be cleaned using warm water and mild soap. Solvents, such as paint thinner, should be avoided because it can damage the material. They should not be painted. They should be stored in a clean, dry location.

## SAFETY FOOTWEAR

Proper safety boots are required for all employees of the municipal roads and waste disposal site.

Safety footwear must be worn where there is danger of injury to feet through falling or moving objects, or from burning, scalding, cutting, puncturing, slipping or similar causes. Personal foot protection must meet the design and manufacturing specification of CSA.

The minimum level of foot protection allowed at a worksite is CSA Grade1. This footwear bears a green triangle patch stamped with the CSA registered trademark on the outside and a rectangular green label on the inside.

The Health and safety handbook policy allows for compensation for appropriate footwear. All roads crew employees will be subsidized. **Proper footwear must always be worn on the job.**

The following types of hazards require particular protective features which are incorporated into the footwear design:

- 1. Electrical shock** - Safety footwear which is resistant to electrical shock has a white rectangular label bearing the CSA trademark and the Greek letter Omega in orange lettering. This footwear does not completely eliminate the risk of electrocution, but it does provide some level of shock resistance in dry locations. **This type of footwear is not normally required for municipal roads or waste site staff work but may be required in limited circumstances.**
- 2. Chainsaw cuts** - Boots which provide some degree of protection against chainsaw cuts have embedded "ballistic nylon", Kevlar, or other material designated for the purpose. They are typically high top, orange colored, rubber boots which provide reasonably good anti-slip protection and must be worn when operating a chain saw on municipal business.
- 3. Ankle injury** - Where there is a danger to the ankle from materials or equipment which could provide injury, or of twisting the ankle from walking on uneven ground or slippery surfaces, the **safety boots must have at least a 15cm high ankle support.**
4. Safety footwear should always be laced up and securely tied to prevent a tripping hazard or the footwear from falling off. It must be maintained in good condition. Routine inspections should be completed to:
  - check for tears or holes in the leather
  - make sure the steel toe caps are not exposed; and
  - check the wear of the sole.

## HEARING PROTECTION

Where the level of noise is sufficiently intense, it will pose a potential hazard to the hearing of employees who are exposed to it for long periods of time. Too much noise exposure can cause a temporary loss of hearing, and, if the noise exposure is repeated too many times, the loss gradually becomes permanent.

The Occupational Health and Safety legislation has adopted a standard which requires the use of hearing protection where the level of noise in a workplace exceeds an average of 85 decibels over an eight hour shift.



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This standard may be proportionately pro-rated. For example, the maximum duration of unprotected exposure for sound levels averaging 88 dB (A) is 4 hours; for 91 dB (A), 2 hours; and for 94dB (A), 1 hour.

Similarly, an unprotected person may be safely exposed to noise levels of an average of 82 dB (A) over 16 hours and 80 dB (A) over 24 hours.

Where practical, it is preferable to reduce the level of noise at, or close to its source through the application of engineering controls. Administrative controls, such as limiting the amount of time an individual worker is exposed to excessive noise through job rotation, should also be considered.

The use of hearing protection is the method of last resort but must be used where engineering and administrative controls are not feasible.

Hearing protection is available in three general types:

1. **Disposable ear plugs** (made of pliable material, one size fits all but can only be used once);
2. **Permanent plugs** (must be fitted to provide a good seal but can be washed and reused); and
3. **Earmuffs** (when properly fitted and worn, generally provide more protection than plugs).

Hearing protection should be provided for employees and visitors in those areas that present danger to hearing from machinery, blowers, engines, or other equipment.

Exposure to excessively loud noise for extended periods can cause permanent hearing loss. To prevent excessive exposure, engineering controls and practices should be applied to limit noise levels.

## RESPIRATORY PROTECTION

Personnel are sometimes exposed to respiratory hazards generated by equipment, materials, or procedures such as spray-painting and welding. Although proper work practices and engineering controls may be used to reduce these hazards, often the only practical control is respiratory protective equipment. Protection is ensured not only by the respirator but also by its proper selection and use.

To select the proper respirator for a job, the worker must know the characteristics of the hazard, the anticipated exposure, and the limitations of the equipment.

Respiratory equipment should only be selected by someone who understands all three factors. Most manufacturers can assist with selection and should be consulted for municipal use.

Work areas must be ventilated to reduce hazards from dust, fumes, mists, gases or vapors. Where ventilation is not practical, employees must be provided with respirators appropriate to the hazard and be trained to use and maintain the respirators properly.

Respiratory hazards may be present as:

1. **Gas:** Common toxic gases in roads garage are carbon monoxide and hydrogen sulphide.
2. **Fumes:** Welding fume is the most common type of fume in roads garage. Other examples include pitch fume from coal tar in built-up roofing and from diesel engines.

3. **Dust:** Dust is generated by crushing, grinding, sanding, or cutting. Two common dusts in construction are fibrous dust from insulation materials and non-fibrous silica dust from sandblasting.

Respiratory-protective equipment is required when:

- welding in confined spaces or shops with poor ventilation
- entering confined space, when gases are present
- welding, cutting, burning
- welding, cutting, or grinding surfaces with lead paint

Respiratory protection falls into two major categories:

- The first is Air Purifying Respirators (APRs) which have particle (dust) chemical cartridges but no visor plate. The air is inhaled from the surrounding air but cannot replenish or increase its oxygen content.
- The second category is Atmosphere Supply Respirator, which includes self-contained breathing apparatus (SCBA), airline systems and protective suits that completely enclose the worker and incorporate a life support system. Only APRs will be dealt with in this section. The second category of respirators requires much more specific information and training. If workers need to use Atmosphere Supplying Respirators, they should get expert advice, training and instruction.

Know which type of respirator is required for each specific use.

**Note: For more information on selecting and using respiratory protective equipment, refer to the MSDS (Material Safety Data Sheets), and seek advice from a competent authority.**

## INSPECTION

Respiratory protective equipment requires proper care and inspection in order for it to provide the protection for which it was designed.

- respirators used daily should be inspected daily
- respirators used occasionally should be inspected before each use
- respirators not used routinely but kept ready for emergency use should be inspected at least once per month

**Note: Records should be kept of monthly inspections and all repairs.**

## I) ELECTRICAL SAFETY

1. Ensure that computer cables, extension cords, telephone lines and printer cables are bundled and secured to work surfaces, desks, or walls.
2. Wall outlet covers are to be in place to prevent accidental exposure to electrical wiring.
3. All extension cords are to be the 3-wire type and in good condition.
4. Only one extension cord is to be used per application. Extension cords are not to be plugged into one another.
5. Use a cord of appropriate length and load capability.

## TOWNSHIP OF WOLLASTON

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6. Power cords that are damaged in any way are to be discarded and replaced.
7. Wires or extension cords are not to be run under rugs, through doorways or placed in other traffic areas. If such cords are necessary, for short term use only, ensure that all cords are properly taped to avoid a tripping hazard.
8. Multiple outlet strips are to be equipped with overload protection, circuit breakers and/or surge protectors.

### **j) FIRE PREVENTION**

1. Do not block fire protection equipment or exit doors.
2. All rooms and areas must be kept clean and free of rubbish and debris. Combustible materials shall not be permitted to accumulate.
3. The contents of containers for waste, rubbish and other debris shall be removed daily.
4. There will be no smoking permitted in the workplace.
5. Flammable or combustible liquids are not to be used for cleaning.
6. Combustible or flammable liquids should be used in amounts only required for daily use and stored in approved safety containers.
7. Storage of flammable liquids to be in a well-ventilated metal cabinet.
8. Refuelling engines to be done outside.
9. Oily rags to be stored in an approved metal container and removed on a daily basis.

**Caution:** When flammable liquids are being used, the following is to be adhered to:

1. No smoking
2. Proper handling
3. Proper extinguisher nearby

### **Questions to ask when inspecting the work area:**

1. Are combustible materials present only in the quantities needed for the job at hand and kept in safety cans during use?
2. Are combustible materials otherwise stored in safe containers in storage rooms that are away from ignition sources?
3. If there are no sprinklers, is there at least a metre of clear space between stored material and the ceiling?
4. Are fire extinguishers located along commonly travelled routes and close to possible ignition sources?
5. Are oily or greasy rags placed in metal containers before being regularly disposed of?

### **Procedures to follow for Specific Occupational Hazards:**

#### **a) IRATE CUSTOMERS/WORKING ALONE**

1. Do not place yourself in harm's way by engaging a confrontational individual.
2. Record as many details after the fact and complete an incident report.
3. Should the situation warrant, call the OPP to report the incident and obtain assistance.
4. Report all incidents to your supervisor immediately.

## b) LIFTING

### LIFTING FROM THE FLOOR

1. Starting position must be comfortable and effective. This position allows an erect spine due to increased hip and knee bending. Squatting from a walk standing position (half-squats) is preferable as it is more comfortable than a straightforward squat. (Walk standing position means that the feet are placed approximately shoulder width apart with one a small step ahead of the other)
2. Have load near to, or in contact with the body.
3. Use palm grip (not a finger grip) to hold the object.
4. When preparing to lift, tuck chin in and brace spine by tightening the stomach muscles.
5. Tense arms (biceps) to prevent the load from dragging the trunk forward.
6. Once the load is secure against the body, a powerful knee straightening extension thrust does the actual work of lifting the trunk and load.
7. Heavy objects should always be lifted and held above the stable base of support formed by the "feet apart" stance.
8. If a load must be moved the worker should use small steps to move or turn the body. The trunk of the body must not be twisted. If an object is held outside the base of support formed by the feet, the spine is put at risk.
9. Lifting from above shoulder height - To lift from above shoulder height, maintain a walk standing position, transfer weight and maintain erect spine without bending the lower back backward.
10. Pushing/Pulling - The same principles of erect spine and walk standing position apply. The use of body weight is essential in moving the load.
11. To avoid injuries during material handling, mechanical handling devices should be used wherever possible. Even relatively light lifts, 12kg (25 lbs.) to 25 kg (50 lbs.), can produce injuries under certain lifting conditions, or when lifted repetitively.
12. For loads heavier than 25 kg (50 lbs.) Two people should perform the lift whenever possible.
13. Repeated lifting for long periods can cause excessive fatigue. Fatigue, in turn, is a contributing factor in causing accidents. When fatigue becomes excessive, it can affect a worker's performance. A decrease in motivation or an error in judgment can occur.

### TECHNIQUE FOR SAFE LIFTING

- Bend your knees
- Hug the load
- Avoid twisting

### LIFTING AWKWARD LOADS

If you must lift an object that's above shoulder level, use a step stool or ladder to avoid overreaching. If you have to lift an object out of a bin or a car trunk, stand with feet shoulder width apart, slightly bend your knees and start to squat, bending at your hip joints, not at your waist.

## c) LADDERS

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When climbing a ladder:

1. Ensure both hands are free (never carry tools up a ladder, pull them up with a hand line)
2. Use both hands when going up or down
3. Always face the ladder
4. Never overreach

It is the responsibility of the workers to check the ladder carefully to ensure it is in good condition. It must be clean, have no grease or oil on it and the rubber, non-slip feet must be in good condition. Return the ladder for repairs if it is defective.

- The ladder must be held in place by one or more persons while being used if it exceeds 9 m (30 ft.) in length and is not securely fastened.
- The ladder must always be tied off to a support if possible.
- The ladder must be designed, constructed, maintained, and used properly to prevent injury to workers.
- The ladder must extend at least 1 m (3 ft.) above the upper floor or landing place that it serves.
- When placing ladders close to thoroughfares, install barricades and warning devices to protect passersby.
- A ladder is not to be placed in front of door openings unless the openings are blocked or guarded
- When placing ladders in doorways and exits, provide other entrances.
- A ladder must be used so that the loads applied, will not over stress the materials used.
- To position the ladder properly, use a 4:1 ratio. For every 1.2 m (4 ft.) in height, the foot of the ladder must be out 30 cm (1 ft.) from the vertical.
- Secure ladders at the top and bottom with tie-offs. If tie-offs cannot be used, a standby worker must hold the ladder to prevent slippage and lateral movement.
- Ensure the ladder sits squarely and without distortion on a firm footing.
- Spike-feet ladders are to be used for soft surfaces.
- Non-slip foot ladders should be used on hard, smooth surfaces. Use care as dirty non-slip feet can become slippery.
- Ladders must be free from broken or loose parts or other faults.
- A ladder must not be attached to another ladder to increase its length
- A ladder must not be used horizontally, as a platform, runway, or scaffold or for any other purpose for which it was not designed.
- A ladder must not be placed on boxes, barrels, or other unstable bases.

## LADDER RUNGS

- All ladders are to have rungs evenly spaced at 30 cm (12 inches) apart.

## STEP LADDERS

- The legs shall be fully extended, and the spreader shall be locked.
- The top of the step ladder shall not be used as a step. The highest step to be used is the second from the top.
- The paint shelf is not to be used as a step.

## PORTABLE LADDERS

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- Will only support one person at a time.

## **METAL LADDERS**

- Metal ladders must not be used or stored where there may be contact with an electrical source.
- Unpainted wooden or fibreglass protected ladders are the only type acceptable where contact with an electrical source is possible.

## **LADDER MAINTENANCE**

1. Only knowledgeable personnel can maintain or repair ladders.
2. Ladders should be inspected frequently and those that have defects should be repaired or destroyed.
3. Ensure that defective ladders waiting for repairs are marked or tagged until the repairs can be made. (i.e., "DO NOT USE - DEFECTIVE")
4. The joints between all sized parts should be tight, and hardware fittings securely attached.
5. The movable parts should operate freely, without binding or undue stress.
6. Metal bearings or locks, wheels, pulleys, etc., should be lubricated regularly.
7. Ladders should be stored for easy access or inspection.

## **d) OFFICE EQUIPMENT**

- Storage cabinets, bookcases and filing cabinets must be secured to the wall to prevent tipping. Brackets are to be heavy duty and professionally installed into studs to secure heavy cabinets and shelves. For light or decorative units wall anchors of appropriate capacity may be used.
- Do not open more than one drawer at a time in any cabinet to prevent it from tipping over.
- Close file drawers when not in use.
- Use step stools as provided to reach items on higher shelves.
- Workstation chairs are to be in good condition and able to be adjusted for the individual employee.
- Ensure that the paper cutter is equipped with a guard and used properly.
- Have all office equipment serviced regularly to properly maintain it and ensure safe use.
- Switch off equipment prior to unplugging or cleaning.

## **e) HEAVY EQUIPMENT**

There are several safety rules and precautions that must be observed when employees are working in, with, or around heavy equipment, such as dump trucks, backhoes, trenching machines, bulldozers, graders and front-end loaders. **(See Appendix A – Safe Operating Procedures for Heavy Equipment)**

## **f) WALKWAYS**

Walkways must be clear of obstacles and of a sufficient width for safe passage.

- Ensure that aisles are clearly established, especially in storage areas.
- Ensure that aisles are clear, and no tripping hazards are present such as boxes or briefcases.
- Keep all desk drawers, filing cabinets and wall cabinet doors closed to prevent someone from walking into them.

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- Ensure carpets and rugs are secured to prevent slipping. Floors are to be even and without cracks.
- Mats are to be placed both inside and outside the entrances to prevent slippery floors.

### **g) WORKING ENVIRONMENT**

- Ensure that ventilation in photocopy and supply rooms are adequate.
- Ensure that adequate lighting is in place in all work areas, including emergency lighting.
- Stairways, corridors, and storage areas are well lit so that individuals can adequately see the steps and walkways
- Ensure that steps and changes of elevation are clearly marked.
- Storage in stairways, corridors and hallways is prohibited.
- A first aid kit is to be centrally located and clearly labelled.
- Each worker is to perform safety inspections in their areas of responsibility on a regular basis and report deficiencies to their supervisor, the Clerk or the Health and Safety representative.
- Fire extinguishers are to be available as per code and inspected regularly. Know where they are and how to use them. Make note of their size and type so that you know what types and sizes of fires you should attempt to use them on.
- In case of a fire too large to attempt to extinguish, leave the building.

### **h) WORKING WITH CONTRACTORS**

Some of the municipality's work is contracted out to private contractors.

The *Occupational Health and Safety Act* requires the municipality as principle contractor, to ensure that the work carried out by each of the contractors is in compliance with the Act and its regulations.

The following points outline some of the basic things the Municipality can do to fulfill its obligations:

1. The contract documents should state in considerable detail that the contractor must comply with all safety standards established by law as well as the safety standards established by industry associations and the department's Health and Safety Program.
2. A breach of this condition will be a fundamental breach of the contract and subject to termination of the contract or other penalty.
3. Upon request, the contractor is required to provide a copy of its safety plan for the proposed work. The acceptable degree of detail in this plan will depend on the degree of risk of the activity and the usual practice in industry. The plan should be reviewed by the municipality and the contractor must be expected to comply with it.
4. Most importantly, the municipality should investigate and check on the contractor's safety performance. The frequency and detail of the monitoring by the project manager or Road Superintendent will depend on the nature of the work and the safety precautions specified. The municipality has a duty to reasonably satisfy itself that the safety specifications in the contract are being met.

### **i) USE OF CLEANING SOLVENTS**

1. Chemical cleaning of equipment can expose workers to toxic materials in the cleaning agent and to toxic materials produced by reaction of the cleaning agent with scale or corrosion inside the equipment being cleaned.
2. Solvents may contain a variety of hazardous materials.

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3. Solvents should be used in well-ventilated areas. The employer must make an MSDS available for each solvent.
4. Workers using solvents should be familiar with the hazards of the solvent and take appropriate precautions. The MSDS is the best initial source of information on the hazards and precautions needed.
5. Appropriate chemical resistant gloves must be worn to prevent skin contact with solvents.
6. Workers who use a solvent must have reviewed and be familiar with the hazard information contained in the MSDS for the solvent.

### **j) ACID/CAUSTIC HANDLING**

- Concentrated acids and caustics such as sulfuric acid and sodium hydroxide may produce severe burns on contact with the skin or eyes.
- Inhalation of acid or caustic mist can cause serious lung injury.
- Refer to the appropriate MSDS for a complete description of the hazards and required precautions.
- Respiratory protection must be used where mist or spray from acid or caustic materials may be present. An acid gas air purifying respirator with a mist pre-filter should be used for acid mists. A dust/mist air purifying respirator may be used for caustic mist.
- A safety shower and eyewash fountain should be immediately available where acid or caustic is being handled.

### **k) PERSONAL HYGIENE CONSIDERATIONS**

Toxic materials may be inadvertently ingested or absorbed through the skin due to improper personal hygiene practices.

To minimize the possibility of this occurring:

- Do not eat, drink, or smoke in the work area.
- Always wash hands (minimum) and face before eating, drinking, or smoking.
- Wear protective coveralls over street clothes or specially laundered industrial garments in work areas and remove these before leaving.
- Garments heavily soiled or soaked with hydrocarbon should not be worn but should be exchanged or discarded for clean garments.
- Avoid handling foam ear hearing protectors with unwashed hands

### **l) WORKING IN THE SUN**

The hazards identified with prolonged exposure to the sun's harmful rays include sunburn, keratosis, skin cancer, and eye damage. To protect yourself from sun damage Personal Protective Equipment should be worn to protect the skin, head, and eyes.

#### Safe Work Procedures

- Wear a hat, long sleeved shirt and long pants. A hard hat is acceptable.
- Wear tightly woven clothing covering as much of the body as is practical.
- Where there is no danger of entanglement, clothing should be loose fitting, allowing sweat to evaporate.
- Sunscreen will be provided for employees who work outdoors between the hours of 11:00 am and 4:00 pm.
- Apply sunscreen with a sun protection factor (SPF) of 15 or higher on all exposed skin.
- The sunscreen should be effective in filtering both UV-A and UV-B rays.



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- Sunscreen should be applied to dry clean skin 15 minutes before going out into the sun.
- It should be re-applied every 2 hours if employee is perspiring heavily.
- Sunscreen should be worn between 11:00 am and 4:00 pm.

### **m) DRIVING MUNICIPAL VEHICLES**

Driving Municipal Vehicles (or your own vehicle when on Municipal business) – when the vehicle is in motion you must always wear your seat belt, even when travelling short distances.

- Do not operate the vehicle until and unless all passengers (if any) have seat belts fastened.
- When leaving the vehicle, make sure that it is properly immobilized, and the vehicle engine has been turned off.
- When stepping out, check for uneven road surfaces, debris scattered on the road and/or slippery surfaces.
- Before reversing the vehicle, you must first make sure it can be completed safely. If you have to back up, you are responsible for ensuring that your path is clear.
- Always reverse at a walking pace, especially in areas with high traffic or pedestrians. If possible, avoid backing up
- Do not talk on a cell phone while driving unless you have hands free operations.

### **n) REPORTING VEHICLE ACCIDENTS**

In the event that you are involved in a motor vehicle accident during the course of completing your workplace duties, you are required to:

- Ensure your personal health by calling 911 if medical assistance is required.

When it is safe to do so:

- Notify the Police of the Accident and follow their direction
- Obtain Other Driver's Information or from Witnesses if applicable
- Notify your immediate Supervisor and provide information to complete the VEHICLE ACCIDENT REPORT FORM

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## TOWNSHIP OF WOLLASTON VEHICLE ACCIDENT REPORT FORM

Day of accident:                      Time:                      Road Conditions:  
Name and Badge Number Police Officer:  
Location / Municipality of Accident:

### OTHER DRIVER'S INFORMATION

Name:                                      Phone:  
Address:                                  City:  
Driver's License Number:  
Insurance Company:                      Policy Number:

### OTHER VEHICLE INFORMATION

License Plate:                              Model/Year:                              Make:  
    o Registered Owner: Same as above, or

Name:                                      Phone:  
Address:                                  City:  
Driver's License Number:

Description of Damage:

Number of occupants in vehicle at the time of accident:

Description any injuries:

### YOUR INFORMATION

Driver:                                      Phone:  
Address:                                  City:  
Drivers License Number:  
Names & Number of Occupants in this vehicle at the time of accident:  
Describe any injuries:

Is the Township of Wollaston the registered owner of the vehicle?    Yes                      No  
If not, who is the registered owner of the vehicle?

Description of Accident:

Names and phone number of any witnesses:

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Print Name:

Signature:

If you have any doubts about any situation – talk to your supervisor before proceeding. Learn how to work and stay safe. Remember, it is your duty to report any hazard, accident, or incident within the scope of your position. We cannot take corrective measures if we are not aware of the hazard.

## Appendix A

### Safe Operating Procedures for Heavy Equipment

The following are classified as Heavy Equipment used by the Roads and Waste Site Disposal Employees in the Township of Wollaston:

1. Backhoe
2. Crawler
3. Loaders
4. Graders
5. Trucks

### General Safety for Heavy Equipment

Only trained and authorized operators shall be permitted to operate the designated equipment.

#### 1. Personal protective equipment is mandatory and may include the following:

- boots or safety shoes - eye/face protection
- long pants - hard hat
- hearing protection – gloves

#### 2. Pre-start/Walk around inspection (Circle Check):

- Check for loose or worn parts and repair or replace immediately.
- Check all fluid/coolant levels.

**Caution:** Open the radiator cap only when the engine is cooled.

- Inspect hydraulic line connectors and hoses for leaks before applying pressure to the system. Use paper or cardboard, not your hands, to search for leaks.

**Caution:** Hydraulic fluid escaping under pressure can penetrate skin and cause serious bodily harm.

- Check tires for cuts, bulges, irregularities, abnormal wear and proper inflation.
- A fire extinguisher and first aid kit shall be mounted in the cab.

#### 3. Machine Maintenance:

- When servicing equipment, fasten a Do Not Operate tag on the steering wheel. Review Lock Out/Tag Out Procedures prior to servicing any equipment. • Ensure the cab area is clean and free of debris and tools.
- Clean windshield, mirrors and lights.
- Remove all oil, grease or mud and snow from grab irons, handrails, steps, pedals, and floor to prevent slips and falls.
- Remove or secure any loose items such as tools, chains, or lunch boxes from the cab.

## 4. Work Site:

- Check and mark the area for underground cables (Telephone & Hydro), gas lines, and water mains.
- Know work area clearances - watch for overhead or underground objects, holes, drop-offs, and partially hidden obstacles and wires.

## 5. Mount properly:

### **DO NOT GET ON OR OFF A MACHINE THAT IS IN MOTION**

- Maintain a 3-point contact with the steps and handrails while getting on/into the machine
- Do not use the controls or steering wheel as a handhold.
- Do not operate the machine with wet, greasy, or muddy hands or shoes.

## 6. Starting and Testing:

### **EXHAUST FUMES ARE DANGEROUS - ALWAYS HAVE A RUNNING MACHINE IN A WELL-VENTILATED AREA.**

- Fasten your seat belt and adjust the seat prior to starting.
- Controls should be in neutral and the parking brake set before starting engine.
- Start the engine only from the operator's seat.
- Warn personnel in the area that you are starting the engine.
- Check all gauges, light, instruments and warning devices to assure that they are functioning properly and the readings are within normal range.
- Test steering right and left.
- Test brakes against ground speed to be certain there is no malfunction.
- Ensure all implement controls are operating properly.

## 7. Machine Operation

### **SMOKING IS PROHIBITED AT ALL TIMES.**

- Acquaint yourself with the controls before operating the machine.
- Only the operator is permitted to ride on the machine.
- While backing up use extra care and sound the horn to clear the area.
- If a malfunction is observed, "DO NOT OPERATE" until the proper repairs have been made.
- Drive at speeds compatible with working conditions.
- Do not coast downhill. Select a gear that will prevent excessive speed when going downhill.
- Do not park on a steep incline.
- Know the stopping distance at any given working speed.
- Do not permit anyone to stand or pass under the bucket or lift arms.
- Follow the manufacturer's load capacity limits. Identification plates are attached to all machines.
- If the machine is stuck, back it out or stop engine and get help.
- Do not make mechanical adjustments while the unit is in motion.

- Always follow the manufacturer's recommendations for pulling or towing.
- Lower all the hydraulic equipment before shutting down or getting off the machine.
- During snow removal, be alert for any obstructions covered by snow.

## **8. Ether - Cold Start Precautions**

- Diesel cold start systems contain ether which is explosive. Keep away from heat, sparks, and open flames. Work in a well-ventilated area.
- If swallowed, breathed or contacted on skin or eyes seek medical attention immediately. Follow recommendations found on the MSDS sheets.
- Point the openings of the valve, tube or atomizer away from yourself and others while testing the diesel cold start system.
- Store replacement ether cylinders in a cool dry place away from direct sunlight. Do not keep them in the operator's compartment.

## **9. Operating a PTO (Power Take Off)**

- Shut off the engine and wait until the PTO stops completely before getting off, disconnecting or servicing the PTO unit.
- Wear snug fitting clothing when operating the power take-off, or when near rotating equipment.
- When operating stationary PTO equipment, always apply the parking brake and block the rear wheels front and back to prevent any unnecessary movement.
- PTO shields are mandatory on all PTO-driven equipment.

## **10. Refueling**

- Shut off and cool the engine and any electrical equipment before fueling.
- Ensure the fueling area is well ventilated.
- Do not smoke while refueling. Keep open flames and sparks away from area.
- Ground the funnel or fuel nozzle against the filler neck to avoid sparks when refueling.
- Do not use gasoline or diesel fuel for cleaning parts.
- Check the battery and electrolyte levels according to manufacturers instructions.
- Know where the fire extinguishers are located.

## **11. Road Rules**

- When turning, use hand or turn signals.

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- Obey all traffic regulations. Know local traffic laws regarding lights, warning signs, load limits, and slow-moving equipment on highways/roadways.
- When backing up traffic, pull over and allow the vehicles to pass.

## 12. Shut Down/Parking

### Park on level ground.

- When parking on a grade, block the wheels and set the parking brakes.
- When parking, lower all loader, buckets, hydraulics to the ground.

## SPECIFIC SAFETY PROCEDURES FOR INDIVIDUAL EQUIPMENT

### a) BACKHOES

- **KNOW THE WORKING RANGE OF THE MACHINE.**
- Be sure attachment or load doesn't catch on obstructions when lifting or swinging.
- When lifting a load, do not lift, swing or stop unnecessarily fast.
- Be sure everyone is in the clear before swinging or moving in any direction. NEVER swing or position attachment or load over personnel or vehicle cabs.
- Never allow personnel to walk or work under any part of the machine or load while the machine is operating.
- Never allow anyone to ride the attachment or the load. This is an extremely dangerous practice.
- Do not load a truck unless the driver is in a safe place. Then, load the truck from the rear or side.
- Use a signal person. The signal person must be in direct communication with the operator, and the operator must pay close attention to the signals.
- Never exceed the lifting capacity of the machine. Stay within the lifting limits shown on the Load Rating Chart. Remember - you may be able to lift the load in close, at ground level, but as the load radius and elevation change, the lifting capacity of the excavator may decrease.
- Keep the machine well back from the edge of an excavation. Avoid undercutting the machine. If necessary, provide adequate shoring to prevent the machine from falling into the excavation.
- Level off the work area if possible.
- Avoid swinging or extending the bucket farther than necessary in a downhill direction. This will reduce the stability of the machine.
- When working with the bucket on the uphill side, the excavator may tip over if the slope is too steep.
- Avoid working with the tracks across the slope, as this reduces stability and increases the tendency for the machine to slide.
- Always be sure that slings or chains used to lift the load are of adequate strength and that they are in good condition.
- Watch your boom clearance at all times.
- Turn off the engine and allow the machine to cool before working on the machine. Most fluids in the excavator are hot enough to cause severe burns at normal operating temperatures.

## **b) CRAWLER**

- Operate the controls only with the engine running.
- Do not allow riders on the machine unless additional seat, seat belt, and rollover protection are provided.
- The operator must satisfy himself that no one will be endangered before moving the machine.
- Report any needed repairs noted during operation.
- Carry implements close to the ground, approximately 40cm (15 in) above ground level.
- Stay a safe distance from the edge of cliffs, overhangs, and slide areas.
- If the machine begins to sideslip on a grade, immediately dispose of the load and turn the machine downhill.
- Be careful to avoid the condition which could lead to tipping when working on hills, banks, or slopes, and when crossing ditches, ridges, or other obstructions.
- Work up and down slopes, rather than sideways, whenever possible.
- Keep the machine under control and do not work it over its capacity.
- Be sure hitch points and the towing device are adequate.
- Connect trailing equipment to a drawbar or hitch only.
- Never straddle a cable, wire rope, or similar device nor allow others to do so.
- Personnel are prohibited to be between the machine and trailing equipment when maneuvering to connect them. Block the tongue or hitch of trailing equipment to align it with the drawbar or hitch.

## **c) LOADERS**

- This is a one-person machine, NO RIDERS ALLOWED.
- Know the pinch points and wrap points on the loader.
- Operate at a speed consistent with working conditions, visibility, and terrain.
- Ensure loader has an adequate rear counterweight
- When crossing exposed railroad tracks, ditches, ridges, or curbs reduce speed and cross at an angle.
- Carry loaded buckets as close to the ground as possible. The further a loaded bucket is from the ground the more unstable the loader becomes.
- Use extreme caution when operating a loader on a side slope. Slow down and carry the bucket, loaded or empty, as close to the ground as possible.
- Stay in gear when traveling downhill - this will help control speed.
- Never move a load above the heads of other workers.
- When back filling, use extreme caution. The weight of the material plus the weight of the machine could cause the new construction to collapse.
- Keep work area level; avoid developing ruts by occasionally back dragging the bucket to smooth the surface.



## **d) GRADER**

- Do not permit riders in or on the grader. Grader is a one-person piece of equipment.
- Do not dismount from the grader with the engine running - lower all attachments and stop engine first.
- Before backing up, use extra care to ensure persons and vehicles are clear of the grader.
- Know and use hand signals required for particular jobs and know who has the responsibility for signalling.
- Select a gear that will prevent excessive speed when going downhill. Do not coast downhill.
- Note and avoid all hazards and obstructions such as overhangs, ledges, slide areas, electrical lines, underground cables, water mains, or gas lines.
- Watch for bystanders and never allow anyone to be under or to reach into the grader and its attachments while operating.
- Check the local traffic laws for correct traveling requirements. If necessary, pull over and allow traffic to pass.
- When working near traffic areas or at night, use extra care. Use precautions, such as flares or reflectors, cones, red flags or red lights, barricades, flashing lights, and flagmen.
- Do not operate the grader in areas where volatile gases, dust, and combustibles may be present.
- Ensure the grader is properly equipped for grading in dry or forested areas.
- Avoid lubrication or mechanical adjustments with the grader in motion or the engine operating.
- Keep your head, body, limbs, feet, and hands away from all moving parts.
- Use extreme care when working with hydraulic systems. Relieve the hydraulic system pressure before performing any service.
- Match speed of the vehicle to job conditions.
- Be careful when operating with the wheels at right angle to a slope.
- When hooking up trailing equipment, keep all personnel away.
- Know your stopping distance at any given speed.
- Use caution when crossing side hills, ridges, ditches, and other obstructions.
- Keep close to inside bank when working on a side hill road or cut. Extend the blade to material near outer edge.
- Use extreme care to avoid tipping when working on hills, banks, or slopes.
- Cross obstacles at an angle and at slow speed. Be alert for sudden movement of machine when going over center of obstacle.
- Operate the vehicle only on level surface when cutting high banks.

## **e) TRUCKS**

- Truck drivers will be properly and thoroughly trained before attempting to do any work with or on any type of truck.
- Our motor vehicle policy, as well as State and Federal regulations prohibit the operation of commercial motor vehicles by individuals who do not have the proper training and license. Do not attempt to operate any dump truck unless you have the proper license and training.
- Thoroughly inspect the truck for any defects that may inhibit safe operation of the vehicle.
- DOT regulations require that the operator fill an inspection form each day before placing the truck into operation. This form is an excellent tool to help the operator remember to check all

## TOWNSHIP OF WOLLASTON

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necessary items.

- Always use the steps and grab irons and face the vehicle when getting in or out of the truck.
- Place the gearshift into neutral and set the parking brake before starting the engine.
- Allow the engine to reach operating temperature and the air pressure to build to operating pressure before placing the truck into motion.
- Carefully check the area around the truck before placing it into motion. Objects or people that are very close to the truck may not be visible from the driver's seat.
- Always make sure that your seatbelt is properly fastened before driving the truck.
- Allow adequate stopping distance between the truck and the vehicles in front of it.
- Check the area around the truck for obstructions (tree limbs, overhead wires, etc.) before raising the dump box. Make sure that the spreader chains aren't set if you intend to dump in a pile.
- Always try to be on a level surface when you raise the dump box. As the box raises the truck's center of gravity goes up and the truck becomes less stable and more apt to tip over. If you must dump on a slope place the truck so that it faces straight up, or down the slope. Do not try to raise the box with the truck parked parallel with the slope. Remember that a dump truck is much more apt to tip over (or run into overhead obstructions) when spreading material than it is when dumping in a pile.
- **NEVER** work under a raised box (not even "for just a little bit") unless the box is adequately supported by a prop rod or cribbing. **Do not** rely on the truck's hydraulic system to hold the box while you work under it.

### **CARBON MONOXIDE KILLS!**

- Start the engine and check all controls to see that they are functioning properly.
- Check horn and backup alarm to see that they are working.
- Operate with caution on uneven surfaces. Avoid steep slopes completely.
- Carry the load as low as possible. Avoid sharp turns and slopes with a raised load.
- Travel straight up or down, with the heavy end of the machine pointed uphill.
- Operate with extreme caution near areas with sharp drop-offs.
- Do not undercut banks or materials that are piled high, to avoid cave-ins or falling of material.
- NEVER leave the machine without first lowering the bucket, stopping the engine, setting the parking brake and placing the shift in park or neutral. Dismount the machine carefully. Do not jump out of the loader.
- If stopping for any length of time, lock the ignition and remove the key.