

Event & Program Safety Briefing Information

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Procedures and Forms referenced in this document:

- Volunteer FLHA (SiteDocs > Forms)
- Safe Work Practices and Procedures (SiteDocs)
- WDM Safety Manual (SiteDocs & HR Site)
- Safety Briefing Attendance Sheet (SiteDocs > Forms)

Title: Event & Program Safety Briefing Guidelines	Category: Programs Safety
Type: Guidelines	Approved: September 18, 2024 Revised:
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Purpose

The Western Development Museum is committed to ensuring the safety of our events and programming. This includes regularly reviewing programs, conducting risk assessments, and holding safety briefings with staff and volunteers when necessary.

Requirements

Below are guidelines for determining if a safety briefing is required for an event or program, attendance requirements, and what must be covered.

1. When safety briefings are held, they are mandatory for everyone involved with the associated event/program or activity.
 - a. Signatures of attendance are required from all staff and volunteers.
 - i. Use *Safety Briefing Attendance Sheet* (SiteDocs - Forms)
 - b. If someone must miss a safety briefing, the Manager or staff person responsible for the event may use their discretion in allowing the person to participate. The person must receive the same information that was covered in the safety briefing and sign an attendance sheet indicating the time they received it. This may be done at a designated volunteer check in-space, for example.
2. Multiple safety briefings may be held at a program/event where different individuals are participating in different activities or starting shifts at different times. For example, at a summer show, there may be a general safety briefing and a separate safety briefing for those participating in harvest demonstrations.
3. A general safety briefing is recommended for all large events/programs with many different activities or components and when a large crowd is expected. **When in doubt, hold one.**
4. A role-specific safety briefing includes the information given in a general safety briefing plus information specific to the tasks to be performed. Ribbons or other identifiers will be issued to those attending. No ribbon/ identifier, no participation in the role. Role-specific safety briefings **must** be held on each day of events or programs when:
 - a. There will be operating equipment, such as gas tractors, steam traction engines, threshing machines, a steam locomotive, or a sawmill.
 - b. There will be horses involved in demonstrations or wagon rides.
 - c. Other tasks will be performed as part of the event\program where safe work practice and procedures indicate a high safety risk.

5. All safety briefings must cover:
 - a. Staff in charge of event and event safety
 - b. Review of general safety rules (see *WDM Safety Manual*)
 - c. Emergency instructions, including:
 - i. Emergency contact information.
 - ii. Location of fire extinguishers and other related equipment.
 - iii. Location of first aid kits, defibrillators and other related equipment.
 - iv. Location of muster point(s).
 - d. Incident reporting procedures.
 - e. Elements listed in the *Safety Briefing for WDM Events Checklist* (below).
6. Role-specific safety briefings must also include:
 - a. Review of safe work practices and procedures for tasks to be completed.
 - b. Location(s) of equipment manual(s) if applicable.
 - c. Completing a group FLHA.
 - d. Elements listed in the safety briefing checklist for the role or activity.

Title: Safety Briefing Checklist – General	Category: Programs Safety
Type: Checklist	Approved: September 18, 2024 Revised:
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General Safety Briefing Checklist

- General Safety Briefing(s) will be held each day of the event. They are mandatory.
 - Safety Briefing Times/locations: _____
- A Role Specific Safety Briefing(s) will be held each day of the event for _____ . If you are participating in those activities, you must attend those safety briefings.
- Staff may be identified by their ID tag or _____
- Staff on site today include:

- Volunteer break spaces/times:

- Volunteer food options and spaces:

- Event schedule and any special instructions where relevant, like parking information, wagon or other ride pick-up or drop off locations to be aware of, take down timing and instructions etc.:

Emergencies

- In case of emergency, call 911. Advise WDM staff immediately. Advise the Front Desk staff if emergency personnel are coming so they can be directed to the emergency.
- Fire Extinguishers are distributed around Museum/grounds. The closest Fire Extinguisher(s) is/are: _____.
- First Aid
 - Locations are marked with signs. Show map if available.
 - First Aid providers are located at: _____
 - First Aid kits are located at: _____
 - Defibrillator(s) is/are located at: _____
- Muster point(s) is/are: _____
They are identified by a yellow Muster sign.
- Other safety related equipment or instructions:

General Safety Rules

- Safety is everyone's responsibility. If you feel something is unsafe, stop, then let your supervisor, volunteer coordinator/ engagement assistant, or another staff person know as soon as possible.
- Staff must be obeyed immediately on any and all safety concerns.
- Do not take short cuts and bypass safety procedures. Stay alert. Safety is too important and expensive to learn by accident.
- Stay hydrated. Water is available at: _____
- ALL incidents, injuries (regardless of severity) and near misses, must be reported to a staff person.

General Hazards

- Go over any specific event hazards and steps to avoid them.

Title: Safety Briefing Checklist – Horses	Category: Programs Safety
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NOTES:

- *This checklist is an addition to the General Safety Briefing and (if relevant) Operating Collection Operation checklists.*
- *There is also a separate safety briefing checklist and set of rules for horse-drawn wagon rides.*

Event Information

- Ribbons/Buttons – Don't have one, don't operate.
 - You will be issued a coloured ribbon or button for attending each day's safety briefing. Each day's ribbon will be a distinct colour. You MUST wear this ribbon to operate any equipment.
 - Should an individual want to or insist they can operate without the current days coloured ribbon, please advise WDM staff, who will address the issue.
 - Please return ribbons so they can be used again.
 - Return them to: _____
 - When: _____
- Owners/Teamsters are responsible for animal welfare.
- Be sure to check harness(es) to ensure that it is properly adjusted and in safe condition.
- When resting / not operating equipment, horses are to be kept: _____
 - This includes being safely tethered to an appropriate spot if not in a barn or corral.
- Petting of horses is not allowed. The public should not touch the horses at any time.
- Picture taking will be allowed if there is time and only from the public viewing area.
 - Public viewing area(s) is / are: _____
 - A rope barrier must always be between the horses and the public in a photo.
- Water for horses is available at: _____
- Food for horses is to be stored at: _____
- Waste clean-up
 - Who is responsible: _____
 - Equipment available: _____
 - Dispose of at: _____

- Be aware of the general event schedule and if/when steam engines / locomotive will be operating. Whistle signals may frighten horses.

Ask Teamsters to discuss general hazards of working with horses, how they are controlled, and this discussion must be recorded on an FLHA. This includes horses getting spooked, people walking behind horses, etc.

Horses Pulling or Powering Operating Collection Equipment

- Prior to operation, Teamsters and Assistants will inspect:
 - Equipment to ensure it is able to be pulled/operated safely.
 - Harnesses to ensure that they are properly adjusted and in good condition.
 - Hitches and safety chains (if applicable) to ensure they are in good condition.
- Horses/equipment must never be left unattended while attached to equipment.
- Review information from the Operating Collection Safety Briefing Checklist.

Other event specific instructions:

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Notes:

*****Everyone must sign the group attendance sheet/FLHA indicating their attendance and that they understand the risks and controls for this activity.*****

Title: Safety Briefing Checklist – Wagon Rides	Category: Programs Safety
Type: Checklist	Approved: September 18, 2024 Revised:
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NOTES:

- *This checklist is an addition to the General Safety Briefing and (if relevant) Operating Collection Operation checklists.*
- *There is also a separate safety briefing checklist and set of rules when horses are on the grounds but are not providing horse drawn wagon rides.*

Event Information

- Ribbons/Buttons – Don't have one, don't operate.
 - You will be issued a coloured ribbon or button for attending each day's safety briefing. Each day's ribbon will be a distinct colour. You MUST wear this ribbon to operate any equipment or wagons.
 - Should an individual want to or insist they can operate without the current days coloured ribbon, please advise WDM staff, who will address the issue.
 - Please return ribbons so they can be used again.
 - Return them to: _____
 - When: _____
- There will be ____ wagons pulled by _____ teams/ _____ (equipment) operating today.
- A wheelchair accessible wagon is / is not available today (circle one). Load wheelchairs on this wagon only.
- Wagon ride schedule, including rest periods:
- Pick-up and drop-off location(s): _____
- Permitted route(s) is / are (show map if available):
- When resting / not giving rides:
 - Wagons are to be stored: _____
 - Horses / equipment are to be kept: _____
- Other event specific instructions:

Wagon Ride – General Reminders

- A minimum of two people (Equipment Operator/Teamster and Wagon Assistant) are required for all wagon rides.
- Do not use cell phones while participating in wagon rides in any role.
- Horses/equipment must never be left unattended while attached to the wagons.
- When in public areas, wagons must never be left unattended.
- No pets, with the exception of service animals, are permitted on the wagon.

Preparation

- Designated Teamsters/Equipment Operators must complete the WDM Wagon Inspection Checklist.
- Designated Teamsters/Equipment Operators must walk the pre-planned route to check for changes to conditions or new hazards.
- If anything comes up in during this preparation, let staff know ASAP so it can be addressed or changes made to the event plan/schedule.

Loading / Unloading

- Wagon Assistant must be positioned between the load/exit gates and the horses/operating equipment.
- Blocks / wheel chocks (circle one) are available to prevent wagon wheels from rolling.
- There will / will not (circle one) be additional people at the loading/unloading areas to help passengers.

During Rides

- Wagon Assistants must be vigilant of passengers on your wagon at all times.
- Make sure there is an adult on the back corners of the wagon (seated at the ends of the benches at the rear of the wagon).
- Wagon Assistants must ensure all passengers are familiar with WDM wagon ride rules. These rules must be followed at all times, including ensuring that all passengers remain seated and keep all body parts inside the wagon at all times. Rules are posted _____.

Emergencies

- Fire extinguishers and first aid kits are available on all wagons.
- Review related emergency procedures for _____ location.

Additional Considerations for *Horse-Drawn Wagon Rides*:

- A Teamster Assistant has/has not (circle one) been scheduled for today.
- Teamsters are responsible for animal welfare.
- Be sure to check harness(es) to ensure that it is properly adjusted and in safe condition.

- When resting / not operating equipment, horses are to be kept:

 - This includes being safely tethered to an appropriate spot if not in a barn or corral.

- Petting of horses is not allowed. The public should not touch the horses at any time.
- Picture taking will be allowed if there is time and only from the public viewing area.
 - Public viewing area(s) is / are: _____
 - A rope barrier must always be between the horses and the public in a photo.

- Water for horses is available at: _____
- Food for horses is to be stored at: _____

- Waste clean-up
 - Who is responsible: _____
 - Equipment available: _____
 - Dispose of at: _____

- Be aware of the general event schedule and if/when steam engines / locomotive will be operating. Whistle signals may frighten horses.
- Ask Teamsters to discuss general hazards of working with horses, how they are controlled, and this discussion must be recorded on an FLHA.** This includes horses getting spooked, people walking behind horses, etc.

*****Everyone must sign the group attendance sheet/FLHA indicating their attendance and that they understand the risks and controls for this activity.*****

Title: Safety Briefing Checklist – Operating Collection	Category: Programs Safety
Type: Education	Approved: September 18, 2024 Revised:
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NOTES:

- *This checklist is an addition to the General Safety Briefing and (if relevant) Operating Collection Operation checklists.*
- *There is also an additional Horses checklist to review if horses will be pulling or powering Operating Collection equipment.*

Event Information

- Ribbons/Buttons – Don't have one, don't operate.
 - You will be issued a coloured ribbon or button for attending each day's safety briefing. Each day's ribbon will be a distinct colour. You **MUST** wear this ribbon to operate any equipment.
 - Should an individual want to or insist they can operate without the current days coloured ribbon, please advise WDM staff, who will address the issue.
 - Please return ribbons so they can be used again.
 - Return them to: _____
 - When: _____

Operating Vehicles and Equipment

- Cell phones are not to be used when operating equipment.
- Proper clothing and PPE required for operating equipment must be worn.
- Ensure your equipment is in good repair operating safely *before* running in front of the public. Inspect for loose or broken parts. Check that all safety shields, guards, warning signs and belts are in safe, useable condition. Safety guards must be in place and used.
- Ensure that their vehicle is secure when parked and can't roll away.
- If you (or designated operator) are not present with your machine, shut it off. Remove key (if any).
- For demonstrations that require several operators, such as the threshing machine, there must be one person designated in charge to ensure safe operation.
- Should a vehicle need to move during show times, it must be accompanied by one or more people on the ground in front of it and behind it wearing orange vests. Be vigilant of people and hazards.
 - "I wanted to turn around" is not a need. Vehicles may only move for WDM approved purposes or emergencies.

- Vests are available at: _____
- There are no rides to be given to public on or in any WDM vehicles except those specifically designated for passengers. It is tempting to say yes, but simply too dangerous, and against WDM policy.
 - Photos: People MAY take pictures, provided: they are safely able to sit in the seat or stand beside the vehicle, AND the engine is off AND the operator is present.
 - WDM vehicles specifically designated for passengers today are: _____
- Passengers will only be permitted on visiting tractors with full fenders and a platform. Passengers are not permitted on fenders, drawbars or axles. Tractor operators and passengers must comply with the following:
 - Two people on one seat is not acceptable, regardless of age.
 - Passengers should be positioned behind the axle of the unit.
 - Children, under age 16, are only permitted to ride as a passenger on a tractor if a waiver has been signed by a parent or guardian.
- Should you need to work on any part of the machine or related equipment turn it off! Remove key (if any). Prior to starting, ensure everyone is clear, and in your view before starting up. Please make sure you have not left any tools in a hazardous location.
- Be aware of curious children who may want to touch machines and equipment - it may be a hazard, sharp or hot. Encourage them to ask questions but not touch.
- Refuel before the event begins if at all possible.
 - Where: _____
 - Rules: Turn engine off. Don't top off tank.
 - There is a spill kit: _____
- (Final day of event) Vehicles and equipment may not be loaded, put away, or taken home until: _____.
- Remind everyone of all applicable safe work practices and procedures and/or equipment manuals.

Operating Steam Engines

- See Antique Steam Program Operations Policy and Procedures (https://mywdm.wdm.ca/Admin/Policies/WDM_Steam_Policy_2019.pdf)

*****Everyone must sign the group attendance sheet/FLHA indicating their attendance and that they understand the risks and controls for this activity.*****