SASKATCHEWAN INSPIRED
WESTERN DEVELOPMENT MUSEUM
EST. 1949

Safety Program Manual

Updated July 2024

ACKNOWLEDGMENTS AND DISCLAIMER

The Western Development Museum (WDM) thanks Occupational Health and Safety and the Workers Compensation Board for providing safety information and material to support companies in providing a healthy and safe work environment. We would also like to thank those organizations that share information in the interest of creating a safe and healthy workplace for everyone. The information proved invaluable in the creation of this manual. We would like to acknowledge contributions from;

- The various safety associations
- Saskatchewan Occupational Health and Safety
- Canadian Standards Association
- WorkSafe Saskatchewan / Workers Compensation Board
- Canadian Centre for Occupational Health and Safety
- And many others who freely provide information

The WDM has made every effort to ensure the accuracy of the information presented in this safety manual. Nevertheless, in critical/high-risk areas, the user should always obtain competent engineering or safety advice. Readers should refer to and ensure compliance with relevant codes, standards, regulations, and all other legal obligations for their place of operation.

This manual does not supersede or replace any federal, provincial, or territorial laws or regulations. It is not a definitive guide to legislated health and safety requirements, which all employees should be familiar with.

The purpose of the safety manual is to help the WDM protect the health and safety of employees and meet the requirements of applicable health and safety laws, regulations, industry best practices.

The safety manual must be used in conjunction with the following;

- *Workers' Compensation Act* and the *Workers' Compensation General Regulations*
- The *Saskatchewan Employment Act,* and the *Occupational Health & Safety Regulations*
- The *Occupational Health and Safety (Workplace Hazardous Materials Information System) Regulations*
- Any other legislation or regulations applicable to the scope of work and local jurisdiction
- Industry best practices and;
- Manufacturer specifications

The developer of this manual and the user company does **NOT** warrant that the information contained in this manual is complete and correct and shall not be liable whatsoever for any damages incurred because of its use. This safety manual has been designed for use by the WDM only. This manual has been reviewed by the WDM in conjunction with the committee or representative before implementation. It is to be reviewed by the WDM on an annual basis to ensure the material is kept up to date and revised as needed.

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HEALTH, SAFETY & ENVIRONMENTAL POLICY	**Category:** SP1 (Page 1 of 1)
Applies To: Employees and Volunteers	**Approved:** May 20, 2020 **Revised:**
Review Frequency: Annually	**When:** April

Intent

The Western Development Museum (WDM) is committed to providing and maintaining a safe and healthy work environment following industry standards, legislative requirements, and environmental best practices. We strive to prevent the accidental loss of any employees, volunteers, resources, and physical assets. The WDM recognizes the right of personnel to work in a safe and healthy work environment.

All levels of the organization are equally responsible for minimizing workplace accidents. Safe work practices and procedures are contained in the Safety Program Manual for all personnel to follow. Failure to comply with safety policies, practices, and procedures will result in disciplinary action.

Accidental loss can be mitigated through good management in combination with active employee involvement. Safety is everyone's responsibility, including management, supervisors, and employees. Volunteers and contractors have a responsibility to comply with the WDM's Safety Program at all times.

It is our policy to:

- Provide training as required.
- Use CSA and government-approved personal protective equipment.
- Maintain tools and equipment as per manufacturer specifications.
- Conduct informal and formal inspections to find and correct any unsafe acts or conditions.
- Conduct hazard assessments and develop safe work procedures.
- Investigate all major accidents and incidents to prevent reoccurrence.

Management supports participation in the program by all employees and is committed to working in a spirit of consultation and cooperation with the employees. Management will provide the proper equipment, training, and procedures. Employees are responsible for following all procedures, working safely and acting proactively to correct unsafe acts and conditions.

The WDM is driven to meet or exceed the occupational health and safety (OH&S) legislation and industry best practices. It is our goal to have an injury and accident-free workplace. Through ongoing efforts from all levels within the organization, we can achieve this goal.

July 17, 2021

Management Signature Date

HEALTH, SAFETY & ENVIRONMENTAL RESPONSIBILITIES:

Executive Senior Management

*REFER TO THE OH&S ACT PART III, DIVISION 3 AND REGULATIONS PART 3 FOR ADDITIONAL DUTIES

- Consistently demonstrate the company's commitment to health and safety.
- Adhere to the requirements as set out in the occupational health and safety legislation.
- Ensure that the safety program is developed, administered, and maintained.
- Authorize expenditures and assign adequate resources to implement the Safety Program.
- Ensure that all managers are trained to carry out their responsibilities under the Safety Program and applicable legislation.
- Consult and co-operate with the company committee and the provincial / territorial authority having jurisdiction.
- Ensure that managers are competent and understand the applicable legislation and information in this safety manual.
- Lead by example; wear all applicable personal protective equipment (PPE).
- Provide a signed copy of the Health and Safety Policies.
- Communicate the importance of health and safety and encourage full participation in the program. Ensure all established policies are administered and enforced.
- Maintain overall control of the Safety Program direction. Encourage employees to report unsafe acts, conditions, and near misses and to report all injuries and damages immediately. Do not discipline management, supervisors, or employees for reporting any of the noted items.
- Establish the mechanism to provide safety education programs for managers, supervisors, and employees. Provide ongoing safety education programs and approved training courses as required by company activities and legislation.
- Review safety records, statistics, and reports to improve systems management.
- Maintain buildings and equipment.
- Ensure that the program is evaluated on an annual basis.

Manager

*REFER TO THE OH&S ACT PART III, DIVISION 3 AND REGULATIONS PART 3 FOR ADDITIONAL DUTIES

- Consistently demonstrate the company's commitment to health and safety.
- Administer and enforce the requirements of the Safety Program. Ensure supervisors and employees are aware of their responsibilities under the legislation.
- Provide health and safety information, instruction, and assistance to all supervisory staff. This information is to include any applicable safety legislation, policies, and procedures as set out in the Safety Program Manual.
- Monitor training requirements for employees to ensure they have the skills required to perform their duties. Develop training plans as required.
- Enforce applicable legislation and industry best practices.
- Review safety records, statistics, and reports to improve safety measures.

Manager continued…

- Communicate the importance of health and safety and encourage full participation in the program.
- Ensure all company employees receive safety orientation before beginning work.
- Ensure that work practices and procedures are monitored and, if necessary, modified to safeguard employees.
- Make sure that the health and safety program is communicated and implemented.
- Promptly correct any unsafe acts or conditions identified.
- Ensure proper emergency response procedures are developed and implemented on all sites.
- Assist the supervisor in investigating serious incidents and near misses.
- Implement a company health and safety committee and ensure meetings are held as per applicable legislation. Ensure that all members of the committee who require training receive appropriate training to prepare them for the committee work they will perform.
- Consult and co-operate with the company committee and the provincial / territorial authority having jurisdiction.
- Consult and abide by provincial / territorial occupational health and safety legislation.
- Review safety reports to assess the effectiveness of the Safety Program and recommend appropriate corrective action as required.

Supervisor

*REFER TO THE OH&S ACT PART III, DIVISION 3 AND REGULATIONS PART 3 FOR ADDITIONAL DUTIES

- Must be familiar with the WDM Safety Program and applicable safety legislation.
- Ensure the Safety Program Manual and health and safety legislation is available to all employees.
- Ensure that all employees complete the safety orientation before starting work and are adequately trained and equipped to do assigned tasks.
- Identify the need for and provide the appropriate OH&S training. Provide employees with all necessary job-specific training to complete their tasks safely.
- Regularly review company policies, practices, procedures, and rules with employees.
- Provide employees with proper, well-maintained tools and equipment, as well as any other basic and specialized personal protective devices that may be required.
- Develop work procedures and provide instruction and adequate supervision to ensure the work is carried out safely and efficiently.
- Take corrective action, including discipline, where the requirements of the occupational health and safety program or applicable legislation are ignored.
- Provide a good example to employees and volunteers by always directing, demonstrating, and safely performing work.
- Ensure the completion of all required documentation as outlined in this safety program manual. Verify that all safety documentation is completed fully and of quality work. Send a copy of all documentation to the office for review and filing.
- Ensure that appropriate first aid kits / supplies and certified first aiders are available and in compliance with legislation.

Supervisor continued…

- Ensure that WHMIS requirements are adhered to, and the SDS's are available for all controlled products used or stored on site.
- Assign new and young employees to work with a senior employee who is familiar with safe work practices, procedures, rules, and applicable legislation. Ensure that they are paired with this individual until they have been approved to work independently.
- Ensure housekeeping is maintained.
- Ensure that anyone operating mobile equipment or machinery is deemed competent and certified. Verify that the certification is current and not expired. Ensure a copy of all training records is filed at the office.
- Ensure maintenance of equipment is regularly completed and performed by a competent person.
- Stop work that poses an imminent danger to employees, volunteers, or the public until the conditions or practices remedied.
- Warn all employees of any potential or actual dangers and advise them on how to isolate, prevent, or remove such dangers.
- Accompany government OH&S inspector (s) during workplace inspections and ensure that follow up corrective action is taken as required following the OH&S report.

Employee

*REFER TO THE OH&S ACT PART III, DIVISION 3 AND REGULATIONS PART 3 FOR ADDITIONAL DUTIES

- Attend orientation on or before your first day of work or when arriving at a new location.
- Read, understand, and comply with the WDM Safety Program and all applicable legislation.
- Report to work fit for duty, able to perform your assignments and responsibilities safely and efficiently. Remain in that condition while on duty. Do not bring to or consume at the workplace any alcohol, cannabis, or illegally regulated drugs. Report all violations with regard to substance abuse. The use of prescription drugs must be reviewed with the supervisor if your ability to perform your work is impaired in any way.
- Carry out duties safely and responsibly with regard to your health and safety, as well as for the health and safety of others, and with respect for property and the environment.
- Cooperate with the employer in the discharge of the employer's legal responsibilities regarding the occupational health and safety program.
- Notify your supervisor if you believe the work being performed is unsafe. Report all unsafe acts and conditions so they can be corrected promptly.
- Use the personal protective equipment (PPE) and safeguards as required by the legislation and the WDM Safety Program.
- Inform your supervisor of conditions, which may affect your health and safety or the health and safety of others.
- Offer suggestions to enhance this program.
- When working with controlled products, ensure you have reviewed and understood the SDS. Follow recommendations as outlined in the SDS.
- Participate in inspections and hazard assessments when designated by your supervisor.
- Participate in the company's return to work program following an injury or illness.

Employee continued…

- Read, understand, and comply with the contents of the safety program.
- Report all incidents, injuries, near misses, violence, harassment, substance abuse, damaged equipment / tools to your supervisor as soon as possible.
- Be familiar with the emergency response plan and assist in emergency response procedures when required.
- Know the location of all first aid, emergency, and safety equipment on site.
- Take every precaution to protect the environment. Report any spills, improper waste disposal, etc. to your supervisor.
- Take every reasonable precaution to protect the safety of yourself and others.
- Participate in the review of the health and safety program.
- Attend and use all training and education provided to ensure the safety of yourself and others.
- Inspect tools, machinery, equipment, and personal protective equipment before each use. Report any damage or defects to your supervisor. Comply with the tag out policy.
- Maintain PPE as prescribed by the manufacturer. If defects are found, get a replacement from your supervisor and remove defective equipment from service.
- Attend all safety meetings and participate in discussions.
- Do not perform tasks you have not been trained to perform. Never operate mobile equipment without valid operator certification.
- Know your three basic rights: the right to refuse (unusually dangerous work), right to participate (in workplace health and safety activities, e.g., Occupational Health Committee), and the right to know (workplace hazards).

Volunteer

- Carry out duties safely and responsibly with regard to your health and safety, as well as for the health and safety of WDM staff and other volunteers, and with respect for property and the environment.
- Attend orientation on or before your first day of volunteering, or when approved to volunteer at a new location.
- Review and sign all applicable volunteer agreements provided by the WDM.
- Read, understand, and comply with the WDM Safety Program and all applicable legislation.
- Provide certifications (as required) that will establish your competency to complete high-risk tasks, or tasks that require specialized training.
- Attend safety meetings when required.
- Abide by the WDM's Fit for Duty policy and remain in that condition conducting any tasks on behalf of the WDM. Do not bring or consume any alcohol, cannabis, or illegally regulated drugs. Report all violations with regard to substance abuse. The use of prescription drugs must be reviewed with the assigned volunteer coordinator if your ability to perform your tasks is impaired in any way.
- Notify your supervisor/volunteer coordinator if you believe the work being performed is unsafe. Report all unsafe acts and conditions so they can be corrected promptly.
- Use the personal protective equipment (PPE) and safeguards as required by the legislation and the WDM Safety Program.

Volunteer continued….

- Inform your supervisor/volunteer coordinator of conditions which may affect your health and safety or the health and safety of others, including other volunteers or WDM staff.
- When working with controlled products, ensure you have reviewed and understood the SDS. Follow recommendations as outlined in the SDS.
- Report all incidents, injuries, near misses, violence, harassment, substance abuse, damaged equipment/tools to your supervisor as soon as possible.
- Take every precaution to protect the environment. Report any spills, improper waste disposal, etc. to your supervisor.
- Inspect tools, machinery, equipment, and personal protective equipment before each use. Report any damage or defects to your supervisor/volunteer coordinator. Comply with the tag out policy.
- Maintain PPE as prescribed by the manufacturer. If defects are found, get a replacement from your supervisor and remove defective equipment from service.
- Take every reasonable precaution to protect the safety of yourself and others.
- Cooperate with the WDM in the discharge of the legal responsibilities regarding the occupational health and safety program.

Safety Coordinator / Administrator

*REFER TO THE OH&S ACT PART III, DIVISION 3 AND REGULATIONS PART 3 FOR ADDITIONAL DUTIES

- Know applicable legislation about the work.
- Provide a leadership role in the company's health and safety program.
- Implement the requirements of the legislative authority having jurisdiction.
- Inform management (including supervisors) of safety concerns.
- Inform supervisors of legislation updates / changes relevant to their work.
- In consultation with management and employees, develop site-specific safety procedures.
- Inform the manager / supervisor about any policy and procedural amendments made to the program.
- Attend courses and seminars to stay current with provincial / territorial legislation and "best practice" industry standards.
- Facilitate the training of supervisors, foremen, and employees.

Safety Coordinator / Administrator continued…

- Provide training, advice, and assistance with the following recording and reporting procedures including, but not limited to;
  - Safety meetings
  - Discipline reporting
  - Training and orientation
  - Committee meetings
  - Inspections
  - Hazard assessments
  - Investigations
  - PPE inspections and training
  - Evacuation drills
  - Safety statistics and trending reports
  - Emergency response planning
  - Preventative maintenance
  - WCB claims management and the return to work programming
  - COR maintenance (if required)
  - Emergency procedure development and maintenance
  - Safety program management
  - Legislative compliance, etc.
- In consultation with the supervisor, force a portion or all the company operation to be suspended or shut down where there is the potential to endanger the safety of personnel or the public outside the boundaries of the company property.
- Co-operate with the officers of the legislative authority having jurisdiction. Work with Occupational Health Officers to establish a positive working relationship.
- Participate in incident investigations when asked to do so by the supervisor.
- Ensure that employees use appropriate PPE to perform their assigned job safely.
- Ensure that immediate remedial action is taken to correct any substandard acts and conditions that affect safety.
- Perform inspections on a regular basis, review the inspection reports with the supervisor and employees. Follow up to ensure effective corrective measures have been undertaken.
- Post all bulletins, safety posters, emergency plans, rules and regulations, safety inspections, safety meetings, and any other notices relevant to the WDM Safety Program.
- Conduct regular reviews of the safety program and ensure that the information is correct and updated as required.

Note: If a safety coordinator / administrator has not been assigned the responsibilities noted above become the shared responsibility of the manager and supervisor.

Contractors & Partners

*Refer to the OH&S Act part III, division 3 and Regulations part 3 for additional duties

- Understand and comply with the WDM Safety Program.
- All contractors or partners with paid employees must confirm valid WCB coverage before work on site.
- Adhere to the subcontractor requirements as set out in the WDM Safety Program Manual.
- Follow the contractor or partner's health and safety program or the WDM Safety Program, whichever is more stringent. If a contractor, subcontractor, or partner does not have a program, they will comply with the WDM's Health and Safety Program.
- Report all accidents, incidents, injuries, near misses, violence, harassment, substance abuse, damaged equipment / tools to your supervisor and the WDM as soon as possible.
- Be familiar with the emergency response plan and know the location of all first aid, emergency, and safety equipment on site.
- Take every precaution to protect the environment. Report any spills, improper waste disposal, etc. to your supervisor and the WDM.
- Take every reasonable precaution to protect the safety of yourself and others.
- When working with controlled products, ensure you have reviewed and understood the SDS. Provide a copy of the SDS to the WDM before bringing the controlled product on site. Follow recommendations as outlined in the SDS.
- Use the personal protective equipment (PPE), safeguards, and safe work practices that are dictated by regulations or by the occupational health and safety program.
- Carry out duties safely and responsibly with regard to your health and safety, as well as for the health and safety of others, and with respect for property and the environment.
- Cooperate with the WDM in the discharge of their legal responsibilities about the Occupational Health and Safety Program.
- Notify your supervisor if you believe the work being performed is unsafe. Report all unsafe acts and conditions so they can be corrected promptly.
- Know and comply with all relevant government, company, and client regulations and rules (I.e. orientation and training of employees, hazard assessment, documentation, PPE, etc.).
- Cooperate with the company and other subcontractors in protecting the health and safety of everyone in the workplace.
- Perform work in a manner that does not endanger anyone's health and safety.
- Report all accidents, incidents, and near misses in writing to the WDM.
- Notify the WDM of any unsafe acts or conditions that exist on the project site.
- Ensure the company and other employees are informed about conditions or situations that could affect their health and safety.
- Correct, discipline, or remove employees, members, or volunteers not complying with rules and regulations.
- Attend safety meetings when requested.
- Responsible for well-maintained tools and equipment plus all PPE devices required on site.
- Responsible for providing appropriate equipment to complete their jobs safely (Ex. cranes, forklifts, man lifts, scaffolding, etc.)

Contractors & Partners continued…

- Will ensure that all of their employees, members, volunteers, and supervisors have been competency tested and are qualified to use the equipment required to complete the work.
- Report to work fit for duty, able to perform your assignments and responsibilities safely and efficiently, and always remain in that condition while on duty. Do not bring to or consume at the workplace any alcohol or drugs (recreational or therapeutic). The use of these substances may qualify you for immediate dismissal from the site. Report all violations with regard to substance abuse.
- Are subject to performance reviews and evaluations.
- Do not perform tasks you are not trained for. Never operate mobile equipment without valid operator certification.
- All employees know their three basic rights: the right to refuse (unusually dangerous work), right to participate (in workplace health and safety activities, e.g., Occupational Health Committee) and the right to know (workplace hazards).

Section: 2

HAZARD IDENTIFICATION, MONITORING & CONTROL

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HAZARD IDENTIFICATION, MONITORING, & CONTROL POLICY	Category: SP2 (Page 1 of 1)
Applies To: Employees	**Approved:** May 20, 2020 **Revised:**
Review Frequency: Annually	**When:** April

Intent

It is the policy of the WDM to do hazard assessments to identify and correct unsafe acts and conditions. All personnel has a responsibility in minimizing dangers by being aware of ongoing changes to the work conditions. Hazard assessments are to cover the work area under our control and can include work methods, practices, tools, equipment, and machinery, etc. **Refer to the *Saskatchewan Employment Act* section 3-16 and *the Occupational Health and Safety Regulations, 2020* section 3-7 and 3-8*.***

Hazard assessments are conducted looking for existing and potential hazards. A job hazard assessment will be completed for high-risk activities. Milestone assessments will be completed when conditions or processes change. Once hazards are identified and prioritized, controls will be developed and implemented in a timely matter. The frequency of hazard assessments will depend on how often processes change. Hazard assessments are documented, reviewed by management, and discussed with employees.

Field level hazard assessments (FLHA) will be completed by the WDM staff daily before hazardous work begins. These are in place to protect employees from existing and potential hazards and provide people with time to assess their work and think safety before they begin a task.

All personnel must share in the identification, reporting, and elimination of workplace hazards. Employees, supervisors, management, volunteers and contractors will be involved in the hazard assessment process. Supervisors are responsible during their walk rounds to carefully observe and ensure employees are performing their tasks safely. Employees are to be reminded of their responsibility to assess their work area to identify existing and potential hazards and to do pre-operational checks on equipment and machinery.

The purpose of the hazard assessment process is to eliminate and control workplace hazards and to prevent accidents. In working together to identify, assess, and control hazards, we can reduce risk in our operation.

July 17, 2021

Management Signature Date

HAZARD ASSESSMENTS

The WDM's Safety Program is designed to identify, assess, and control hazards to reduce the risk of harm to employees, equipment, and property.

A ***hazard*** is any circumstance or condition that may pose a risk of an incident (e.g., can hurt someone or cause property damage).

A ***risk*** is the likelihood that the hazard will lead to injury or the probability of harm occurring.

A ***hazard assessment*** is a thorough examination of an operation (job site, shop, office, task, etc.) to identify existing and potential hazards and how they may be eliminated, or the risk minimized. It examines the potential for loss inherent in a dangerous workplace condition or a health and safety program failure.

It is by controlling hazards that the frequency and severity of incidents are reduced. This results in a parallel increase in productivity, a decrease in WCB assessment costs, and an increase in competitive ability. The supervisor and management team have the responsibility to assess the risk that hazards pose to the health and safety of employees and to identify, evaluate, and eliminate or control hazards in the workplace. They may choose to complete the hazard assessment on their own and then discuss the results with employees or may choose to use a team approach. A team approach is recommended.

A team consisting of a member of the health and safety committee (or a representative), the supervisor, and an employee representative involved in the process being assessed should do a formal hazard assessment. Hazard assessments are to be communicated to all employees on site. Communication can be through posting hazard assessments on the safety board or discussion at safety meetings.

The following is a guide to help you decide when a hazard assessment must be completed, and which procedures require a formal hazard assessment:

1. Before the actual work begins, review the job to identify the potential health and safety hazards and the actions needed to eliminate or minimize the hazard's potential
2. Any procedure with historically high industry incident frequencies
3. Any procedure that has produced disabling injuries
4. Any procedure having the potential for serious injury, property damage, or environmental impact (e.g., high-risk procedures such as confined space entry, working at heights, etc.)
5. All new or changed procedures
6. Any procedure seldom performed.
7. Any routine or repetitive procedure (especially ones reporting near-misses or lost time incidents)
8. At scheduled milestones (e.g., significant changes to the site / task / location / environment, etc.).

Hazard Assessment Process

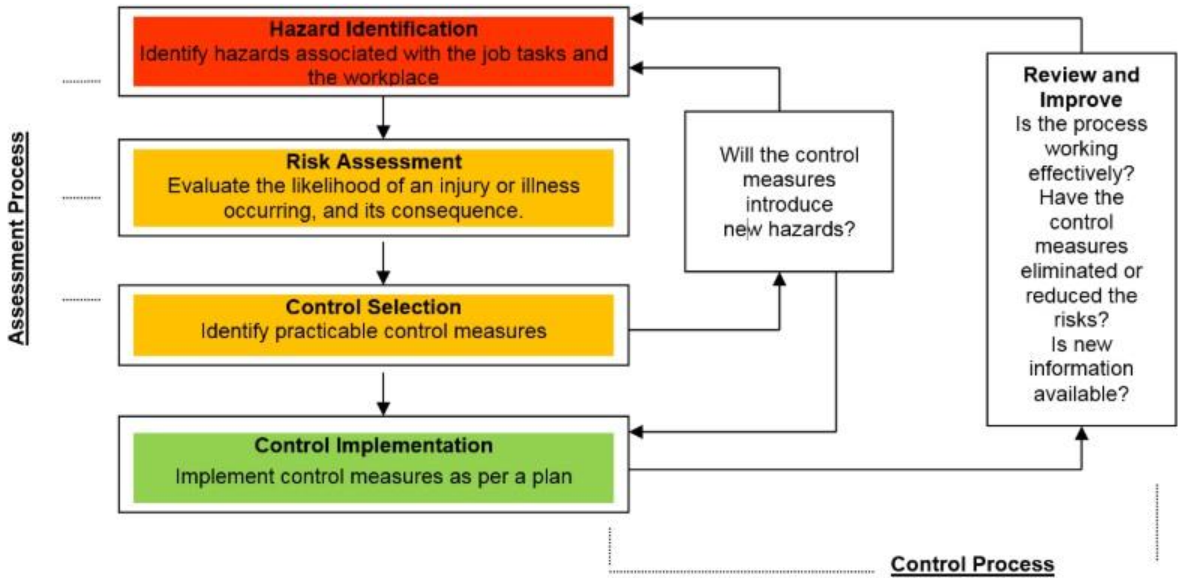

Image source: http://healthandsafety.gov.yk.ca/our-health-safety-system/hazard-identification-assessment-and-control

Each employee, contractor, and volunteer must report any hazardous conditions as soon as possible. Hazards are to be reported to your supervisor immediately upon recognition to eliminate and mitigate risk.

If possible, the WDM will eliminate hazards to prevent the potential for injury or property damage. If hazard elimination is not possible, engineering controls, administrative controls and as the last line of defense, PPE controls will be put in place to protect all company assets including people, property, and environment, etc.

REDUCING HAZARD RISK

Hazard Control Measures
After a hazard assessment has been completed, the WDM will develop the required procedures to eliminate, minimize, or control the risk to its employees.

Several hazard control measures can be considered to reduce or eliminate hazard risk:

- ***Elimination***
  Is the task redundant? Does it duplicate work? Can it be avoided? Does it have to be done to achieve the desired result? Can it be done in a way that employees are not exposed to the hazard?

- ***Substitution***
  If the task cannot be avoided, can it employ less hazardous methods? Can less hazardous products be substituted to reduce the risk? Can different work practices be developed to minimize exposure to risk?

Whenever possible, elimination and substitution are to be used to reduce or eliminate the risk. When these are not a valid option, the following can be used giving preference starting at the top of the list.

***REMEMBER: PPE IS ALWAYS A LAST LINE OF DEFENSE*.**

Engineering Control Measures
Engineering controls are physical arrangements, designs, or alterations of workstations, equipment, materials, production facilities, or other aspects of the physical work environment. Engineering controls can be used to reduce hazards in the following way:

- ***Redesign***
  Can workstations / processes be redesigned to minimize exposure to the hazard using such measures as barriers, shields, scrubbers, area fans, or local exhausts?

Administrative Control Measures
Administrative controls are the provision, use, and scheduling of work activities and resources, including planning, organizing, staffing, and coordinating.

Administrative control measures can be used to reduce hazards in the following way:

- ***Work activities and resources***
  Can the work be scheduled to provide regular breaks away from the hazard? Can the job be expanded to allow time away from the hazard? Can the task be planned to reduce the risk by, for example, working shifts?

Personal Protective Equipment (PPE) Control Measures
Personal protective equipment (PPE) includes physical equipment that protects employees from the identified hazard (e.g., fall protection used when working at heights) and the instruction in its use. PPE should only be used when all other methods of eliminating, reducing, or controlling risk are not practical or effective.

PPE can be used to reduce the threat of hazards to employees as follows:

- ***As a substitute***
  If engineering or administrative controls are not practicable, PPE must be used.

Hierarchy of Controls

Image source: Workers' Safety & Compensation Commission

HAZARDOUS ENVIRONMENTS

Where noise, heat, dangerous substances, lack of oxygen, or any other factor creates a hazardous environment at a work location, the hazardous environment must be monitored. When employees are in situations that could result in heat stress or cold stress, the WDM will monitor the temperature and provide written procedures for removing or minimizing the risk of heat stress or cold stress. Personnel must not enter environments contaminated beyond regulated limits or be permitted to work in them unless **all of the following** are true:

- The employees and volunteers have been trained for the situation.
- A supervisor gives prior approval and completes a pre-job hazard assessment.
- The proper PPE is worn.
- The employees and volunteers follow established procedures. Such procedures must be developed and reviewed by a "Competent" person under the legislation.

OH&S Definition:

"Competent" means possessing knowledge, experience, and training to perform a specific duty.

ENVIRONMENTAL CONTROLS

Environmental controls include, but are not limited to, the WHMIS program. Regarding environmental controls, the WDM will ensure the following:

- A chemical inventory for products used or stored is available.
- Controlled products are identified with a proper supplier or workplace labels.
- Safety data sheets (SDS) for the controlled products are made available to employees.
- Tanks, piping systems, or other storage containers are labelled or identified as to contents, hazards, and precautions for handling and disposal of controlled materials.
- Employees receive WHMIS training.

Recognition, Evaluation, and Control

The key elements of environmental control are recognition, evaluation, and control of hazards.

Recognition

Employees and volunteers exposed to hazardous products or conditions must be trained to recognize hazards in the following areas:

- Waste products
- Maintenance operations
- Storage practices
- Work processes that involve noise or hazardous products

Evaluation

A recognized hazard must be regularly monitored to ensure proper procedures or protective equipment is used to reduce it to an acceptable level.

Control

Hazard control must include the following:

- Good housekeeping.
- An adequate supply of required protective equipment.
- Education and training to ensure employees are aware of and able to respond to, hazardous products and conditions.

HAZARD ASSESSMENT PROCEDURE

The process of hazard identification should encompass all related activities, from start-up to shut down, including transportation, handling of raw material, use, and storage. ***DO NOT FORGET THE WORKER!*** Evaluate the skills, ability, and motivation of employees. Each of these factors affects an employee’s ability to do the job safely. Every employee is subject to attention lapses and physical and emotional stresses. These are human characteristics, which must be planned for and not thought of as faults.

Some operations may have special hazards that are beyond the experiences of management (e.g., unusual chemicals, radioactive materials, confined spaces, etc.). Encourage management, at all levels, and employees to recognize their limitations in such situations and to seek outside expertise to assist with hazard assessment and controls as needed.

To conduct a hazard assessment and implement adequate controls:

1. Inspect the worksite and evaluate the work processes and equipment
2. Look for possible hazards originating from the work location, material, equipment, and the individuals involved.
3. Discuss the possible hazards with employees. Encourage their involvement. This is an important part of increasing the safety awareness of employees on the job and for obtaining their input.
4. Mark or document all items that need attention on your hazard assessment form.
5. At the completion of the assessment, review the findings with the supervisor and the safety coordinator (if applicable).
6. Rank the items needing attention on a ‘worst first’ basis and assign responsibility for addressing the problems identified.
7. Document controls to be put in place to eliminate and mitigate risk.
8. Assign responsibility to a specific person to implement each control. The assigned person must have the authority and ability to put the control in place.
9. Write emergency response plans or develop procedures to cover any failure in your hazard control measures.
10. Follow up to ensure emergency plans are adequate:
    - Responsibilities are identified.
    - Plans have been communicated to employees.
    - Plans are tested.
    - Awareness and understanding are such that the plans could be implemented immediately should the need arise.
    - An emergency contact list with names and phone numbers / call signals has been created, distributed, and posted in a visible location.
    - The necessary emergency equipment and personal protective equipment are available, and training has been provided as required.
    - Communication systems are operational and have been tested, with backup systems in place when deemed necessary.
11. Follow up to ensure acceptable, corrective hazard control and awareness actions have been taken:
    - Document review with employees.
    - Post warning signs.
    - Use barricades as required.
    - Train as needed.
    - Implement appropriate permits.
    - Establish good housekeeping practices.
    - Assign responsibility for follow-up, inspections, etc.

12. Make sure all documentation related to the hazard assessment has been distributed, posted, and filed correctly. Encourage input from employees as to how the control and emergency plans might be improved. Ensure all employees associated with the process have read and understood the task and have signed off on the assessment.
13. Revise the hazard assessment anytime work processes change.
14. Ensure all hazard assessments are reviewed annually.

FIELD LEVEL HAZARD ASSESSMENT (FLHA)

The WDM requires the completion of field level hazard assessments daily before work begins, where employees are exposed to hazards. FLHA's are to be completed by all field personnel working in medium to high-risk areas. If there are multiple people performing the same task, one FLHA is required but must be reviewed and signed by each employee.

Working together, supervisors and their crews complete the FLHA by outlining job tasks, identifying hazards, and implementing controls.

The FLHA form allows the hazards to be detailed in a step by step procedure and must be filled in before work starts.

The following questions should be considered before starting a new task or moving to different work area:

1. Is the area safe to work in?
2. Will the activities of other crews interfere with safe operations?
3. Has an FLHA been completed, and do employees understand their work assignments?
4. Have the proper tools and equipment been provided?
5. Are tools and equipment in safe operating condition and have they been inspected before use?
6. Has the proper personal protective equipment (PPE) been provided?
7. Does the crew understand how to use all PPE properly?
8. Can the crew communicate effectively with each other, or are there restrictions due to high noise, restricted vision, or language barriers?
9. If chemical products or compounds are being used, is the crew aware of the hazards and safety controls required to safely complete work assignments?
10. Is the crew aware that the FLHA is there to assist them in getting the job done safely?
11. Have employees been encouraged to make suggestions to assist in completing job assignments safely?
12. Has the crew been advised to report any unsafe acts or unsafe conditions to their supervisors?
13. Are all employees fit to perform work?

FLHA's must be completed with employees (and volunteers, as required) and reviewed with the supervisor before work begins. All employees and the supervisor will sign off on it to acknowledge completion of such review.

The completed and signed FLHA should be kept on the person who is performing the work for review and updated as required. A copy of all completed FLHA's is to be turned into the supervisor to file appropriately.

CRITICAL TASK LIST

Task	Hazards	Priority Rating (H/M/L)

Section: 3
SAFE WORK PRACTICES & PROCEDURES

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PURPOSE AND PROCESS

Safe work practices are generally written methods outlining how to perform a task with minimum risk to people, equipment, materials, environment, and processes. They are made up of general “do’s and don’ts” of the specific task. Safe work procedures are a series of specific steps that guide an employee through a task from start to finish in chronological order. Safe job procedures are designed to reduce risk by minimizing potential exposure. Practices and procedures are developed with the involvement of employees, supervisors and managers.

Safe work practices and procedures should be read and understood by all employees and volunteers as applicable. During the initial orientation, employees will be made aware of the practices and procedures that have been put in place. They will be communicated to employees regularly during safety meetings and can be used to support job-specific training. Employees are encouraged to review the practices and procedures regularly to ensure good working knowledge, and to offer suggestions for improvement when needed.

Employees will be able to access the practices and procedures at any time. They are located in Schedule “A” in this safety program manual.

See Schedule "A" attached hereto.

Section: 4

COMPANY RULES

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GENERAL SAFETY RULES

1. Employees, volunteers, and contractors are required to be familiar with applicable health and safety legislative requirements and abide by those requirements.
2. All employees must know and comply with the WDM company safety program.
3. Employees, volunteers, and contractors are expected to arrive at work fit for duty and able to perform their assigned duties safely and without any limitations due to the use or after-effects of alcohol, illicit drugs, non-prescription drugs, prescribed medications or any other substance that may impair judgment or performance. Everyone must remain fit for duty for the duration of their shift.
4. Use, possession, distribution, or sale of drugs or alcohol during work hours, including during paid and unpaid breaks, is strictly prohibited.
5. Employees, contractors, and volunteers on medically approved prescriptions that have the potential to cause impairment must communicate to management any potential risk, limitation, or restriction requiring modification of duties or temporary reassignment.
6. Fighting, horseplay, practical jokes, or otherwise interfering with other employees is prohibited.
7. Theft, vandalism, or any other abuse or misuse of company property is prohibited.
8. All unsafe acts and conditions are to be reported to the appropriate supervisor promptly.
9. Defective tools / equipment are to be taken out of service and tagged.
10. Everyone completing hazardous work must wear CSA approved safety equipment as prescribed by procedures and site rules. PPE is to be inspected daily before each use and replaced when required.
11. Orientations must be completed before starting work.
12. Safety glasses, goggles, or face shields shall be worn when cutting, grinding and chipping or when other hazards to the eyes exist.
13. Fall protection must be utilized as per the regulations.
14. Seatbelts must be worn in all company vehicles / equipment.
15. All incidents, including first aid, medical aid, near miss, violence / harassment, substance abuse, and property damage, must be reported to the WDM supervisor immediately.
16. All personnel must possess a valid Class 5 driver license before the operation of any company vehicle.
17. Only trained operators are permitted to operate the equipment.
18. Manufacturer recommendations for all tools, equipment, PPE, etc. must always be adhered to.
19. WHMIS requirements must be adhered to.
20. All electrical hand tools shall be grounded or double insulated.
21. All work shall be carried out in accordance with appropriate safe work practices, procedures and industry best practices
22. Never remove guards from equipment or tools. Always follow manufacturer specifications when using tools and equipment.
23. Every employee, contractor, and volunteer shall keep their work area neat, clean, and orderly.

PROGRESSIVE DISCIPLINE

Rules that are broken will be addressed with disciplinary action. Discipline will be progressive and will be exercised using the following steps:

1st offence - Verbal reprimand (to be documented)
2nd offence - Written reprimand
3rd offence - Suspension and / or termination

All general safety rules and the following actions can warrant disciplinary action:

- Failure to adhere to legislative requirements or the WDM's Safety Program.
- Contributing to unsanitary conditions or poor housekeeping on all WDM premises including job site, shop, office, yard, parking lot, and company vehicles.
- Smoking in any unpermitted areas.
- Being absent from work without notification.
- Failure to observe parking and traffic regulations including exceeding posted speed limits while driving a company vehicle.
- Failure to wear prescribed safety equipment.
- Failure to use existing safety equipment, working in an unsafe manner or violating a safety rule or safe work practice / procedure.
- Misusing, destroying, or damaging any company property or the property of any employee.
- Engaging in horseplay, fighting, and running, scuffling or throwing things on company premises at any time.
- Posting, altering or removing any matter on company property unless authorized by the manager.
- Threatening, intimidating, coercing or interfering with any individual on company premises.
- Using or having possession of another person's belongings without their consent.
- Habitual lateness without cause.
- Reckless or careless driving on any company property including yard and parking lot.
- Failure to obtain permission for the personal use of company vehicles, tools or equipment.
- Insubordination or failing to follow company instructions written or verbal warning.
- Leaving the premises during the work period without permission.
- Theft from another individual or the company.
- Making false, vicious or malicious statements about an employee, volunteers, contractor, the public, the company or its products, or disclosing confidential information to unauthorized personnel.
- Falsifying company records.
- Distributing written or printed matter of any description on company premises without prior company approval in writing.
- Any action in addition to this list that is deemed to require disciplinary action by management.

Depending on the seriousness of the incident, the warning process may be bypassed and immediate dismissal implemented at management's discretion. Non-Compliance with OH&S, WCB, WHMIS, the company, or Owner(s) safety rules, and regulations may be deemed grounds for termination.

WORKING ALONE POLICY	Category: SP3 (Page 1 of 1)
Applies To: Employees and Volunteers	**Approved:** May 20, 2020 **Revised:**
Review Frequency: Annually	**When:** April

Intent

This policy applies to anyone working alone in the office, yard or work site, especially when assistance is not readily available in the event of an injury, illness, or emergency. The individual will have a form of communication, such as a two-way radio or a cellular phone at all times.

When an employee is required to work alone, their supervisor shall establish a schedule of communication with an assigned WDM employee at reasonable set intervals, appropriate to the nature of the hazards associated with the employee's scope of work. Volunteers are not permitted to work alone on the WDM premises.

Should the employee fail to communicate at the planned interval and cannot be reached on the designated communication device, someone must immediately go to the office / work site / yard to check on them.
Before working alone, the supervisor and employee will perform a hazard assessment to identify any hazards that may hinder the safety of the individual working alone, before commencing work. Once the hazards have been identified and controlled, the working alone plan will be documented, signed, and implemented.

Planning and knowing what to do can make a huge difference in the outcome of an unfortunate incident. Developing and documenting a working alone plan must be performed for each instance.

July 17, 2021

Management Signature Date

Working Alone - General

The WDM recognizes the importance of providing a safe and secure work environment for all employees, and will meet or exceed all regulatory requirements for anyone who will work alone. The intent of this working alone practice is to promote awareness and facilitate safety when any individual is working alone. The supervisor will ensure that there are safety plans in place for those that work alone and that these plans adhere to the OH&S legislation and the company policy.

Some practices are common to all working alone situations, e.g., training and having an effective communications system so that those who are working alone can easily contact someone in case of an emergency. These measures are effective in reducing the risk associated with working alone.

There are additional ways employers can minimize risks. Employees who meet with clients away from the office may face an unfamiliar environment and unpredictable client behavior. Risks in such situations include assault, robbery, and verbal abuse.

The working alone practices may apply when the following conditions exist:

- An employee is working by themselves in an office, vehicle, workshop, or another work area.
- In the event of an injury or illness, an emergency contact is not readily available to the employee.
- The employee is working around or in potentially dangerous machinery.
- There is a risk of assault or robbery.
- The employee works with the general public while alone.
- The employee is traveling alone in extreme cold or inclement weather. A travel plan is suggested.

Next, consider the administrative practices - the way work is managed to reduce risk.

How long are they alone?

- Is there a means of communication available such as a cell phone or 2-way radio?
- Will the communication system work in all circumstances or areas that the employee may be?
- Will a call-in be adequate?
- What will be done if there is no response?
- Would a buddy system work in your work environment where lone employees could call each other?
- Do the employees know the workplace, or is it unfamiliar?
- How experienced are your employees? Are they competent to work alone?
- How well trained are they to handle an emergency?
- Were there recommendations from any previous incidents around working alone? Were they followed? Did they work?
- Do employees need to work alone? Can things be rescheduled to reduce the need for lone work to be completed?

- Can a list of higher risk tasks that are not to be done while they are alone be created, e.g., not to work at heights, near power lines or with hazardous products?
- Is back-up required for a task or particular client? Is back-up available?
- Does everyone know all the relevant procedures?
- Is there a system in place to ensure working alone procedures are being followed?
- What do employees do now to reduce risks?

A WORKING ALONE AGREEMENT MUST BE IN PLACE FOR ALL SITUATIONS

Working Alone Procedures

The WDM will provide a safe work environment for its employees. In doing so, the WDM will take all reasonable and practical measures to eliminate or minimize injury or incident risks associated with the nature of the work performed when employees work alone.

This plan is intended to establish procedures for checking the well-being of an employee assigned to work alone or in isolation under conditions which present a risk of disabling injury if the employee might not be able to secure assistance in the event of injury or other misfortune. The procedure for checking an employee's well-being must include the time interval between checks and the procedure to follow in case the employee cannot be contacted, including provisions for emergency rescue.

In addition to checks at regular intervals, a check at the end of the work shift must be done. The procedure for checking an individual’s well-being, including time intervals between the checks, must be developed in consultation with the committee or the health and safety representative, as applicable, and with the employee assigned to work alone or in isolation.

Definition

Working alone – As defined in Saskatchewan Occupational Health and Safety Regulation 35, “means to work at a worksite as the only employee of the employer or subcontractor at that worksite, in circumstances where assistance is not readily available to the employee in the event of injury, ill health or emergency.”

To minimize risk to employees who may work alone and where assistance is not readily available, the WDM will:

- Conduct written hazard assessments to identify existing or potential working alone hazards.
- Take measures to eliminate or control the hazards of working alone at the WDM worksites.
- Ensure that affected employees are informed of the hazards and methods used to control or eliminate them.
- Provide an effective system for communication between an employee who works alone and persons capable of assisting said individual.
- Ensure all incidents (working related or otherwise) are reported, investigated, and documented.

- Review the working alone plan at least annually or more frequently if there is a change in work arrangements which could adversely affect an employee's well-being or a report that the system is not working effectively.

Responsibilities

Designated Safety Personnel

- Conducts a hazard assessment to identify existing or potential hazards related to the nature of the work or the work environment.
- Responsible for the review, implementation, and maintenance of the working alone plan.
- Communicate this policy and its procedures to employees who work alone.
- Annually review the effectiveness of the hazard controls and procedures and make improvements as required.

Supervisor

- Responsible for the implementation and maintenance of the working alone plan for their facility.
- Take all reasonable and practical steps to minimize or eliminate identified working alone risks.

Safety Committee

- Review the hazard assessment results and provide recommendations to management to minimize or eliminate identified working alone risks.
- Review the effectiveness of the policy and guidelines, annually and make changes as required.
- Respond to employee concerns related to working alone and communicate these to management.
- Investigate all working alone incidents and make recommendations for corrective action.
- Participate in work site hazard assessments and the implementing of procedures to eliminate or control hazards of working alone.

Employee

- Take every reasonable precaution when working alone.
- Report all incidents, near misses, unsafe acts / conditions immediately to your supervisor.
- Follow the requirements of the working alone plan.

Worksite Assessment and Controls

Each work site must conduct a written hazard assessment before an employee is assigned to work alone or in isolation to identify and eliminate any associated hazards and risks. If it is not possible to eliminate the hazard, the risk must be brought to an acceptable level to minimize hazard potential.

Communication and Regular Contact Person System

Each working alone plan must provide effective radio, telephone, cellular phone or other electronic communication between an employee who works alone and persons capable of assisting them in an emergency or if they are injured or ill. Each working alone plan shall address having an established contact person. A person must be designated to establish contact with the employee at predetermined intervals, and the results must be recorded by theperson.

If electronic communication is not practicable or readily available at the work location, the WDM must ensure that a representative of the WDM or another competent employee visits the employee, or they contact the WDM or another competent employee.

These visits or contacts shall be at intervals of time appropriate to the nature of the hazards associated with the employee’s work. As a minimum, contact shall occur no less than every four hours. In addition to checks at regular intervals, a check at the end of the work shift must also be done.

Limitations on or Prohibitions of Specified Activities

- No heavy equipment will be operated if an employee is alone.
- No hot work will occur if an employee is alone.
- No working at heights will occur if an employee is alone and requiring a personal fall arrest system.
- No working alone outside will occur if temperatures are low enough to pose an imminent risk to the employee.
- Working alone will not be permitted if electronic communication is not possible.
- Other limitations will be placed based on the site-specific hazard assessment.

Minimum Training or Experience

All employees who are subject to working alone:

- Must be informed of any revision to the written working alone plan and safe work practices.
- Must be informed of working alone hazards at the WDM worksite and the methods used to control or eliminate them.
- Must know the methods for identification, hazard reduction, and prevention when working alone and dealing with situations or individuals that present a potential risk.
- All training shall be documented.

Provisions of PPE

- Cold weather clothing shall be worn when appropriate if an employee is alone.
- Additional PPE for employees working alone will be identified in the site-specific hazard assessment process.

Safe Work Practices

Controls implemented at the WDM worksites shall, as a minimum:

- Restrict access to buildings - card keys or regular keys after regular working hours.
- Office doors are to be locked when working alone after hours.
- Have employees check road reports and weather forecast before traveling and NOT allow travel if road conditions are dangerous.
- Develop a travel plan that includes rest breaks, a procedure for tracking overdue employees or volunteers, and emergency contact information.
- Ensure all the WDM vehicles are equipped with first aid kits.
- Ensure employees have a cell phone available.
- Advise employees to travel with another person when possible.
- Advise employees to park close to the building in the evening.
- Post signage, emergency contact information, and develop a communication system.
- Report suspicious activity to security or a supervisor.

Provision of Emergency Supplies

- All vehicles shall contain the appropriate emergency supplies including flares, marking devices, food, water, warm clothing during winter and other supplies as determined by the hazard assessment.
- Anyone working alone shall have spare batteries for communication devices in case of power failure, a radio for local weather conditions and other equipment as determined by the hazard assessment.

Reviewing & Updating Working Alone Plan

- The hazard assessment and working alone plan must be reviewed on an annual basis or when work processes or arrangements which could affect an employee's well-being are introduced or changed.
- The working alone plan shall also be revised if there is any indication that the plan is not effective or needs changing.

SMOKE FREE POLICY	Category: SP4 (Page 1 of 2)
Applies To: Employees and Volunteers	**Approved**: April 13, 2013 **Revised:** January 14, 2020
Review Frequency: Annually	**When:** April

All employees, volunteers, and contractors of the WDM will adhere to the following rules:

- Smoking or vaping is not permitted in the main office or any of the WDM buildings.
- Smoking is not permitted in the area of any flammable materials.
- Smoking or vaping is not permitted in company vehicles or equipment.
- Smoking **is permitted only in designated** areas set forth by the legislation.
- Consumption of cannabis (including medical use) is not permitted on the WDM property.
- This Policy **does not** take precedence over City, Provincial or Municipal bylaws or any other Government Legislation.

The WDM is committed to providing a healthy environment for our visitors, volunteers, and staff. In order to do this, the WDM is committed to making our buildings and grounds smoke-free, except in designated areas.

This policy and all actions taken to fulfill it will be in full compliance with all Federal legislation, Saskatchewan legislation, specifically *The Tobacco Control Act*, *The Cannabis Control (Saskatchewan) Act* and local by-laws.

1. All forms of tobacco and recreational cannabis use, including e-cigarettes and vaping, will be strictly prohibited within WDM buildings and on outdoor property / grounds belonging to the WDM. This includes front lawns, parking lots, out-buildings, barns, stations, and show grounds.
    a. Exemptions will be made for the use of tobacco, including e-cigarettes and vaping, in designated areas.
    b. Exemptions will be made for the use of tobacco in traditional Indigenous spiritual or cultural practices or ceremonies held on WDM property. The location for these exemptions is at the discretion of the Museum Manager.
2. “No Smoking” signs will be posted at entrances to WDM buildings and property / grounds.
3. Designated tobacco smoking areas will be created in compliance with provisions in *The Tobacco Control Act* and local by-laws. These areas will:
    a. Be, at minimum, 5 meters away from doorways, windows, and air-intakes.
    b. Be clearly marked.
    c. Include adequate cigarette butt receptacles.
4. Recreational cannabis use, in any form, is not permitted on WDM property. Exceptions will be made for medical use on a case by case basis.
5. The consumption of cannabis (including for medical use) is prohibited in any public place, as per The Cannabis Control (Saskatchewan) Act (Bill 121).

SMOKE FREE POLICY	**Category:** SP4 (Page 2 of 2)
Applies To: Employees and Volunteers	**Approved**: April 13, 2013 **Revised:** January 14, 2020
Review Frequency: Annually	**When:** April

6. All WDM vehicles are designated smoke-free, including rental vehicles used for WDM business and extension vehicles.

Enclosed public place definition - An enclosed public place is all or any part of a building or other enclosed place or conveyance to which the public has access as of right or by express or implied invitation. Included in this definition are bus shelters, public transit vehicles, the common areas of a multi-unit residential building, private clubs, and public buildings that are rented out for private events.

July 17, 2021

Management Signature Date

DRUG & ALCOHOL POLICY	**Category:** SP5 (Page 1 of 1)
Applies To: Employees and Volunteers	**Approved**: May 20, 2020
Review Frequency: Annually	**When:** April

Intent

The employees and volunteers of the WDM are our most valuable resource, and for that reason, their health and safety are of paramount concern. The WDM has taken the position that the presence of illicit drugs, alcohol, and cannabis at our locations is not permitted. Employees, volunteers and contractors are prohibited from distributing, selling, possessing, or being under the influence of drugs, alcohol, or other controlled substances. Cannabis will be treated the same as all other recreational substances. In the event, cannabis is prescribed for therapeutic purposes; it is the employees' responsibility to bring it to the attention of management. The WDM has adopted this policy to communicate its expectations and guidelines surrounding drug and alcohol use, misuse, and abuse.

Guidelines

Employees, volunteers, and contractors under the influence of drugs or alcohol on the job can pose serious health and safety risks both to themselves and other individuals at our locations. To help ensure a safe and healthy workplace, and subject to very narrow exceptions the WDM reserves the right to prohibit certain items and substances from being brought on to or being present on company premises. Employees, volunteers or contractors who report to work under the influence will be sent home via safe transportation immediately with further follow-up required.

Expectations

The following expectations apply to employees, volunteers and management alike while conducting work on behalf of the company, whether on or off company property:

- Employees, contractors and volunteers are expected to arrive at work fit for duty and able to perform their assigned duties safely and without any limitations due to use or after effects of alcohol, illicit drugs, non-prescription drugs, prescribed medications or any other substance that may impair judgment or performance.
- All individuals must remain fit for duty for the duration of their shift.
- Use, possession, distribution, or sale of drugs or alcohol during work hours, including during paid and unpaid breaks, is strictly prohibited.
- Employees, volunteers and contractors are prohibited from reporting to work while under the influence of recreational cannabis and any other non-prescribed substances that may cause impairment.
- Employees, volunteers and contractors on medically approved prescriptions that have the potential to cause impairment must communicate to management any potential risk, limitation, or restriction requiring modification of duties or temporary reassignment.
- Employees, volunteers and contractors are expected to abide by all governing legislation pertaining to the possession and use of drugs or alcohol (recreational or therapeutic).

Management Signature	July 17, 2021 Date

IMPAIRMENT POLICY	**Category:** HR 19 (Page 1 of 3)
Applies To: Employees and Volunteers	**Approved:** November 1, 2019 **Revised:**
Review Frequency: 3 years	**When:** 1st Quarter 2021

Intent

The WDM recognizes the need to ensure a safe, healthy, and productive work environment, and the need to minimize the risk of impaired performance or injury due to illegal or inappropriate substance use by employees and volunteers.

There will be zero tolerance for impairment that may create an undue risk to staff, volunteers or anyone else in the workplace.

Impairment is commonly thought to refer to only drugs and alcohol. However, impairment can also be caused by prescription and non-prescription drugs, health issues (Ex. diabetic suffering from insulin instability) and fatigue.

Being impaired means being mentally or physically unable to perform assigned work functions safely or effectively due to the use or after-effects of alcohol, cannabis, illegal drugs, prescription drugs, or over-the-counter medications, or any other issue that may impair judgment or performance.

Requirements

Individuals must NOT work if they are impaired.

Employees and volunteers must inform their supervisor if their ability to safely perform assigned work is impaired for any reason.

Employees and volunteers must inform their supervisor if they have concerns about a co-worker's fitness to safely perform assigned work functions.

Supervisors are required to effectively manage all reported or observed impairment. Action taken by a supervisor will depend on information gathered. Records are confidential.

In order to minimize the risks and perceptions that can be associated with the use of alcohol, cannabis, illegal drugs, medications or the inappropriate use of other substances., during working hours or while on WDM property, staff will NOT:

- Use or possess drugs for which the staff member does not have a legal prescription.
- Buy, offer to sell, or sell any drugs or alcohol.
- Consume alcohol while at work.
- Use prescription or over the counter medications or other substances that will impair their ability to do their job or jeopardizes the safety of other staff.

All employees and volunteers are expected to understand and manage potential impairment during working hours caused by the legitimate use of prescription or non-prescription medication in consultation with their physician or pharmacist. If the medications are capable of causing any impairment to their ability to carry out their job duties safely and efficiently, and where this is the case, staff must inform their supervisor immediately so work changes can be considered.

Voluntary disclosure will result in non-disciplinary reassignment or a temporary change in work duties, when appropriate.

Violations of this policy will result in discipline up to and including dismissal.

The WDM recognizes alcohol, drug, and substance abuse as health problems. Where an employee has reason to believe that they have a substance abuse problem, whether or not the substance abuse problem results in a violation of this policy, employees who qualify for extended health benefits may seek assistance through the EAP (Employee Assistance Program). As necessary, sick leave benefits will be granted for treatment of such health problems just as these benefits apply to other health issues.

Roles and Responsibilities
The WDM will communicate all expectations surrounding drug and alcohol use, misuse, and abuse. To help enforce this policy, management, employees, and volunteers are expected to adhere to the following:

Management will:

- Identify any situations that may cause concern regarding an employee's ability to safely perform their job functions.
- Ensure that any employee who asks for help due to a drug or alcohol dependency is provided with the appropriate support (including accommodation), are not disciplined for doing so.
- Maintain confidentiality and employee privacy.

Impairment Policy	**Category:** HR 19 (Page 3 of 3)
Applies To: Employees and Volunteers	**Approved:** November 1, 2019 **Revised:**
Review Frequency: 3 years	**When:** 1st Quarter 2021

Employees and volunteers must:

- Arrive at work fit for duty, and remain fit for duty throughout their shift.
- Perform work safely following company-established safe work practices.
- Avoid the consumption, possession, sale, or distribution of cannabis, other drugs, or alcohol on company property, and during working hours even if off company property.
- When off duty, refuse a request to come into work if unfit for duty.
- Report limitations and required modifications as a result of medically approved prescriptions that may cause impairment (including cannabis) use.
- Report unfit co-employees to management.
- Seek advice or appropriate treatment, where required.
- Communicate dependency or emerging dependency.
- Follow the after-care program, where established.
- Abide by all governing legislation pertaining to the possession and use drugs or alcohol (recreational or therapeutic)

Medical Cannabis

Where an employee or volunteer uses medical cannabis, it is expected they will provide a copy of their medical documentation to use cannabis and will participate in alternate work accommodation, when required.

Disciplinary Action

Employees found in violation of this policy may be subject to disciplinary action up to and including termination of employment. Volunteers found in violation of this policy may not be permitted to return to any WDM location to provide any services on behalf of the organization.

July 17, 2021

Management Signature Date

ACCOMMODATION POLICY AND PROCEDURES	**Category:** SP6 (Page 1 of 5)
Applies To: Employees	**Approved**: May 20, 2020
Review Frequency: Annually	**When:** April

Policy Statement
The WDM is committed to fostering an inclusive workplace where all employees, volunteers, and contractors are treated with respect and dignity.

The WDM will act in a manner consistent with its obligations under the *Canadian Human Rights Act,* the *Employment Equity Act*, the *Saskatchewan Human Rights Code*, and the *Saskatchewan Human Rights Code Regulations*.

The WDM will provide a workplace that ensures equal opportunity free from discrimination based on race, colour, national or ethnic origin, religion, age, sex (includes pregnancy or childbirth), sexual orientation, gender identity or expression, marital status, family status, genetic characteristics, disability (includes mental or physical disability, disfigurement and dependence on alcohol or a drug) or conviction for an offence for which a pardon has been granted or a record suspended. Criminal record / vulnerable sectorchecks are required for all workers and volunteers that will be working with vulnerable individuals.

The WDM will provide workplace accommodation, to the point of undue hardship. The purpose of accommodation is to ensure that individuals who are otherwise able to work are not discriminated against by being excluded from doing so when working conditions can be adjusted without causing undue hardship to the employer.

Application
This policy applies to all current employees and applicants for employment at the WDM, including full and part-time, casual, contract, permanent, and temporary employees. This policy also applies to employees on approved long-term disability leave.

This policy applies to all aspects of employment including, but not limited to recruitment, selection, training, promotion, transfers, work arrangements, compensation and benefits, and termination of employment.

Definitions
An **Inclusive Workplace** means that all employees have the opportunity to contribute and participate in the workplace in a barrier-free environment. Critical to the notion of an inclusive workplace is a robust accommodation policy.

Accommodation means taking steps to adjust rules, policies, practices or situations that have a negative impact on an individual or groups, protected under the *Canadian Human Rights Act*.

Undue Hardship occurs when accommodation adjustments to the workplace would be prohibitively expensive, or create undue risks to health or safety. Each situation will be viewed as unique and assessed individually. A claim of undue hardship must be supported with facts, and a detailed analysis of options, impressionistic or speculative reasons will not suffice.

The following are examples where accommodation could cause undue hardship:

- An employer cannot accommodate without seriously impacting business operations.
- An employee will not be able to return to work in the foreseeable future or is absent so often that it is no longer possible to accommodate them without causing the employer serious financial hardship.
- The employee's position is safety sensitive and, as a result, accommodation may pose a safety risk to the employee, his or her colleagues, clients and the public.

Responsibilities and Expectations

Accommodation is a shared responsibility between employees, supervisors and the WDM, as the employer.

The WDM is responsible for:

- Eliminating barriers that prevent people from accessing, or being included in, the workplace.
- Minimizing the need for individual accommodation by regularly reviewing rules, policies, by-laws, and practices to ensure that they are not discriminatory.
- Ensuring that all employees and job applicants are advised of their right to be accommodated.
- Dealing with requests for accommodation in a timely, confidential and sensitive manner.
- Providing individual accommodation to the point of undue hardship.
- Ensuring that this policy is effectively implemented.

Supervisors are responsible for:

- Fostering an inclusive work environment by treating all employees and job applicants with respect and dignity.
- Identifying and eliminating barriers that prevent people from accessing or being included in the workplace.
- Dealing with requests for accommodation in a timely, confidential and sensitive manner.
- Informing individuals requiring accommodation what information they need to provide to be accommodated.
- Generating accommodation options based on the information provided about the individual's accommodation need (s).

- Involving individuals requiring accommodation in the search for accommodation.
- Initiating a discussion about accommodation when they are aware that an employee or job applicant may need accommodation, but are unable, for any reason, to articulate that need.

Employees and job applicants are responsible for:
- Making their accommodation needs known. This does not require the disclosure of the specific cause of their needs but only the effects which create the need for accommodation.
- Helping to identify potential accommodation options.
- Providing documentation in support of their request for accommodation, including information about any restrictions or limitations.
- Accepting an offer of accommodation that meets their needs, even if it is not their preferred accommodation option.

Employees and job applicants can expect:
- To be treated with respect and dignity.
- To have their needs accommodated up to the point of undue hardship.
- To be informed of the reasons, if their accommodation request is denied.

Procedures for Accommodation

Job Applicants
When contacted for an interview, job applicants will be advised that the WDM has an accommodation policy and asked whether he or she requires accommodation to participate in the hiring process.

The hiring manager / coordinator will evaluate the job applicant’s request for accommodation and may request more information from the applicant to facilitate the accommodation.

If a request for accommodation is denied, the reasons why will be clearly communicated to the job applicant.

Employees
An employee may request accommodation by notifying his or her supervisor. Alternatively, accommodation needs may be identified through supervisor and employee collaboration in response to concerns raised by the supervisor.

The supervisor will document the request, including the employee's name, position and date of the request, any details provided by the employee and any accommodation options suggested by the employer or employee.

The supervisor may request supporting documentation from the employee in order to identify accommodation needs and options (e.g. details of restrictions or limitations).

When dealing with an accommodation request based on disability, the supervisor should consult with the Director of Administrationto provide guidance on asking for medical information to support the accommodation request.

The supervisor will consider accommodation options including, but not limited to: workstation adjustments; reassignment of job tasks; changes to scheduling or hours of work; leaves of absence; and temporary or permanent reassignment.

The supervisor will discuss available accommodation options with the employee. The accommodation preferences of the employee will be taken into account. However, the supervisor may proceed with an option that is less costly or easier to provide, when it meets the employee's accommodation needs. The supervisor will clearly communicate the reasons for his or her decision to the employee.

The supervisor will review the accommodation measures with the employee on a regular basis to confirm they continue to be necessary and effective.

If the available accommodation options raise the likelihood of causing undue hardship, the supervisor will refer the matter to the CEO for decision.

The CEOwill ensure that all accommodation options short of undue hardship have been considered prior to refusing accommodation. If a request for accommodation is denied, the CEO will clearly communicate the reasons why to the employee.

Appeals

If an employee or applicant has been denied accommodation, is not satisfied with the accommodation offered, or believes that his or her request has not been handled in accordance with this policy, they may appeal the decision in accordance with the WDM's Appeals (HR41) Policy.

An employee or applicant may also file a discrimination complaint with the Canadian Human Rights Commission or the Saskatchewan Human Rights Commission.

ACCOMMODATION POLICY AND PROCEDURES	**Category:** SP6 (Page 5 of 5)
Applies To: Employees	**Approved**: May 20, 2020
Review Frequency: Annually	**When:** April

Privacy and Confidentiality

All records associated with accommodation requests will be maintained in a secure location, separate from employees' personnel files and will only be shared with persons who need the information.

The WDM and all individuals involved in the accommodation process will comply with the requirements of the *Health Information Protection Act* and the WDM's Confidentiality (HR2) Policy to protect personal information.

Review

Management will review this policy and related procedures on an annual basis, or as required, and will make adjustments as necessary to ensure that it continues to meet the needs of all employees.

Enquiries

Enquiries about this policy and related procedures can be made to your supervisor, manager, or Director of Administration.

July 17, 2021

Management Signature Date

SUBCONTRACTOR REQUIREMENTS

Subcontractors must comply with applicable legislation and the WDM's safety policies at all times.

Purpose and scope:
All subcontractors who perform work for the WDM are required to comply with all municipal, provincial, and federal laws and regulations. Specifically, this includes the requirements of provincial regulations and any other regulations, codes, or standards that govern the health and safety of employees or public.

Subcontractors are further required to follow the guidelines of the WDM safety program components. Where the subcontractor states that they have their safety program and safe work procedures in place, copies of those documents must be submitted to the WDM for review and retention on file.

Where the subcontractor's safe work procedures and safety program provides a level of protection that is considered to be lower than the WDM , the higher level of safety shall prevail.

General requirements / criteria:
All subcontractors, while working on a the WDM project, must adhere to the following occupational health and safety requirements:

- Have in place a written health and safety program specific to your company (when applicable).
- The WDM may request a copy of your company's written health and safety program.
- Have a copy of your written health and safety program on site (in your trailer or truck), and available for your employees.
- Have a copy of your safe work procedures, specific to the job, readily available on site. The WDM may request a copy of applicable safe work plans and procedures at any time.
- Submit a safe work procedure (plan) to the WDM for all high-risk activities performed on site before the commencement of work. Failure to do so will result in disciplinary action.
- Have a copy of the Provincial Health and Safety Act and regulations in your trailer or truck and available to your employees.
- Be registered with the WCB or equivalent provincial authority and ensure coverage for all your employees.
- Ensure full compliance with all applicable health and safety laws and regulations.
- Provide adequate and proper protective equipment for your employees.
- While on the WDM work site, ensure your employees use and wear the appropriate personal protective equipment at all times.
- Provide adequate and proper first aid / emergency equipment as required.
- Ensure employees are properly trained in job procedures, safe work practices, the operation of tools and equipment, etc.
- As necessary, provide a translator.

- **Work on or near overhead high voltage lines -** All subcontractors managing projects involving work on or near overhead high voltage lines within the distances specified by provincial regulations, shall complete the required forms and submit copies to the WDM before commencing work.
- **Permits -** Before the commencement of any work, the subcontractor must obtain and provide all required permits required by federal, provincial, or municipal legislation. Examples of such permits include, but are not limited to: electrical inspection, pressure vessel, boiler inspection, hot work permit, after hours work request, etc.
- **Inspection Reports -** Copies of all inspection reports and improvement orders written by a regulatory agency in relation to the work being performed shall be forwarded to the WDM within three (3) working days of the date of the inspection report.
- **WHMIS -** Subcontractors are expected to comply with the requirements of the WHMIS legislation. When requested by the WDM, any subcontractor shall provide proof of training of all their employees with regard to WHMIS legislation. The WDM reserves the right to approach any contract employee and verify, through the asking of standard questions, that the employee understands the WHMIS requirements. Subcontractors are to ensure that all hazardous products brought on site have a current and dated SDS available on site.

Specific Requirements / Criteria:
Any subcontractor or consultant who is hired to perform work on the WDM projects, equipment or on the WDM's behalf, or any persons employed by that contractor or consultant has the responsibility of complying with the following requirements:

1. To comply with all federal and provincial safety laws, rules, regulations, best practices, policies, and procedures while working on for the WDM.
2. To ensure that they understand all requirements which apply to their work activity before commencing that activity. Where the subcontractor or consultant is unsure, they should contact the WDM employee supervising the work.
3. To obtain the proper authorization and work permits before commencing any work activity.
4. Subcontractors are expected to arrive at work fit for duty and able to perform their assigned duties safely and without any limitations due to use or after effects of alcohol, illicit drugs, non-prescription drugs, prescribed medications or any other substance that may impair judgment or performance. Subcontractors must remain fit for duty for the duration of their shift.
5. Use, possession, distribution, or sale of drugs or alcohol during work hours, including during paid and unpaid breaks, is strictly prohibited.
6. Subcontractors are prohibited from reporting to work while under the influence of recreational cannabis and any other non-prescribed substances.
7. Subcontractors on medically approved prescriptions that have the potential to cause impairment must communicate this to the WDM. The WDM does not permit any subcontractors to work on site while impaired due to prescription or non-prescription drugs or alcohol. If there is reasonable cause to believe that a contractor is under the influence of drugs (recreational or therapeutic) or alcohol they will be dismissed from the site. The subcontractor will be notified to arrange for a safe mode of transpiration

for the employee. It is the sole responsibility of the subcontractor to provide necessary accommodation for the employee as required by the legislation.

8. Where work requires entry into a confined space, the subcontractor or consultant shall ensure that all persons engaged in that work activity have received proper training in confined space entry. The necessary equipment to perform the work and adequate rescue equipment must be on site at all times. A pre-job hazard assessment must be completed and approved before any confined space entry.
9. To ensure that no firearms, illegal drugs, alcohol, fighting, stealing, or willful damage are permitted anywhere on the WDM project or premises.
10. Maintain a safe operating condition of all subcontractor equipment brought on site. To comply with Provincial Electrical Safety Branch regulations, all electrical equipment must be certified to CSA standards. The WDM reserves the right to remove or ban faulty and unsafe equipment, or equipment not complying with the necessary approval requirements.
11. Only authorized persons shall operate cranes and hoisting equipment brought onto the WDM property. Operators shall inspect the hoisting equipment at the beginning of each shift and shall test limit-switches, brakes, circuit breakers, and other control devices. Any defects that are identified that affect the safe operation of the equipment will require the equipment to be removed from service until the defects are repaired.
12. Proof of training for all powered mobile equipment operators must be provided to the WDM work on site.
13. Where a subcontractor encounters any potentially hazardous or toxic substance that may endanger any person, the WDM must immediately be informed, and the subcontractor must cease operations until it can be assured that standard practices for hazardous products management are being complied with.
14. The subcontractor shall indemnify and hold harmless the WDM from any claims arising from any breach or alleged breach of human rights legislation, privacy legislation, or workplace health and safety. This indemnity shall include costs on a solicitor / client basis for any defense costs required.

Section 5
PERSONAL PROTECTIVE EQUIPMENT (PPE)

PERSONAL PROTECTIVE EQUIPMENT POLICY 1

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INFO SHEET FOR LIMB AND BODY PROTECTION 3

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PERSONAL PROTECTIVE EQUIPMENT TRAINING 22

PERSONAL PROTECTIVE EQUIPMENT (PPE) POLICY	Category: SP7 (Page 1 of 1)
Applies To: Employees and Volunteers	**Approved**: May 20, 2020
Review Frequency: Annually	**When:** April

Intent

It is the policy of the WDM that all employees are protected from the hazards of the work they perform. Controls will be put in place following the hierarchy of controls starting with elimination, substitution, engineering, and administrative controls. Once all possible controls have been implemented, employees are to use personal protective equipment as a last line of defense. All employees, volunteers, and contractors must wear CSA approved personal protective equipment (PPE) to meet or exceed all legislative requirements. The use of appropriate personal protective equipment is a condition of employment and applies to all employees, managers, supervisors, subcontractors, and visitors.

Task-specific PPE to be used as prescribed by legislation and site rules:

- CSA grade 1 safety boots
- CSA approved hard hat
- CSA approved safety glasses or goggles
- Full face protection
- Hand, body and limb protection
- Respiratory protection
- Hearing protection
- Fall protection
- High visibility, clothing, etc.

Always refer to applicable legislation, manufacturer specifications, and procedures to determine what additional PPE is required. There may be additional items not included in this list that may be required for certain tasks.

All PPE used must be in good condition and maintained according to the manufacturer's instructions. The end-user is to inspect their PPE before each use. Planned formal inspections of all PPE will be conducted annually. Additional inspections will be conducted if required by manufacturer specifications. PPE found to not meet applicable standards in the pre-use inspections, or formal inspections will be immediately removed from service and replaced. Employees will receive training and instruction on the use, care, and maintenance of basic and specialized PPE.

Management is responsible for leading by example and wearing PPE when required. They will also ensure that all employees, volunteers, and contractors are wearing PPE when they are required to do so. Management must also ensure that the appropriate PPE is provided to employees and volunteers and is stored in an accessible location.

Management Signature	July 17, 2021 Date

INFO SHEET FOR FOOT PROTECTION
Source: CCOHS

General Information
Safety footwear is designed to protect against foot hazards in the workplace. Safety footwear protects against compression, puncture injuries, and impact.

Safety footwear is divided into three grades, which are indicated by coloured tags and symbols. The tag colour tells the amount of resistance the toe will supply to different weights dropped from different heights.

The symbol indicates the strength of the sole. For example, a triangle means puncture-resistant sole able to withstand 135 kg (300 ft. lbs.) of pressure without being punctured by a 5 cm (2 inches) nail. For more information, look at CSA Standard "Protective Footwear": Z195-02 and CSA Z195.1-02 "Selection, Care and Use of Protective Footwear."

Your choice of protective footwear should always over-protect, not under-protect.

Do:
- Choose footwear according to job hazards and CSA Standards.
- Lace-up boot and tie laces securely; boots don't protect if they are a tripping hazard or fall off.
- Use a protective boot dressing to help the boot last longer and provide greater water resistance (wet boots conduct currents).
- Choose a high cut boot to provide ankle support (fewer injuries).

Don't:
- Wear defective safety footwear (e.g., exposed steel toe caps).
- Under-protect your feet or modify safety footwear.

****Refer to OH&S Regulations Part7 Personal Protective Equipment, Section 7-11 – Footwear***

INFO SHEET FOR LIMB AND BODY PROTECTION
Source: CCOHS

General Information
Due to the nature of the workplace and the number of different hazards, it is not possible to cover specialized limb and body protection in detail. These types of hazards are known as job exposures (exposure to fire, temperature extremes, body impacts, corrosives, molten metals, and cuts from sharp or abrasive materials).

PPE in this category would be items such as:

- Leg, arm, chin and belly guards.
- Specialty hand pads and grips.
- Full bodysuits.
- Flame and chemical resistant clothing.
- Various types of plastic boot covers and overshoes.

For more information on the type of specialty PPE you require, check your local OH&S office. Following the manufacturer's instructions on its use, care and maintenance will help you get the full service from your specialty PPE.

Limb and Body Protection
When working with hazardous products a bodysuit may be required. Refer to the Safety Data Sheet (SDS) to determine the type of protective clothing required.

When using a chainsaw or other equipment where there is a potential to cause an injury leg protection is required. Pants, chaps, or an apron made of a cut resistant material may be used. Refer to the equipment manual to determine what type of protective clothing is required for the task.

Hand PPE (Gloves and Mitts)
PPE for the hands includes finger guards, thimbles, hand pads, mitts, gloves, and barrier creams. Choose hand PPE that will protect against chemicals, scrapes, abrasions, heat and cold, punctures, and electrical shocks.

Types
PPE for the hands come in many forms, each designed to protect against certain hazards. Gloves most commonly used in industry are made from leather, cotton, rubber, synthetic rubbers and other man-made materials or combinations of materials.

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

Do:

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

Don't:

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

****Refer to OH&S Regulations Part 7 Personal Protective Equipment, section 7-9 - skin protection, section 7-10 - lower body protection, section 7-12 – hand and arm protection***

INFO SHEET FOR RESPIRATORY PROTECTION
Source: CCOHS

General Information
Respiratory protection falls into two major categories. The first is Air Purifying Respirators (APRs), which is a particle (dust) chemical cartridges but NO visor plate. The second category is Atmosphere Supply Respirators, including self-contained breathing apparatus (SCBA), airline systems, and protective suits that completely enclose the work and incorporate a life support system. The proper type of Respirator shall be used by company employees based on the respiratory hazards identified for the task being completed. Fit testing is also a requirement before donning any respirators to ensure the right size and fit.

Only APRs will be dealt with here. The second category of respirators requires much more specific information and training. If you need to use the Atmosphere-Supplying Respirators, you should get additional advice.

Air Purifying Respirator (APR)
There are two basic types of APRs:
- Disposable fibre type with or without charcoal or chemical filter "buttons."
- The reusable rubber face masks type with disposable or rechargeable cartridges.

It's important to remember that APRs are limited to areas where there is enough oxygen to support life. APRs don't supply or make oxygen.

The service life is affected by the type of APR, wearer breathing demand, and the concentration of airborne contaminants. When an APR is required, consult the Safety Data Sheet (SDS) or supplier for the exact specifications for the APR.

Facial hair can prevent a good seal and fit of an APR: One to three days growth is worst. Follow the manufacturer's instructions to the letter regarding the mask, filters, cartridges, and other components. Employees who must use respiratory protection must be cleanly shaven.

An APR is only as good as its seal and its ability to filter out the contaminants it was designed to filter.

Combination Respirators
This type of APR combines separate chemical and mechanical filters. This allows for the change of the different filters when one of them becomes plugged or exhausted before the other filter (usually the dust filter plugs up before the chemical filter). This type of respirator is suitable for most spray painting and welding. For more information, check the:
- Safety Data Sheet (SDS).
- The local Department of Labor office.
- The safety equipment supplier.

Choosing the right equipment involves:

- Determining what the hazard is and its extent.
- Considering user factors that affect respirator performance and reliability.
- Selecting an appropriate NIOSH-certified respirator.
- Equipment must be used in line with specifications accompanying the NIOSH certification.

How do you inspect and take care of respirators?
It is important to inspect all respirators for wear and tear before and after each use, giving special attention to rubber or plastic parts that can deteriorate or lose pliability. The facepiece, headband, valves, connecting tube, fittings, and cartridges, canisters, or filters must be in good condition. A respirator inspection must include checking the tightness of the connections.

Users should replace chemical cartridges and gas mask canisters as necessary to provide complete protection, following the manufacturer's recommendations. In addition, they should replace mechanical filters as necessary to avoid high resistance to breathing.

Only an experienced person is permitted to make repairs, using parts specifically designed for the respirator. This person must consult the manufacturer's instructions for any repair, and no attempt should be made to repair or replace components or make adjustments or repairs beyond the manufacturer's recommendations.

Procedures for Donning Respirators
You must ensure the procedure you follow for donning your respirator meets the requirements laid out in the manufacturer's specifications for the particular respirator you are using. Each type and brand will have its own procedure that must be followed. The following is the best-known practice but may not meet the requirements for every respirator. You must know and understand the manufacturer’s specifications for your respirator.

Each time an individual wears a particulate (dust mask) or elastomeric (half or full-face respirator) he or she must do their own fit check to determine that the respirator is working properly. The steps below outline positive and negative pressure fit checks for various respirators.

Positive Pressure Fit Check – Particulate Respirator (two straps) Place the palm of your hand over the exhalation valve cover and exhale gently. If the facepiece bulges slightly and no air leaks are detected between your face and the facepiece, a proper fit has been obtained. If air leakage is detected, reposition the respirator on your face and / or readjust the tension of the elastic straps to eliminate the leakage. Repeat all of the above steps. Never enter a contaminated area if you cannot fit check your respirator.

Negative Pressure Fit Check Particulate Respirator (two straps). Do not disturb the position of the respirator (mask). Cover the front of the respirator completely with both hands. Inhale sharply. A negative pressure should be felt inside the respirator.

If any leakage is detected, readjust the position of the respirator and / or tension of the straps and retest the seal. Never enter a contaminated area if you cannot fit check your respirator.

Procedures for Cleaning Respirators

1. Remove filters, cartridges, or canisters. Disassemble facepieces by removing speaking diaphragms, demand, and pressure - demand valve assemblies, hoses, or any components recommended by the manufacturer. Discard or repair any defective parts.
2. Wash components in warm (43 deg. C [110 deg. F] maximum) water with a mild detergent or with a cleaner recommended by the manufacturer. A stiff bristle (not wire) brush may be used to facilitate the removal of dirt.
3. Rinse components thoroughly in clean, warm (43 deg. C [110 deg. F] maximum), preferably running water. Drain.
4. When the cleaner used does not contain a disinfecting agent, respirator components should be immersed for two minutes in one of the following:
    - Hypochlorite solution (50 ppm of chlorine) made by adding approximately one millilitre of laundry bleach to one litre of water at 43 deg. C (110 deg. F); or,
    - An aqueous solution of iodine (50 ppm iodine) made by adding approximately 0.8 millilitres of tincture of iodine (6-8 grams ammonium and/or potassium iodide/100 cc of 45% alcohol) to one litre of water at 43 deg. C (110 deg. F); or,
    - Other commercially available cleansers of equivalent disinfectant quality when used as directed, if their use is recommended or approved by the respirator manufacturer.
5. Rinse components thoroughly in clean, warm (43 deg. C [110 deg. F] maximum), preferably running water. Drain. The importance of thorough rinsing cannot be overemphasized. Detergents or disinfectants that dry on facepieces may result in dermatitis. In addition, some disinfectants may cause deterioration of rubber or corrosion of metal parts if not completely removed.
6. Components should be hand-dried with a clean lint-free cloth or air-dried.
7. Reassemble facepiece, replacing filters, cartridges, and canisters where necessary.
8. Test the respirator to ensure that all components work properly.

For more information review the following;

- CSA Standards “Compressed Breathing Air” Z180.1-00 (R2010)
- “Selection, Use, and Care of Respirators” Z94.4-02 (R2008)

Refer to OH&S Regulations Part 7 Personal Protective Equipment, section 7-3 – respiratory protective devices, section 7-4 – inspection of respiratory protective devices and section 7-5 – working in dangerous atmospheres

INFO SHEET FOR EYE AND FACE PROTECTION
Source: CCOHS
General Information

This PPE is designed to protect the employee from such hazards as:

- Flying objects and particles.
- Molten metals.
- Splashing liquids.
- Ultraviolet, infrared and visible radiation (welding).

This PPE has two types. This first type, "basic eye protection," includes:

- Eyecup goggles.
- Monoframe goggles and spectacles with or without side shields.

The second type, "face protection," includes:

- Metal mesh face shields for radiant heat or hot and humid conditions.
- Chemical and impact resistant (plastic) face shields.
- Welders shields or helmets with specified cover.
- Filter plates and lens.

Hardened glass prescription lenses and spot glasses are not an acceptable substitute for proper, required industrial safety eye protection.

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

Contact lenses should NOT be worn at the work-site. Contact lenses may trap or absorb particles or gases, causing eye irritation or blindness. Hard contact lenses may break into the eye when lit.

Basic eye protection should be worn with face shields. Face shields alone often aren't enough to fully protect the eyes from work hazards. When eye and face protection is required, advice from the OH&S office, Safety Data Sheet (SDS) or your supplier will help in your selection.

For more information, look at:

- Occupational Health and Safety Act, Regulations and Code of Practices.
- CSA Standard "Industrial Eye and Face Protectors" Z94.3-02 and Z94.3.1-02.

Do:

- Ensure your eye protection fits properly (close to the face).
- Clean safety glasses daily, more often if needed.
- Store safety glasses in a safe, clean, dry place when not in use.
- Replace pitted, scratched, bent and poorly fitted PPE (damaged face / eye protection interferes with vision and will not provide the protection it was designed to deliver).

Don't:

- Modify eye / face protection.
- Use eye / face protection, which does not have a CSA certification (CSA stamp for safety glasses is usually on the frame inside the temple near the hinges of the glasses).

Eye Protection for Welders

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

****Refer to OH&S Regulations Part VII Personal Protective Equipment, section 7-8 – eye and face protectors.***

INFO SHEET FOR HEARING PROTECTION
Source: CCOHS

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

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

Remember, this is only a rule of thumb. Any sound over 80 dBA requires hearing protection. Hearing loss can be very gradual, usually happening over a number of years.

The most common types of hearing protection are earplugs and earmuffs. If you choose to use the other types of hearing protection, ask your safety supplier or OH&S office for further information.

It is important to have different styles of hearing protection available. Different styles allow a better chance of a good fit. Each person's head, ear shape, and size are different. One style may not fit every person on your crew. If hearing PPE does not fit properly or is painful to use, the person will likely not use it. If the hearing protection is not properly fitted, it will not supply the level of protection it was designed to deliver.

Most earplugs, if properly fitted, generally reduce noise to the point where it is comfortable (takes the sharp edge off the noise).

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

Employees should have their hearing tested at least every two years or annually if they work in a high noise area.

CSA Standard "Hearing Protection Devices – Performance, Selection, Care and Use" Z94.02 (R2007)

****Refer to OH&S Regulations Part 8 Noise Control and Hearing Conservation.***

INFO SHEET FOR HEAD PROTECTION
Source: CCOHS

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

Most head protection is made up of two parts:
- The shell (light and rigid to deflect blows).
- The suspension (to absorb and distribute the energy of the blow).

Both parts of the headwear must be compatible and maintained according to the manufacturer's specifications for use with specific headwear used. Bump caps are not considered a helmet.

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

Do:
- Replace headgear that is pitted, holed or brittle.
- Replace headgear that has been subjected to a blow even though damage cannot be seen.
- Remove from service any headgear if its serviceability is in doubt.
- Replace headgear and components according to manufacturer instructions.
- Consult the Department of Labor or your supplier for information on headgear.

Don't:
- Drill, remove peaks or alter the shell or suspension in any way.
- Use solvents or paints on the shell (makes shells "break-down").
- Put chin straps over the brims of Class B headgear.
- Use any liner that contains metal or conductive material.
- Carry anything in the hard hat while wearing the hard hat.

Refer to OH&S Regulations Part 7 Personal Protective Equipment, section 7-6 – protective headwear.

INFO SHEET FOR HIGH-VISIBILITY SAFETY APPAREL
Source: CCOHS

General Information
High-visibility safety apparel (HVSA) is clothing (e.g., vests, bibs, or coveralls) that employees can wear to improve how well other people "see" them (their visibility). Most often, high-visibility clothing is worn to alert drivers and other vehicle operators of an employee's presence, especially in low light and dark conditions. High-visibility headwear can also be worn to increase the visibility of the wearer in situations where part or all of the wearer's body could be obscured (e.g., leaves / trees, traffic barriers, construction materials, etc.).

Requirements for high-visibility safety clothing for Canadian employees are found in the Canadian Standards Association (CSA) Standard Z96-09 "High-Visibility Safety Apparel" and in the related guideline "CSA Z96.1, Guideline on selection, use, and care of high-visibility safety apparel."

Why do I need High-Visibility Safety Apparel?
High-visibility safety apparel (HVSA) is needed if you work when there is low light and poor visibility, especially if you are working around moving vehicles (cars, trucks or other machinery travelling under their own power - e.g., forklifts, backhoes, etc.). High-visibility items allow you to be seen by the drivers of those vehicles sooner and more readily. This fact increases your safety at work. The human eye responds best to large, contrasting, bright, or moving objects. Employee visibility is enhanced by high colour contrast between clothing and the work environment against which it is seen.

When do I need High-Visibility Safety Apparel?
The CSA Standard recommends that a hazard assessment be carried out to evaluate the workplace, or for known or potential hazards an employee can encounter while performing a job or task. This assessment helps determine the risk to employees of being hit by moving vehicles and the environmental conditions under which work is performed.

When doing a hazard assessment where HVSA might be required, be sure to consider:
- The type and nature of the work being carried out - including the tasks of both the HVSA wearer and any drivers.
- Whether employees will be exposed to heat and/or flames (if so, flame-resistant HVSA would be required).
- Work conditions, such as indoor or outdoor work, temperature, work rates, traffic flow, traffic volume, visibility, etc.
- The workplace environment and the background employees must be seen in (e.g., is the visual area behind the employees simple, complex, urban, rural, highway, filled with equipment, cluttered).
- How long the employee is exposed to various traffic hazards, including traffic speeds.
- Lighting conditions and how the natural light might be affected by changing the weather (sunlight, overcast sky, fog, rain, or snow).
- Factors that affect warning distances and times, such as the size of vehicles, their potential speeds, the ability to stop quickly, and surface conditions.

- If there are any engineering and administrative hazard controls already in place (e.g., barriers).
- Any distractions that could draw employee's attention away from hazards.
- The sightlines of vehicle operators, especially when vehicles are operated in reverse.
- If certain jobs or the function is done, it needs to be "visually" identifiable from other employees in the area.

What is the difference between fluorescent and retroreflective materials?
Fluorescent material takes a portion of invisible ultraviolet light from sunlight, and through special pigments, sends it back to the viewer as more visible light. This material only functions where there is a source of natural sunlight. Fluorescent material will appear brighter than the same coloured non-fluorescent material, especially under low natural light (e.g., cloud cover, fog, dusk, dawn, etc.). This property offers daytime visibility enhancement not present with other colours. These materials enhance daytime visibility, especially at dawn and dusk. Fluorescent colours provide the greatest contrast against most backgrounds.

Retroreflective material is created to return light in the direction of the light's source. This property will let a driver see the light being reflected from the retroreflective material on a person's garment (as long as the person is standing in the light's beam). Retroreflective materials are most effective under low-light-level conditions. While retroreflective materials can still reflect in the daylight, there is little difference between the light reflected from the garment's material and the surrounding environment. This lack of contrast makes retroreflective materials ineffective for enhanced visibility during (sunny) daytime conditions.

In contrast, reflective material bounces light off its surface so that it can be seen. While the term "reflective" is not used in the CSA standard, it is typically defined as a material or object that has the ability to "throwback" light (or sound). Most surfaces are already light reflective.

Combined-performance retroreflective material is a retroreflective material that is also a fluorescent material. Not all retroreflective materials are fluorescent, however, and not all fluorescent materials are retroreflective.

What should I look for in High-Visibility Safety Apparel?
Size / Coverage:
- Large, bright garments are more visible than small ones. Coverage all around the body (360° full body coverage) provides better visibility in all viewing directions.
- Stripes of colours that contrast (have a distinct colour difference) with the background material to provide good visibility. Stripes on the arms and legs can provide visual clues about the motion of the person wearing the garment.
- When background material is bright-coloured or fluorescent material, it is intended to be highly visible but is not intended to provide retroreflective performance.
- Other requirements such as flame resistance, thermal performance, water resistance, durability, comfort, tear-away features, material breathability, and flexibility that are applicable to the job.

Fit:

- For safety and best performance, garments should be fitted to the person. Don't forget to consider the bulk of clothing that might be worn underneath the garments, and how the garment should be worn (e.g., done up properly around the body with no loose or dangling components). The garments should sit correctly on your body and stay in place during your work.
- The apparel should be comfortable to wear - the parts of the apparel that come into direct contact with the employee should not be rough, have sharp edges, or projections that could cause excessive irritation or injuries. The apparel should also be lightweight.
- Garments should be selected and worn so that no other clothing or equipment covers the high-visibility materials (e.g., glove gauntlets, equipment belts, and high-cut boots).

Brightness:

- Daylight - Bright colours are more visible than dull colours under daylight conditions (e.g., fluorescent materials are suitable for daylight).
- Low light conditions - Fluorescent colours are more effective than bright colours under low light (e.g., dawn and dusk). Under these conditions, reflective materials are also suggested.
- Dark conditions / worksites - Greater retroreflectivity provides greater visibility under low light conditions. Retroreflective materials provide high-visibility conditions and are preferred over bright colours. Fluorescent materials are ineffective at night and less visible than white fabrics.

Design:

To comply with the CSA Standard, the HVSA should meet the following criteria:

- Stripes / bands are to be in a distinctive, standardized pattern:
    a. A symmetric "X" on the back extending from the shoulders to the waist.
    b. Two vertical stripes on the front passing over the shoulders and down to the waist.
    c. A waist-level horizontal stripe is extending entirely around the back to the bottom of the vertical stripes on the front. This horizontal stripe may continue between the front vertical stripes (optional). For Class 3 apparel, stripes / bands encircling both arms and both legs are added.
- The stripes / bands are to be displayed in a way to ensure that some part of them is visible from all angles around the body (e.g., 360° visibility).
- For all classes, the total width of stripes / bands must be at least 50 mm (1.96") throughout. Stripes / bands near the bottom edge of a garment, sleeve or pant leg must be at least 50 mm (1.96") away from the edge.
- Stripes / bands may be made up entirely of combined-performance or retroreflective material.

Colour:

The CSA Z96-09 High-Visibility Safety Apparel Standard specifies three colours for background materials and contrasting-colour stripes to provide options that are intended to create visibility against most work environments. The stripes should be either retroreflective or combined-performance.

- **Background material:** should be fluorescent yellow-green, fluorescent orange-red or fluorescent red, or bright yellow-green, bright orange-red or bright red.
- **Combined-performance retroreflective material** (e.g., the stripes): should be fluorescent yellow-green, fluorescent orange-red or fluorescent red - and must be in contrast (that is, have a distinct colour difference) to the background material.

High-Visibility Headwear:

- It should include both retroreflective materials and fluorescent or bright colour background materials and should be attached to the headwear to provide full (360°) visibility.
- Ensure that materials attached to a hard hat, for example, does not affect the hat's ability to protect the head.

Care / Maintenance:

- Keep your high-visibility apparel clean and well-maintained. Contaminated or dirty retroreflective materials provide lower visibility.
- Replace garments that show signs of wear and tear, soiling, or contamination as it will no longer be able to provide acceptable levels of visibility.
- Purchasers of HVSA should get proof that the materials used and the design of the garment meet the requirements of the CSA Z96-09 Standard.

CSA lists three classes of garments based on body coverage provided. Each class covers the torso (waist to the neck) and/or limbs according to the minimum body coverage areas specified for each class.

- Class 1 provides the lowest recognized coverage and good visibility.
- Class 2 provides moderate body coverage and superior visibility.
- Class 3 provides the greatest body coverage and visibility under poor light conditions and at a great distance.

FALL PROTECTION
Source: CCOHS

General Information

- If you are at risk for falling three meters or more, or there is a hazard below three meters, you must wear the appropriate fall protection equipment.
- If fall protection is required, the Supervisor must establish a complete fall protection plan and review with all employees.
- Do not perform work at heights where fall protection is required if you have not received certified fall protection training.
- Inspect your equipment before each use.
- Replace defective equipment. If there is any doubt about the safety of the equipment, do not use it and refer questionable defects to your supervisor.
- Replace any equipment, including ropes, involved in a fall. Refer any questionable defects to your supervisor or check with the manufacturer.
- Every piece of fall arrest equipment should be inspected and certified at least yearly or more often by a trained and competent person. Keep written records of inspections and approvals.
- It is advisable to use energy absorbers if the arresting forces of the lanyard alone can cause injury.
- Follow the manufacturer’s instructions about:
  - The purpose of the device.
  - Hazard warnings.
  - Instructions and limitations on use.
  - The stretch distance of the harness.
  - Instructions for fitting and adjusting.
  - Recommendations for care (cleaning, maintenance, and storage) and inspection.
  - The purpose and function of the fall arrest indicator.
  - A warning if a fall occurs or inspection reveals an unsafe condition that the device be taken out of service until it has been determined safe for use or destroyed.
  - Instructions for proper application, use, and connecting to full body harness of an evacuation device.
- Use the right equipment for the job. Refer to the series of Canadian Standards Association (CSA) Standards Z259, including:
  - Z259.1-05 (R2010) "Body belts and saddles for holding in working position and for limiting movement,"
  - Z259.2.3-12 "Descent devices"
  - Z259.10-12 "Full Body Harnesses,"
  - Z259.11-05 (R2010) "Energy absorbers and lanyards,"
  - Z259.12-01 (R2011) "Connecting components for personal fall arrest systems (PFAS),"
  - And any other standards or legislation that may apply.

The user must ensure the procedures you follow for the use, care, and maintenance of your fall protection meets the requirements laid out in the manufacturer’s specifications for the fall protection gear you are using. Each type and brand will have its own procedure that must be followed.

The following is best-known practice but may not meet the requirements for every fall protection. You must know and understand the manufacturer's specifications for your fall protection.

Equipment Inspection

All equipment must be inspected:

- Prior to each use.
- At regular intervals (ex. visual before each use and annual formal inspection).
- Records of regular interval inspections must be kept.

Donning Full Body Harness

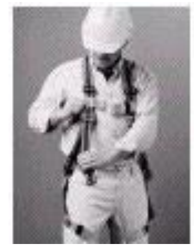
1. Hold harness by back D-ring and shake harness to allow all straps to fall in place.

2. If chest, leg, and/or waist straps are buckled, release straps and unbuckle at this time.

3. Slip straps over shoulders, so D-ring is located in the middle of the back between shoulder blades.

4. Pull leg strap between legs and connect to the opposite end. Do the same with a second leg strap.

5. Connect chest strap and position in the mid-chest area. Tighten to keep shoulder straps taut.



6. After all, straps have been buckled, tighten all buckles, so harness fits snug, but allows full range of motion.

Installing Connecting Equipment

Connecting equipment must include the following items:

- Lifeline
- Rope grab
- 1.22 m (4 ft.) web lanyard
- Cable lanyard (for use with temporary anchorages only)

Note: At no time shall a knot or hitch be used to attach personal fall protection equipment to anchorage locations.

After the lifeline has been connected to the anchor location, the remainder of the equipment must be installed.

This equipment must be assembled as follows:

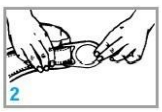
1. The rope grab must be placed on the lifeline with the proper orientation. "UP" must be oriented to the anchor.
2. One snap hook on the 1.22 m (4 ft.) web lanyard must be connected to the back D-ring of the harness (fall arrest attachment point), and the snap hook on the other end must be connected to the rope grab.

3. The lifeline must be installed in the rope grab so that the rope length is short enough to restrict employees' travel to the unguarded edge.

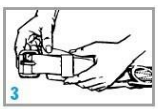
Note: If the employee can reach the edge and face a free-fall situation, a plan is to be developed for restraint or arrest. A written Fall Protection Work Plan must be prepared for this work.

Harness Inspection (from Miller Fall Protection)

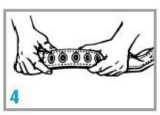
Webbing: Grasp the webbing with your hands 152 mm (6 in) to 203mm (8 in) apart. Bend the webbing in an inverted “U” as shown. The surface tension resulting makes damaged fibres or cuts easier to detect. Follow this procedure the entire length of the webbing, inspecting both sides of each strap. Look for frayed edges, broken fibres, pulled stitches, cuts, burns, and chemical damage.



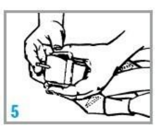
D-rings / Back pads: Check D-rings for distortion, cracks, breaks, and rough or sharp edges. The D-ring should pivot freely. D-ring back pads should also be inspected for damage.



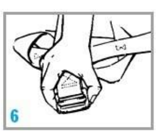
Attachment of buckles: Inspect for any unusual wear, frayed or cut fibres, or broken stitching of the buckle or D-ring attachments.



Tongue / Grommets: The tongue receives heavy wear from repeated buckling/unbuckling. Inspect for loose, distorted, or broken grommets. Webbing should not have additional holes.



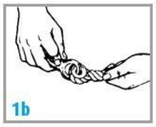
Tongue buckles: Buckle tongues should be free of distortion in shape and motion. They should overlap the buckle frame and move freely back and forth in their socket. The roller should turn freely on frame. Check for distortion or sharp edges.



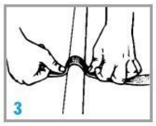
Friction and mating buckles: Inspect the buckle for distortion. The outer bars and center bars must be straight. Pay special attention to corners and attachment points at the center bar.

Web Lanyard Inspection

Hardware (snaps): Inspect closely for hook and eye distortions, cracks, corrosion, or pitted surfaces. The keeper (latch) should sit into the nose without binding and should not be distorted or obstructed. The keeper spring should exert sufficient force to close the keeper firmly. Keeper locks must prevent the keeper from opening after the keeper closes.



Thimbles: The thimble must be firmly seated in the eye of the splice. The splice should have no loose or cut strands. The edges of the thimble must be free of sharp edges, distortion, or cracks.



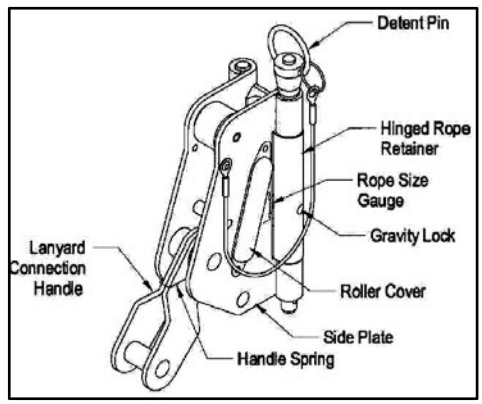
Web lanyard: While bending webbing over a pipe or mandrel, observe each side of the webbed lanyard. This will reveal any cuts or breaks. Swelling, discoloration, cracks, and charring are obvious signs of chemical or heat damage. Observe closely for any breaks in stitching.

Rope Grabs and Lifelines

Frequency of inspection:

- A qualified supervisor must inspect the rope grab and lifeline at least annually.
- Record the results of each formal inspection in the equipment inspection log.
- Before each use, visually inspect the equipment by following steps listed in the following inspection sections.

Rope Grab Inspection



1. Inspect action of locking roller. It should be free to travel the full length of the guide slots.
2. Inspect the lanyard connection handle for freedom of motion. There should be no binding or sticking. Inspect for wear on the nose of the handle where it contacts the roller. The level must push the roller into the rope.
3. Inspect handle spring. It should be in its correct place and undamaged.
4. Inspect the detent pin. The top button should spring back up when pushed down.
5. The pin should easily slide through the rope, grab the body and hinge.
6. The rope grab hinge must pivot freely and close completely. Check that the gravity lock on the hinge works freely. When the rope grab is held upside down, the gravity lock should drop down and prevent the hinge from fully closing. Inspect the hinge for signs of rope wear. There should be no dips or depressions worn into the rope channel.
7. Inspect labels and markings. All labels and markings must be present and fully legible.
8. Inspect each system component or subsystem following the associated manufacturer's instructions.
9. Record the inspection date, and results on the equipment inspection log in the forms section of this program.

Carabiner Inspection

Carabiners may be used from time to time in fall protection systems and require inspection before use**.**

The following items should be checked prior to using a carabiner:

- Check that there is a locking mechanism - non-locking carabiners are not permitted with fall protection equipment.

- Check the gate and the closure to ensure that they are not damaged and operate smoothly and clean as required. Blow out mechanisms with an air hose.
- ***Caution: Do not*** *lubricate with oil or grease-based lubricants, as they will attract dirt and grit.*
- Check that spring-loaded closures are operating as required. Discard any that do not close as designed.
- Check the gate to ensure it is not bent from use.
- Check the latch mechanism to ensure it is not broken.
- Check that the carabiners are not bent or misaligned.
- Check to ensure that carabiners are not cracked or fractured.

Important Safety Considerations

Take the following important safety considerations into account:

- Personal fall protection equipment subjected to fall arrest or impact forces must be immediately removed from service, tagged DO NOT USE, and destroyed.
- A professional engineer must inspect anchors involved in a fall arrest situation.
- ***Do not*** alter, repair, or make substitutions to fall protection equipment or components.
- Remove equipment found to be in defective condition from service and destroy it.
- Only the manufacturer or those authorized by the manufacturer in writing may perform repairs on fall protection equipment (refer to manufacturer's specifications for further details).
- Extreme working conditions (harsh environments, prolonged use, etc.) may require increasing the frequency of inspections.

Cleaning

Basic care of all safety equipment will prolong its durable life and contribute toward the performance of its vital safety function. Proper storage and maintenance after use are as important as cleaning the equipment of dirt, corrosives, or contaminants. Storage areas should be clean, dry, and free of exposure to fumes or corrosive elements and sunlight.

Nylon or Polyester: Remove all surface dirt with a sponge dampened in plain water. Squeeze the sponge dry. Dip the sponge in a mild solution of water and commercial soap or detergent. Work up a thick lather with a vigorous back and forth motion, then wipe with a clean cloth. Hang freely to dry, but away from excessive heat.

Drying: Equipment should dry thoroughly without close exposure to heat, steam, or long periods of sunlight.

Storage

Too often, employees take off their harness at the end of a shift and toss it in the back of a work vehicle, locker, or gang box. Harnesses and lanyards may be left lying around a job site, exposed to the elements: rain, heat, freezing temperatures, and direct sunlight. All of this can potentially result in deadly damage. To properly care for your equipment, it is important to keep your harness and lanyard in a clean, cool, dry place.

- The harness should be hung, so it doesn't get crushed, bent, or torn by other objects in the storage area. Sharp tools can slice the nylon and chemicals could cause the material to degrade.
- Ensure that your storage area is not in direct sunlight or exposed to a heat source. The heat and UV rays can compromise the materials that make up your harness and lanyard. This also applies to other PPE, such as hardhats, as well. Extensive exposure to ultraviolet light can cause materials to break down and fail when they are needed most.
- Store them somewhere where nobody else can get them. Somebody may pick them up and use them when you are not around and who knows what damage they may cause. At the very least, they'll readjust your harness to fit them and, if you're not diligent, you may end up putting on an improperly adjusted harness on your next shift. You can practically guarantee that somebody borrowing a harness and lanyard off the ground isn't going to clean it before returning it – if they return it.

***Refer to OH&S Regulations Part 7 Personal Protective Equipment, sections 7-15 – lifelines, 7-16 personal fall arrest systems, 7-17 – full-body harness, 7-18 – snap hook on personal fall arrest system, 7-19 – lanyards, 7-20 –workers' responsibilities re lifelines, etc., 7-21 – Inspection of a full-body harness, etc.**

PERSONAL PROTECTIVE EQUIPMENT TRAINING

The WDM will provide basic PPE training upon hire and annually thereafter (e.g., hardhat, safety glasses, etc.). Specialized PPE training will be outsourced and provided when required (e.g., fall protection, respiratory protection, etc.).

Employees will be given appropriate training in the use and care of the equipment. The following minimum information will be provided to employees:

- When to use the PPE.
- Fitting instructions, including how to put on and take off the PPE, if relevant.
- The importance of using the PPE only in the specified way.
- Limitations of use.
- How to store and maintain the PPE correctly.
- How to check for wear and tear.
- Instructions on how to clean or decontaminate the PPE correctly, with complete washing and / or dry-cleaning instructions.

Section 6

PREVENTATIVE MAINTENANCE

PREVENTATIVE MAINTENANCE POLICY 1
EQUIPMENT INVENTORY 2
INSPECTION 2
PREVENTATIVE MAINTENANCE 2
DEFECTIVE TOOLS AND EQUIPMENT 3
PREVENTATIVE MAINTENANCE SCHEDULE SAMPLE 3

PREVENTATIVE MAINTENANCE POLICY	**Category:** SP8 (Page 1 of 1)
Applies To: Employees	**Approved**: May 20, 2020
Review Frequency: Annually	**When:** April

Intent

It is the policy of the WDM to maintain all tools, equipment, machinery, vehicles, and personal protective equipment. Preventative maintenance is a proactive way to protect people, property, and the environment from undue harm caused by defective equipment.

To accomplish this, all equipment will be maintained at intervals that are sufficient to ensure safe functioning. Maintenance will be performed as per manufacturer recommendations by qualified maintenance personnel.

Record keeping is of utmost importance to ensure inspection and maintenance schedules are met and that maintenance is performed as required. Records will be kept for all maintenance performed and available for inspection.

Where a defect is found, steps will be taken immediately to ensure the protection of people, property, and the environment. The tag-out system will be strictly adhered to. The tag is only to be removed by the person who repaired the defect.

Management is responsible for ensuring that adequate resources are allocated to ensure maintenance requirements can be met. Supervisors are responsible for ensuring this policy and maintenance program is implemented in their areas of responsibility. Employees are responsible for inspecting equipment before each use and removing items from service when defects are found.

July 17, 2021

Management Signature Date

EQUIPMENT INVENTORY
Each WDM location must maintain an accurate inventory list of tools and equipment.

The inventory list may include, but is not necessarily limited to, the following items:
- Fire equipment.
- Personal protective equipment (PPE).
- Ladders.
- Mobile equipment.
- Cranes.
- Power tools (pneumatic, electric, and hydraulic).

The inventory list should include the make, model, and serial number of each item, as well as the quantity and location (if applicable). An internal identification number may be necessary for some equipment.

INSPECTION
Each item on the inventory list must be inspected regularly. The equipment manufacturer's recommendations stated in its operating manual will determine the minimum frequency of inspection.

Inspections will be daily, weekly, monthly, annually, or at any frequency deemed necessary by the manufacturer.

If the manufacturer does not specify the frequency of inspection, it will be determined by the classification of the item as critical or non-critical equipment.

PREVENTATIVE MAINTENANCE
Major equipment must have a preventative maintenance schedule in addition to regularly scheduled inspections and recording procedures for service and repairs.

Major equipment includes, but is not limited to, the following:
- Mobile equipment.
- Cranes.
- Specialized personal protective equipment (PPE).
- Fall protection equipment.

The operating manual of the equipment will specify the need for preventative maintenance as well as the required frequency of maintenance and service. All preventative maintenance performed requires retained documentation.

DEFECTIVE TOOLS AND EQUIPMENT

When a tool or piece of equipment is found to be faulty, a tag must be immediately affixed to that tool or piece of equipment. The tag must be marked with the defect identified, the name of the person who identified the concern and dated.

A tag and / or lock-out mechanism may not be removed until the equipment or tool has been repaired, and the service performed is documented. The tag is not to be removed by anyone other than authorized maintenance personnel or external service technician. Removal of a tag by unauthorized personnel will result in disciplinary action.

PREVENTATIVE MAINTENANCE SCHEDULE SAMPLE		
Type of Equipment	**Type of Inspection**	**Schedule**
Air Compressor, portable	Complete inspection Preventative Maintenance Release water Check oil and filter	Every three months Manufacturer's recommendation Three times monthly Weekly
Saws, hammer drills, impacts, drills, grinders, power tools	Complete inspection	Before each use Manufacturer's recommendation
Trucks	Operator's checklist Preventative Maintenance Complete inspection Repair	Every month Manufacturer's recommendation Every six months When failure occurs
Power Drive (Vice)	Visual inspection	Before each use Manufacturer's recommendation
Ladders	Complete inspection	Before each use Manufacturer's recommendation
Screw guns, drivers, belt sanders	Complete inspection	Before each use Manufacturer's recommendation
Drill press	Complete inspection	Before each use
Nailer, powder actuated	Complete inspection	Before each use

PREVENTATIVE MAINTENANCE SCHEDULE SAMPLE		
Type of Equipment	**Type of Inspection**	**Schedule**
	Preventative Maintenance	Manufacturer's recommendation
Plasma Cutter	Visual inspection	Before each use Manufacturer's recommendation
Bench grinder	Visual inspection	Before each use Manufacturer's recommendation
Forklift	Complete inspection Preventative Maintenance Operator's checklist	Every three months Manufacturer's recommendations Monthly
Slings, shackles, lifting devices, harnesses and lanyards, ropes	Visual inspection for cuts, frays, cracks, kinks, missing parts	Daily or before each use Manufacturer's recommendation
Arc welder	Complete inspection	Before each use Manufacturer's recommendation
Hand tools	Complete inspection	Daily or before each use Manufacturer's recommendation

Section 7

TRAINING AND COMMUNICATION

TRAINING AND COMMUNICATION POLICY 1
SAFETY TRAINING REQUIREMENTS 2
SUPERVISORS' TRAINING RESPONSIBILITIES 2
TRAINING FOR SUPERVISORS 2
TRAINING FOR WORKERS 2
TRAINING DOCUMENTATION & VERIFICATION 3
SAFETY MEETING GUIDELINE 3

TRAINING AND COMMUNICATION POLICY	Category: SP9 (Page 1 of 1)
Applies To: Employees and Volunteers	**Approved**: May 20, 2020
Review Frequency: Annually	**When:** April

Intent
The WDM will provide orientation to all new employees and volunteers. Ongoing training and re-training will be completed to achieve a safe and productive workplace. Volunteers and contractors are required to complete a WDM safety orientation. Safety meetings will be held monthly at each location.

In order to achieve a safe working environment, employees and volunteers must be made aware of the hazards of the workplace. Employees will be involved in the development and review of safe work practices and procedures to achieve a greater understanding of how the work is to be performed safely. The WDM will train employees in areas that are deficient before any work is started.

The WDM will provide training, and employees will participate in all safety-related training that is necessary to minimize losses of human and physical resources.

Training will be provided by a competent individual to employees and volunteers in the following circumstances:

- Starting a new job, including reassignment or being transferred to a new position or task.
- New equipment, processes, or procedures are introduced into the work area.
- Inadequate performance.
- Annual task-specific training

The training will include, but is not limited to:

- The WDM safety orientation.
- Job-specific training.
- Safety training for supervisors and managers.
- Specialized safety training (e.g., equipment training, confined space training, fall protection training, etc.).

Supervisors have the responsibility to recognize unsafe practices and procedures and to initiate formal or informal training for employees and volunteers. Corrective measures will be taken to ensure personnel understand the safe way to perform their assigned tasks.

Training records will be kept for all personnel, including orientations, job-specific training, and all other required training.

July 17, 2021

Management Signature Date

SAFETY TRAINING REQUIREMENTS

Workplace safety and health orientation begins on the first day of initial employment or job transfer. Each employee has access to a copy of this safety manual, through their supervisor, for review and future reference. Supervisors will ask questions of employees and answer employees' questions to ensure knowledge and understanding of safety rules, policies, and job-specific procedures described in the safety program manual.

Employees will be instructed by their supervisors that compliance with the safety rules described in the safety manual is required.

SUPERVISORS' TRAINING RESPONSIBILITIES

- Ensure employees are trained on how to perform assigned job tasks safely.
- Ensure employees under their supervision are aware of any hazards that are present or could potentially cause an injury or property damage.
- Ensure that employees are trained on hazard identification and reporting procedures.
- Ensure employees understand the use and limitations of PPE.
- Review with each employee the specific safety rules, policies, and procedures that apply to their scope of work.
- Give employees verbal instructions and specific directions on how to do the work safely.
- Observe employees performing the work. If necessary, the supervisor will provide a demonstration using safe work practices, or remedial instruction to correct training deficiencies before an employee is permitted to do the work without supervision.
- Employees will receive job-specific training on seldom used or new equipment.
- Ensure employees are provided with easy access to the safety manual and receive instructions that they familiarize themselves with the content of the manual.

TRAINING FOR SUPERVISORS

- Company Orientation
- WHMIS
- Supervisor training
- First aid
- Other job / task-specific training as required.

TRAINING FOR WORKERS

- Company Orientation
- WHMIS

  Other job / task specific training as required.

****Refer to the Saskatchewan Occupational Health and Safety Regulations, 2020 Section 3-8, Training of workers.***

TRAINING DOCUMENTATION & VERIFICATION

All training is to be documented, and existing qualifications are to be verified at the orientation. Informal training may be documented in safety meeting minutes or in a supervisor's daily log; formal training documentation should include copies of certificates and examinations (if available) and details such as date trained expiry date, trainer, and a brief description of training.

SAFETY MEETING GUIDELINES

When conducting a safety meeting, use the following guidelines to make sure the meeting is successful:

1. Choose a safety topic
   - Choose a topic relevant to the work that the employees are doing.
2. Prepare
   - Inspect the job site for hazards related to the chosen topic.
   - Read over the material you plan to cover.
   - Familiarize yourself with any regulations, guidelines, and company rules related to the meeting's topic.
   - Review reports of recent incidents on the site, including "near misses".
3. Get the employees actively involved in the meeting
   - Choose a real-life example (a case study) to talk about.
   - Invite the employees to ask questions and make suggestions related to the topic.
   - Respond to questions that you can answer and offer to find the answers to questions you cannot answer.
   - Allow time at the end of the meeting for questions and suggestions on any safety issue.
   - Ask the employees for feedback on the meeting.
   - Involve the employees in preparing for and / or leading future safety meetings.
4. Follow-up
   - Look into complaints, concerns, and suggestions that the employees brought up during the meeting.
   - Report back to the employees to let them know what will be done.
5. Keep records
   - Use the *Safety Meeting Form* to document employee's attendance, topics discussed, safe work practices, potential hazards, suggestions and / or unanswered questions for later comment, and corrective actions recommended or taken

Section 8

INSPECTIONS

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INSPECTION POLICY	**Category:** SP10 (Page 1 of 1)
Applies To: Employees	**Approved**: May 20, 2020
Review Frequency: Annually	**When:** April

Intent

It is the policy of the WDM to conduct inspections of all work areas to ensure a safe and healthy work environment. When unsafe acts or conditions are identified, they will be documented, rated, and controlled in a timely fashion. Action will be taken to prevent losses of human life, property, and environment.

All staff, including management, supervisors, employees, volunteers and contractors have a responsibility for safety. Informal inspections are to be done daily by all staff. These are undocumented observations of the immediate work area to identify hazards. If hazards are found during the informal inspection, the supervisor is to be notified immediately. The supervisor will document the identified hazard on an inspection report or in the daily log and implement control measures. If no hazards are identified during the daily informal inspection, no further action is required.

Formal inspections are planned for documented inspections and will be conducted quarterly at each work location. Supervisors and employees will conduct inspections together along with periodic involvement from management. Management will review all inspection reports and authorize any necessary action to mitigate unsafe or hazardous conditions. The Occupational Health Committee (OHC) will support supervisors in the inspection process and conduct inspections per their legislative requirements.

At the WDM, we aim to always be proactive in our approach to safety. Inspections are a way to ensure that we are correcting unsafe acts and conditions before they result in an accident or injury. With the support and involvement of all levels within the organization, we can have an accident free workplace.

July 17, 2021

Management Signature Date

INSPECTION TYPES

Inspections of the WDM workplaces will be conducted as follows:

Informal Inspections

Informal inspections shall be conducted by all employees on an ongoing basis in their areas of responsibility. Such inspections may or may not be documented.

Formal Inspections

Documented inspection reports that include action items must be attended to promptly and must be documented on the inspection form. This planned formal inspection will be conducted by the supervisor with assistance from employees and, if applicable, the safety coordinator.

Committee Inspections

Safety Committee inspections provide another level of inspection that can be employed to identify uncontrolled hazards. It strengthens the safety management system and assists everyone in meeting legal obligations. Safety committee members will conduct formal inspections of the workplace at periodic intervals. Employer and employee members will be involved in these periodic inspections. Inspections will be documented using the formal inspection report form. The results of these inspections reviewed at the next health and safety committee meeting.

PREPARING TO CONDUCT AN INSPECTION

To prepare to conduct an inspection, do the following:

1. Review the most recent inspection report. Verify that all corrective actions have been taken, or that a corrective action plan has been put into place.
2. Obtain the inspection form for documentation.
3. Choose an employee to perform the inspection with you.
4. Debrief the employee on the inspection process and what to look for during the inspection.
5. Determine the areas that need to be inspected.

PRIORITY RANKING

The following is the ranking system that will be used;

SEVERITY	Death/disaster - 1	Major injury/damage - 2	Minor injury/damage - 3	First aid or less - 4
PROBABILITY	High probability - A	Reasonably Probable - B	Remotely probable - C	Unlikely - D

When ranking a hazard, first look at the severity.

Ask yourself, if an incident happened because of this hazard, what would be the severity? Choose the corresponding number to the determined severity.

Then look at the probability of that incident to occur.
Ask yourself, what is the likelihood that that potential incident would occur? Choose the corresponding number to the determined probability.

Once you have determined your severity and probability, label your priority ranking (e.g., 2B, 3D, etc.). Note that there is no wrong answer when ranking. People's opinions will vary on what they believe the priority ranking should be. Use your best judgment based on working knowledge and experience.

Once you have your priority ranking complete, then implement controls on a 'worst first' basis. 1A is the most serious, 4D being the least serious.

PERFORMING AN INSPECTION
Inspection teams will tour the workplace, noting safety concerns related to the physical work areas, equipment, structures, hazardous products, work practices, and work procedures. When performing an inspection, do the following:

- Examine the area to be inspected systematically.
- As you move through the inspection, ask yourself questions, such as the following:
  - Is the workplace tidy?
  - Is personal protective equipment (PPE), such as hearing protection, safety glasses, and steel-toe boots, being used?
  - Is the workplace environment hazardous?
  - Is the workplace environment unhealthy?
  - Are controlled products marked?
  - Are the Safety Data Sheets (SDS) for the controlled products available?
  - Are employees and volunteers familiar with the instructions for their jobs?
  - Are first aid provisions in place?
  - Is an employee with the appropriate level of first aid training identified on the worksite?
  - Is lighting adequate at all work areas?
- Ask employees and volunteers questions about the job to make sure they have been properly instructed.
- Note all instances of unsafe acts or unsafe conditions.
- Have the unsafe condition corrected immediately.
- Take defective machinery or tools out of use.
- Look for patterns of hazards, such as improper use of fall protection equipment.
- Make sure all hazards are addressed in the appropriate report.

TOOLS, EQUIPMENT & PPE INSPECTIONS

The supervisor or his designee must assign responsibility to a competent person(s) to conduct specific, periodic inspection checks on all tools and equipment. The purpose of these inspections is to identify:

- Damage.
- Unsafe operating condition (requires adjustment, alignment, etc.).
- The need for re-certification.
- Suitability of the equipment for the work process intended.

A written record must be maintained of all tools and equipment inspected. In the event a tool or piece of equipment fails or needs repair, it must be immediately removed from service and tagged.

AFTER AN INSPECTION

- The results of inspections must be recorded on the inspection form.
- The supervisor will review all items on the inspection form to ensure that the problems are corrected.
- Results of the inspections must be communicated to all employees, by posting or discussion at safety meetings, and must be communicated to the health and safety committee.
- Inspection reports, recommendations, and corrective action responses (if any) must be reviewed by management and signed off.
- The Committee will bring any ongoing or recurring safety or health problems to management for further action, if necessary.

Section 9

INVESTIGATIONS

INVESTIGATION POLICY 1
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INVESTIGATION POLICY	**Category:** SP11 (Page 1 of 2)
Applies To: Employees and Volunteers	**Approved**: May 20, 2020
Review Frequency: Annually	**When:** April

Intent
The purpose of this policy is to ensure that when incidents occur, they are reported immediately and investigated efficiently and completely. Causes of incidents need to be determined, and corrective action implemented to prevent a recurrence. Once the corrective actions have been identified, supervisors are responsible for ensuring these actions are implemented promptly.

The WDM will investigate the following types of incidents:
- Incidents that result in injuries requiring medical aid.
- Incidents that cause property damage or interrupt operations with the potential loss.
- Incidents that have the potential to result in the above.

All incidents that fall under Sections 2-2 & 2-39 of the OH&S Regulations must be investigated. The following must be reported to OH&S as soon as reasonably possible:
- Every accident that causes or may cause the death of an employee or volunteer.
- Every accident that will require a employee or volunteer to be admitted to a hospital as an in-patient for a period of 72 hours or more.
- The structural failure or collapse of a structure, scaffold, temporary falsework or concrete formwork, or all or any part of an excavated shaft, tunnel, caisson, coffer dam, trench or excavation.
- The failure of a crane or hoist or the overturning of a crane or unit of powered mobile equipment.
- An accidental contact with an energized electrical conductor.
- The bursting of a grinding wheel.
- An uncontrolled spill or escape of a toxic, corrosive or explosive substance.
- A premature detonation or accidental detonation of explosives.
- A failure of an elevated or suspended platform.
- The failure of an atmosphere-supplying respirator.

Everyone must understand that an investigation is a fact-finding exercise, not fault-finding. Correct handling and management of an investigation are essential.

All employees and volunteers are required to report all incidents and near misses to their supervisor. The supervisor will conduct initial investigations, determine causes, recommend corrective action, and submit their report to management within 24 hours of occurrence. Copies will be forwarded to the committee for review. Management will review all incident reports and ensure that recommended corrective action is implemented.

INVESTIGATION POLICY	**Category:** SP11 (Page 2 of 2)
Applies To: Employees and Volunteers	**Approved**: May 20, 2020
Review Frequency: Annually	**When:** April

All investigations must be documented, signed, and dated. Statistics will be maintained to identify trends and implement control strategies.

INVESTIGATION PROCEDURE

1. Ensure the accident site is safe for entry.
2. Take control of the scene.
3. Direct witnesses to wait in a safe area away from the accident. Ensure they do not leave.
4. Ensure that any injured persons are cared for and that no further injury or damage occurs.
5. Examine equipment and materials involved.
6. Preserve the evidence – collect and safeguard any physical evidence. Where practicable, the scene of an accident should be left untouched, except for activity necessitated by rescue work or to prevent further failures or injuries until the accident has been investigated.
7. Take photographs of the scene.
8. Interview witnesses and obtain written statements as soon as possible.
9. Analyze all the available information to determine the causes.
10. Determine the causes.
11. Determine all corrective actions that will prevent a recurrence.
12. Complete the investigation report.
13. Follow-up to ensure all corrective action (s) are completed and communicated to employees.

July 17, 2021

Management Signature Date

INCIDENT INVESTIGATION

Proper incident / near-miss investigation techniques are an important part of an effective safety program. In this section, the term incident refers to accidents and near-misses unless otherwise noted.

All incidents must be investigated as soon as possible. The incident investigation form and witness statement form must be used.

Examination of the work area must take place before anything is moved to facilitate the discovery of the cause of the incident. Interviews with witnesses should, if possible, take place the same day.

The supervisor, a committee representative (when possible) and the safety coordinator (if applicable) will form part of the investigation team, together with an employee representative familiar with the work process.

The purpose of the investigation should be to prevent future occurrences.

The goals of proper investigation are the following:

- Prevent a recurrence of the incident.
- Identify the cause or causes of the incident.
- Recommend the action needed to correct the hazardous situation.
- Ensure that a process is established to make the corrections quickly.
- In the case of a fatal incident or serious injury, the incident scene must not be disturbed except to attend to the fatally injured individual, to attend to any other seriously injured employee, to protect an individual from further injuries, or to protect property from damage.
- An investigation will begin immediately in the case of an incident that resulted in an injury requiring medical attention.
- The investigation will have the following characteristics:
    - Be carried out by someone who knows the type of work involved: typically, the immediate supervisor.
    - Involve, where possible, one employee representative and one employer representative
    - Determine the cause or causes of the incident.
    - Identify any unsafe conditions, acts, or procedures that contributed to the incident.
    - Develop appropriate corrective action to prevent similar incidents.

Preserve the Scene

A primary concern in an incident investigation is to preserve the incident scene as much as possible until the investigation is complete.

The Incident Investigation

A safety committee member, the supervisor in charge, or other appropriate personnel familiar with the work activity, will collect and consider any written or photographic information about the incident using the investigation form.

When investigating an incident, do the following:

1. Activate the emergency response plan.
2. Notifications.
    - In the case of a fatality or serious injury, a 911 emergency call must be placed immediately
    - If they have not yet been notified, contact the supervisor and the safety coordinator (if applicable).
    - If there is a critical injury or fatality, a call to the provincial authority with jurisdiction is required.
    - Contact the appropriate the WDM spokesperson to deal with media relations.
    - Contact the appropriate human resources personnel to deal with family notification of death or injury.
    - Consider the need to retain appropriate experts, such as an engineer, lawyer or accident reconstruction expert.
3. Documentation.
   Copy the data that will be requested immediately by the provincial authority having jurisdiction. This will typically include:
    - Personnel file of the employee.
    - Job hazard assessments relating to the work.
    - Safety procedures.
    - The Safety Program Manual.
    - Equipment manual.
    - Any training records.
    - Safety meeting minutes.
    - Equipment servicing and / or maintenance records.
    - Employee records of the employee's relevant work history over the last several weeks, addressing fatigue.
4. Visit the incident location and examine it carefully.
5. Collect all relevant information.
    - Photograph the scene as soon as possible.
    - Take measurements.
    - Develop a timeline of material events.
    - Get names and contact information of witnesses.
    - Conduct witness interviews as soon as possible.
6. Complete investigation form. Make additional notes and comments as necessary. If in doubt, record the information.

When investigating an incident, take several factors into account:

Consider the pre-incident situation
- What was the general status of the work area (supervision, safe work procedures, maintenance programs, etc.)?
- What was the general status of the injured employee or volunteer (age, gender, occupation, years of experience, training, etc.)?

Evaluate the immediate incident situation
- What work was being done?
- Did the situation have written safe work procedures, and if so, were they being followed?
- Was the work being done in a normal procedure?
- Were there any special conditions?
- What materials and equipment were involved?
- Was the necessary personal protective equipment (PPE) available, and was it being used and worn properly?
- What other individuals were present, and what was their role?
- What sequence of events preceded the incident?
- Was there anything special or different about these events?
- Was the employee or volunteer doing work for the WDM at the time of the incident?
- What was the workplace environment like (temperature, noise, lighting, dust, chemicals, humidity, ventilation, weather, working surfaces, etc.)?

Consider the post-incident stage
- What factors increased or decreased the risk or the actual injury?
- Was PPE being worn?
- Was the machine guarded?
- Was the first aid response time good?
- Was the transportation to the hospital fast?

INTERVIEWING WITNESSES
When interviewing witnesses and any other people who can contribute to the investigation, do the following:
- Interview in a controlled, comfortable private environment such as a room.
- Arrange for an interpreter, if needed.
- Put the person at ease.
- Explain who you are and what your interest is in the investigation.
- Make sure the person understands that the purpose of the interview is to gather information, not to place blame.
- Let the person answer the questions.
- ***Do not*** lead the person to any conclusions you may have.
- ***Do not*** discuss other views or opinions regarding the incident.

- Confirm what you have heard by repeating the person's version of what happened, and clarify your understanding with questions, if necessary.
- If there are apparent inconsistencies, tactfully try to clear these up.
- ***Do not*** argue with the person.
- Ask the person if anyone else may have information to provide regarding the incident.
- Explain what will happen next and when the report will be complete.
- Thank the person for assisting with the investigation.
- Reference: *Incident Witness Statement.*

WRITING THE INCIDENT INVESTIGATION REPORT

The appropriate supervisor or safety coordinator must complete the incident investigation form and send it to the appropriate manager as soon as possible.

The investigation report must contain the following items:

- Place, date, and time of the incident.
- Names and job titles of persons injured in the incident (the names of the injured may be deleted from the published report).
- Names of the witnesses.
- A brief description of the incident.
- A statement of the sequence of events which preceded the incident.
- Analysis of data to establish contributing and noncontributing factors, unsafe conditions, acts, or procedures which contributed to the incident.
- Prepare recommendations to reduce or eliminate the potential for similar incidents to occur in the future.
- The names of the individuals who investigated the incident.
- If appropriate to do so, and when there is a fatality or serious injury, it is desirable to have the incident investigation report signed off by a senior officer from the provincial authority.
- The results of the incident investigation and the corrective actions necessary to prevent recurrence of similar incidents must be communicated to all employees.

PROVINCIAL AUTHORITY INVOLVEMENT

The WDM recognizes that the provincial authority having jurisdiction has the right to interview employees and any other individuals with information about the incident. The WDM also recognizes that it is an offence to withhold information or to obstruct or interfere with an OH&S officer making inquiries. Individuals being interviewed by an OH&S officer may wish to have a family member or legal counsel (at the employees' expense) present.

If an incident results in a medical injury, the appropriate reports must be completed and submitted to WCB. This takes priority over any internal incident investigation, but it can be done in conjunction with an internal investigation.

Section 10

EMERGENCY PREPAREDNESS

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EMERGENCY PREPAREDNESS POLICY	**Category:** SP12 (Page 1 of 1)
Applies To: Employees	**Approved**: May 20, 2020
Review Frequency: Annually	**When:** April

Intent

It is the policy of the WDM to establish and maintain emergency response plans. Emergency planning will assist in predetermining the orderly handling of any likely emergency. It will ensure that all areas have written emergency response plans (ERP) and related resources in place to prevent or minimize fatalities, injuries, and property damage.

PROCEDURES:

- All potential emergencies will be evaluated.
- Written procedures will address each identified situation.
- Ensure that first aid requirements are met, and supplies are stocked.
- The ERP shall include floor plans, maps or listed locations of emergency escape routes and means of egress and meeting places if required.
- An alarm or signaling method must be available and included in the plan.

Management is responsible for training supervisors to handle the emergency response and evacuation to safeguard human life and preserve property. Supervisors are responsible for training employees and volunteers in emergency response plans and procedures. Personnel will be familiarized with site plans, emergency exits, muster points, and emergency phone numbers during orientation. The WDM will ensure that every employee knows the location of fire extinguishers, first aid kits, eyewash stations, exits, muster points, and personal protective equipment.

All personnel have certain responsibilities during emergencies. Therefore, to eliminate any confusion during an emergency, it is imperative that everyone follows procedures and instructions set by their supervisor. The supervisor will serve as the emergency coordinator and will delegate certain responsibilities to the employees for assistance. Mock evacuation drills will be practiced, at a minimum, annually to ensure the effectiveness of the emergency response plans.

July 17, 2021

Management Signature Date

FIRST AID GUIDELINES

1. Know who the first aiders are on your crew and the job site. Know emergency or rescue call signs.
2. Send for assistance (ambulance, first aiders, etc.) as quickly as possible. Ensure the individual asked to seek aid has summoned help. A typical request is: "Call 911; then report back to me."
3. Ensure there is no danger to you before attempting to administer first aid (if certified).
4. Establish your priorities in giving first aid. (If you are trained / certified in first aid, follow the ABC's).
5. There are four instances when speed is essential:
   - Obstructed airway.
   - Not breathing.
   - No pulse.
   - Severe bleeding.
6. If you are untrained, do not move an injured person unless there is an imminent life-threatening danger. Keep the injured person as comfortable as possible and, without delay, send for the first aid attendant, or other medical aid.
7. If the injured person is not breathing nor has a heartbeat, perform artificial respiration or CPR if trained to do so. If not trained, seek trained help promptly.
8. Unless specifically trained to do so, never remove foreign objects or embedded particles from the eye. Qualified medical personnel at a medical facility should remove embedded foreign objects.
9. Remember to make the injured person as comfortable as possible.
10. Treat for shock with blankets and oxygen therapy if trained in its use.
11. Stay calm and reassure the injured person.

*First aid may only be administered by trained personnel in accordance industry standards.

EMERGENCY PROTOCOLS

Injuries

1. If there is no danger, provide first aid if trained to do so.
2. If there is a danger, summon rescue team trained to deal with this type of emergency.
3. Call first aid attendant.
4. Call an ambulance if needed.
5. Inform them of the victim's location.
6. Treat victim and get ready for transport.
7. Secure area.
8. Notify management.
9. Complete investigation report.
10. Notify authorities where required.
11. Take other necessary action (ex. clean-up)

Non-injuries

1. Secure area.
2. Notify your supervisor.
3. Complete incident report.
4. Notify authorities where required.
5. Take other necessary actions (ex. preventative).

Environment

1. Ensure there is no danger to self and others.
2. Evacuate the area if necessary.
3. Contain hazards if possible.
4. Secure area.
5. Notify the supervisor.
6. Notify authorities where required.
7. Take other necessary actions.

Fire

1. Yell fire or sound alarm.
2. Try to contain the fire with an appropriate fire extinguisher.
3. If uncontrollable, evacuate.
4. Call the fire department, 911.
5. Secure area.
6. Complete investigation report.
7. Notify authorities where required.
8. Take other necessary actions (ex. clean-up).

Extraordinary Event (ex. roof collapse)

1. Secure area.
2. Notify management.
3. Notify OH&S / WCB as required.
4. Notify police and other local authorities as required.
5. Complete Investigation Report.
6. Take other necessary actions (ex. preventative).

Evacuation

1. Sound alarm or yell evacuation.
2. Evacuate immediately. Assemble at Muster Point.
3. The supervisor is to do a headcount and report to management.
4. The rescue team, with the appropriate equipment, is to search for missing personnel.
5. All employees, contractors, volunteers and visitors are to remain in the muster area until instructed to leave another area or return to job tasks.
6. Notify authorities as required.
7. Secure the site.

WINTER WORK

HAZARDS

- Shortage of daylight hours.
- Slippery conditions due to frost.
- Buried construction materials due to winter conditions.
- Suspended work platforms.
- Environmental weather conditions.
- Heating and hoarding requirements.
- Breaking distances due to icy road access.
- Parking and cold starts for equipment.
- Employee parking and cold starts of personal vehicles.
- Highway travel due to blizzard or icy conditions.

Note: In extreme cold weather conditions, work-related highway travel is to be limited or ceased. WDM employees are not required to travel in temperatures of -40°C or colder. Consult with weather agencies and the Highway Hotline prior to travelling. Arrangements must be made with the employees' immediate supervisor in the event of restricted travel.

Shortage of daylight hours

During winter, natural daylight hours can be shortened up to approximately eight hours. If your project is scheduled for ten-hour shifts, two scheduled hours per day will require artificial lighting.

Supervisors are to assess all work areas for hazards due to inadequate lighting. Temporary lighting must be used when required. The use of headlights is mandatory when operating equipment between the hours of 7:00 - 8:30 am and 4:00 pm - end of the workday.

Slippery conditions

Conditions on site become hazardous due to winter conditions. Snow, freezing rain, and cold temperatures are cause for concern. Supervisors are asked to:

- Remind all employees of the hazards.
- Provide employees with cleated footwear that will increase stability in slippery areas.
- Watch footing when walking on-site. Be sure of footing during access / egress of equipment.
- Reduce vehicle / equipment speed to allow for braking distances.
- Employees walking across the site are to give all vehicles / equipment the right of way.
- Trailer access / egress routes and steps must be cleared of snow and ice daily.
- Clear parking and walkway access / egress routes around trailers and work areas.

Buried Construction Materials
Practice good housekeeping; keep scrap materials or tools from being buried in the snow.

Supervisors are to ensure equipment and tools are put back into storage areas at the end of each shift. Stack and store construction materials carefully. Throw waste material into disposal units.

Weather Conditions
Weather conditions can change rapidly. Temperatures and wind chills are a factor when scheduling work assignments. Lined work gloves, hardhat liners, and heated lunchrooms must be available to all employees. Employees must supply their own work boots and winter clothing. All employees must be told they can come in to warm up if required. Wind chill can rapidly change outside work temperatures. A wind chill schedule is to be posted to advise employees of dangerous conditions. During extreme hazardous conditions, Supervisors must schedule work to ensure the health and safety of employees.

Parking and Cold Starts of Equipment
Power panels need to be provided for overnight plug-in of equipment.

5 tips for operating equipment in cold weather;

1. Allow the equipment to run for a minimum of ten minutes before operating any other functions. This step will warm up the engine and get it ready to start working on the other components.
2. Work the hydraulics slowly in and out, progressively stroking the cylinders further until all cylinders have been fully extended and retracted. Make sure this is done with all functions of the machine, including any auxiliary functions.

REMEMBER: Hydraulic fluids will **NOT** warm-up at engine idle, the oil must be warmed up by slowly operating the functions.

3. Slowly rotate hydraulic drive motors on the wheels in both directions for the hydrostatic drive and hydraulic swing motors on the turret of manlifts.
4. The transmission, drop boxes, differentials, and planetary compartments must also be warmed up. Slowly exercise the drive system by travelling in forward or reverse slowly. This will work the components, put heat in the oil, and subsequently, the metal components themselves.
5. Gently drive the machine and work the hydraulics until reaching full speed. This will not only warm up the metal and oils but also ensures the seals do not obtain too much stress and ultimately fail.

Here are a few reasons why these steps should be taken:

- Reduce oil leaks
- Decrease hose failure
- Increase equipment uptime
- Improve productivity

COLD TEMPERATURES

Definitions:
Wind: The horizontal movement of air relative to the earth's surface is caused by variations in temperature and pressure.

Wind direction is the direction from which the wind is blowing. For example, a north wind comes from the north and blows towards the south.

Inland Wind Speeds:

- Light - (0 to 9 KM/H)
- Moderate - (10 to 40 KM/H)
- Strong / Windy - (41 to 60 KM/H)
- Very Strong / Gales - (61 to 90 KM/H)
- Very Strong / Storm Force - (over 91 KM/H)
- Hurricane Force - (over 115 KM/H)

Wind Chill:
Expresses the combined effect of wind and air temperature on body heat loss.

- Humans do not sense the temperature of the air directly. Wind chill describes a sensation, the way we feel because of the combined cooling effect of temperature and wind.
- This feeling cannot be measured using an instrument, so scientists have developed a mathematical formula that relates air temperature and wind speed to the cooling sensation we feel on our skin.
- Studies show that when your skin is wet, it loses heat much faster than when it is dry. As wind increases, heat is carried away from the body at an accelerated rate.

Environment Canada Wind Chill Chart

Actual Air Te.mperatureT311{°C)

Willild Speed V1om(km/h)	5	0	-5	-10	-15	-20	-25	-30	-35	-40	-45	-50
	4	-2	-7	-13	-19	-24	-30	-36	-41	-47	-53	-58
10	3	-3	-9	-15	-21	-27	-33	-39	-45	-51	-57	-63
15	2	-4	-11	-17	-23	-29	-35	-41	-48	-54	-60	-66
20	1	-5	-12	-18	-24	-30	-37	-43	-49	-56	-62	-68
25	1	-6	-12	-19	-25	-32	-38	-44	-51	-57	-64	-70
30	0	-6	-13	-20	-26	-33	-39	-46	-52	-59	-65	-72
35	0	-7	-14	-20	-27	-33	-40	-47	-53	-60	-66	-73
40	-1	-7	-14	-21	-27	-34	-41	-48	-54	-61	-68	-74
45	-1	-8	-15	-21	-28	-35	-42	-48	-55	-62	-69	-75
50	-1	-8	-15	-22	-29	-35	-42	-49	-56	-63	-69	-76
55	-2	-8	-15	-22	-29	-36	-43	-50	-57	-63	-70	-77
6:0	-2	-9	-16	-23	-30	-36	-43	-50	-57	-64	-71	-78
	-2	-9	-16	-23	-30	-37	-44	-51	-58	-65	-72	-79
70	-2	-9	-16	-23	-30	-37	-44	-51	-58	-65	-72	-80
75	-3	-fO	-1T	24	-31	-38	-45	-52	-59	-66	-73	-80
	-3	-fO	-17	-247	-31	-38	-45	-52	-60	-67	-74	-81

wt11m1
T :, A.o1Ual *Al* r TemperatureIn"C
V om= Wind **Speedat 1 , 1 m etre** In kmlh **(asr,eportedIn weath r observatloR)**

N.ates:

1. For a given oomblr1atlonoftemperatu a11d w1nd s ed, e 111d ch,fllIndexcorresponds roughly to 111 temperature 1hat one would feel in a very ligllt wind, Fme:ramp , a lemperatu,reof -25°'Cand a wind speed ofi 20 kmfn gjvea •'ndchill in . x d37. This eans IMI,wit a wind or 20 mJh and a temperature of -25'C, Me would feel as If it were •37"CIna very light nd.

2. Wind dlill doe<s *riot* affect objects arid dbe$ *nof* lO'Wer the actual temper.irure. II on'lydescribe how a hum.an being would feel i11lhe wind at the ambient temperatur•e.

3. The nd ch Il Index does nor t e inloacoount the effect cf sunshl e.Blight sunsh ne may d oe t e effect Qf • d chill (make it feel warmer by 6 to 1O uriits.

Frostbite Guide
Lo,w 1risk of frostbite for rnost people
Increasing risk of frostbite for most people within 30 minutes of exposure
High risk for most people in 5 to 10 minutes of exposure
High risk for most people in 2 to 5 minutes of exposure
High risk for most people in 2 minutes of exposure or less

Preventing Cold Injuries

Complete a Hazard Assessment

- Discuss hazards and control measures with employees and volunteers.
- Review this safe work procedure and discuss it with employees and volunteers.
- Review regularly at toolbox and tailgate meetings.

Listen to the weather forecast

- Check the weather forecast before going out in the cold. If conditions are hazardous, a wind chill warning will be issued.
- If the wind chill is very cold, exposed skin can freeze in minutes.
- Advise work crews of the conditions and the precautions instituted for the day.

Plan Ahead

Analyze the specific locations of each task:

- Are employees and volunteers protected from the wind?
- How frequently must the task be performed?
- How long will it take to prepare or set up to do the task?
- How long will the task take?
- How frequent are the planned breaks (see Warm-Up Scheduling Chart)?
- Are personnel required to work long hours or for long periods without a break due to the nature of the work?
- Is it possible to use engineering controls such as hoarding, windbreaks, steam heaters, etc. to reduce the risk of injury due to cold or wind chill?
- Can work be rescheduled for the warmest part of the day?
- If applicable, have Work Alone practices and procedures been implemented?
- Develop a plan in advance to ensure that safety concerns are addressed when the wind chill is high. For example, schedule warm-up breaks for outside employees; those involved in winter recreation should reduce the amount of time they spend outdoors.

Dress warmly

Dressing in layers is the science that will help to prevent personnel from potentially suffering from a cold-related emergency. The first layer will always be form-fitting; personnel should be advised that cotton should not be used as part of the clothing system. The next 2 to 3 layers will consist of insulating layers and should be of a material that will allow the moisture of the body to exit via the clothing freely. The outside layer will provide protection from the wind. The maximum number of layers should never exceed 4 to 5 layers. The general rule, once dressed, is that when standing outside and fully dressed, a person should feel comfortably cool.

- Gloves (preferably mittens, snug at the wrist), winter CSA-approved work boots and head protection are also important. We lose a large portion of our body heat (65%) from the head.
- When the wind chill is high, try to cover as much exposed skin as possible.
- Wear a neck tube or facemask.
- Monitor your co-employees and volunteers for signs and symptoms of frostbite / frostnip.

Seek shelter

- Get out of the wind whenever possible (e.g., work within hoarding, position vehicle for protection, creates windbreaks).
- When the wind chill is very cold, limit the time you spend outside. Follow the warm-up schedule.

Stay dry

- Wet clothing chills the body rapidly.
- Work at a steady pace.
- Remove outer layers of clothing or open your coat if you are sweating.
- Tell your Supervisor immediately if you are wet. You must get out of the cold and into dry clothing.

Keep Active

- Body movement (I.e., walking, exercising limbs) will help keep you warm by generating body heat.
- If you need to rest, seek shelter and warmth; do not rest outside in the elements.

Know your limits -Employee and Supervisor responsibilities

- Some people are more susceptible to the cold, particularly older adults and those with circulation problems – be aware of this.
- New employees and volunteers may not have acclimatized to the new work environment.
- Do pre-work stretching and follow the warm-up schedule.
- Know the warning signs and symptoms of cold-related injuries and watch for signs on yourself, your fellow employees, and volunteers.
- Make sure employees and volunteers are wearing adequate protection and have limited skin exposure.
- Remind employees and volunteers to maintain their fluid intake. Loss of body fluid changes the flow of blood to the extremities, increasing the risk of cold stress. Limit coffee intake as it negatively impacts body fluid levels. Drink warm sweet drinks or soups.
- Use the buddy system.
- The use of tobacco and certain medications will increase your risk of cold injuries.
- Supervisors must continuously monitor personnel for signs of cold-related injuries or stress.

THRESHOLD LIMIT VALUES WORK/WARM-UP SCHEDULE FOR FOUR-HOUR SHIFT*											
Air Temperature Sunny Sky		No Noticeable Wind		5 mph Wind		10 mph Wind		15 mph Wind		20 mph Wind	
°C (approx)	°F (approx)	Max. Work Period	No. of Breaks	Max. Work Period	No. of Breaks	Max. Work Period	No. of Breaks	Max. Work Period	No. of Breaks	Max. Work Period	No. of Breaks
-26° to -28°	-15° to -19°	(Norm breaks) 1		(Norm breaks) 1		75 min.	2	55 min.	3	40 min.	4
-29° to -31°	-20° to -24°	(Norm breaks) 1		75 min.	2	55 min.	3	40 min.	4	30 min.	5
-32° to -34°	-25° to -29°	75 min.	2	55 min.	3	40 min.	4	30 min.	5	Non-emergency work should cease	
-35° to -37°	-30° to -34°	55 min.	3	40 min.	4	30 min.	5	Non-emergency work should cease			
-38° to -39°	-35° to -39°	40 min.	4	30 min.	5	Non-emergency work should cease					
-40° to -42°	-40° to -44°	30 min.	5	Non-emergency work should cease							
-43° to below	-45° & below	Non-emergency work should cease									

*Source: Adapted from Threshold Limit Values (TLV) and Biological Exposure Indices (BEI) booklet: published by ACGIH, Cincinnati, Ohio, 2008.

All temperatures are approximate

This warm-up schedule is only a guideline and is not intended to replace cold weather safe work practices that provide employees with better protection than that provided by a warm-up schedule.

The breaks are 15 minutes in duration, in a **warm** location.

The table assumes that normal work practice already provides for breaks in a warm location every 2.5 hours (i.e., *Normal breaks).* The schedule above is recommending **additional** / **more frequent breaks** as the wind velocity increases and / or the temperature drops.

HOT WEATHER CONDITIONS

People are generally unable to notice their own heat stress-related symptoms. Their survival depends on their coworker's ability to recognize these symptoms and seek timely first aid and medical help.

1. Drink water.
2. Wear light loose-fitting clothing.
3. Protect yourself from the sun.
4. Use fans or air-conditioning.
5. Allow flexibility.

It's easy to get caught up in the job and forget about the importance of staying hydrated and taking regular breaks. Heat illnesses can occur quickly, and if the victim isn't treated, the situation can become life-threatening. Watch out for signs of heat illness in yourself and your co-workers, and report any symptoms to your supervisor right away. The following identifies heat-related illnesses, signs / symptoms, and treatments;

Source: Canadian Red Cross - Comprehensive Guide for First Aid & CPR

Heat Cramps

Heat cramps are painful muscle spasms, usually in the legs and abdomen, caused by loss of fluids and electrolytes as a result of sweating. While they are usually not serious, they are often the first sign that the body is beginning to overheat.

What to Look For

The following signs and symptoms can indicate heat cramps:

- Mild muscle contractions that can become severe, usually in the legs and abdomen
- Moist skin
- A person with heat cramps will typically have a normal or slightly elevated core temperature (37ºC or 98.6ºF).

What to Do

Care

1. Reduce heat exposure (e.g., get into the shade) and, if possible, move the person to a cooler environment.
2. Have the person slowly sip a cool electrolyte-replacement beverage (e.g., commercial sports drink, coconut water, fruit juice, or milk). If a drink containing electrolytes is not available, have the person drink water.
3. Gently stretch and massage the cramped muscles.

When the cramps stop, the person can usually resume his or her activity as long as there are no other signs or symptoms of illness.

Heat Exhaustion
Heat exhaustion occurs when the body begins to overheat, especially when it loses more fluids and electrolytes through sweating than it gains through rehydration. It usually happens after long periods of strenuous activity in a hot environment, especially if it is humid or lacking in air circulation, as these conditions make it difficult for sweat to evaporate.

Heat exhaustion is an early indicator that the body's temperature-regulating mechanisms are being overwhelmed. As more blood flows to the skin to remove heat from the body's core, not enough blood flows to the vital organs. This causes a mild form of shock. Heat exhaustion can progress to heatstroke, so monitor the person's condition carefully.

What to do;

Call
Call EMS / 9-1-1 if the person is vomiting, has an altered level of responsiveness, or is unable to drink fluids.

Care
1. Reduce heat exposure (e.g., get into the shade) and, if possible, move the person to a cooler environment.
2. Loosen any tight clothing and remove any padded clothing or equipment.
3. Pour cool water on the person's clothing and / or on towels or cloths and place them on the person's chest. Fan the person to increase evaporation.
4. Apply ice or cold packs to the armpits and chest.
5. If the person is responsive and able to swallow, have him or her slowly sip a cool electrolyte-replacement beverage (e.g., commercial sports drink, coconut water, fruit juice, or milk). If a drink with electrolytes is not available, have the person drink water.
6. Advise the person not to do any more activities in the heat that day.

Heat Stroke
Heatstroke is the least common but most severe heat-related illness. It is a life-threatening emergency that occurs when the body's cooling system is completely overwhelmed and stops working.

The body stops sweating because the levels of fluid are too low. When sweating stops, the body's temperature rises quickly. When it gets too high, the brain and other vital organs cannot work properly. The person becomes unresponsive, has seizures, and can die without immediate first aid.

What to Look For
- High core temperature, above 40°C (104°F)
- Hot, dry skin
- Flushed (red) or pale skin
- Headache
- Altered mental status (e.g., confusion)
- Irritable, bizarre, or aggressive behaviour

- Progressive loss of responsiveness
- Rapid, weak pulse that becomes irregular
- Rapid, shallow breathing
- Vision problems
- Seizures or coma

What to Do

Call

Call EMS / 9-1-1 and get an AED.

Care

1. Move the person to a cooler environment.
2. Quickly lower the person's core temperature with one of the following methods:
    - Immerse the person's forearms and hands in cool water.
    - Immerse the person in cool water from the neck down. Do not remove the person's clothing.
    - Pour cool water on the person's clothing and/or on towels or cloths and place them on the person's chest.
    - Fan the person to increase evaporation.
    - Apply ice or cold packs to the person's armpits and chest.
3. Continue to use the rapid cooling methods listed above until either the person's condition improves or EMS personnel arrive.
4. If the person is responsive and able to swallow, have him or her slowly sip a cool electrolyte-replacement beverage (e.g., commercial sports drink, coconut water, fruit juice, or milk). If a drink with electrolytes is not available, give the person water.

ASSESSMENT OF A HEAT-STRESSED PERSON

	SKIN	PHYSICAL	MENTAL	PULSE	BREATHING
HEAT CRAMPS	MOIST WARM	MUSCLE CONTRACTIONS (MILD TO SEVERE)	NORMAL	NORMAL	NORMAL
HEAT EXHAUSTION	MOIST WARM	HEADACHE WEAKNESS/EXHAUSTION NAUSEA, VOMITING FAINTING	ANXIETY DIZZINESS	NORMAL	NORMAL
HEAT STROKE	DRY HOT	SEIZURES COMA SEVERE HEADACHE	ALTERED BEHAVIOUR: IRRITABLE AGGRESSIVE BIZARRE	RAPID WEAK	RAPID SHALLOW

CAUTION | CALL EMS/9-1-1

LIGHTNING ACTION PROTOCOL

Lightning is a natural occurrence that affects our day to day operation, typically in the warm months. The idea behind having a plan is so that all affected personnel are adequately educated about the risk of a lightning strike and the best way to mitigate this risk. Personnel that are most at risk are those working in or on towers, tanks, large open areas or cranes (riggers); this plan will encourage awareness on where to go in the event of a lightning storm. The key individuals who will be involved in invoking this plan will be the WDM Managers, safety coordinators or any employee or volunteer who feels that an unsafe condition exists due to an impending storm; these people will be responsible for notifying any other affected employees in the area.

When to act:

At the first sign of an impending storm, towering thunderheads, darkening skies, increasing wind, the onsite designate (or any employee affected by lightning) will follow the 30/30 guideline to determine when to execute the lightening action plan. If clouds are developing with an anvil-shaped head, they see lightning or hear thunder, there is an immediate danger of a strike, and the lightning action plan must be implemented.

30/30 guideline

- If there is a flash of lightning, use the "Flash to Bang" or "30/30' rule for assessing the risk. The rule of thumb is that every three seconds of delay between a lightning flash and the audible thunder associated with the flash equates to a distance of approximately one kilometre. This is recognized as a considerable risk, and the next strike could be at the weather watcher's location. The work that is being done in at-risk areas should be suspended and employees moved to the designated safe areas.
- Wait at least 30 minutes after the last flash before leaving the sheltered area. NOTE: Research indicates that 50% of lightning-related deaths occur after the storm has passed, and most people think the storm is over.

Safe and not so safe locations during a thunderstorm

No place is absolutely safe from lightning strikes; however, some places are safer than others.

Safe structures:

Large, enclosed structures (substantially constructed buildings) tend to be much safer than smaller or open structures. A building with electric and telephone wiring and plumbing provides a safe pathway for the current to the ground. The risk of lightning injury depends on whether the structure incorporates lightning protection, construction materials used, and the size of the structure. In general, fully enclosed metal vehicles – such as cars, trucks, buses, vans and fully enclosed farm vehicles – with the windows rolled up to provide good shelter from lightning. Avoid contact with metal or conducting surfaces outside or inside the vehicle.

Unsafe locations and situations:

High places and open fields, isolated trees, unprotected gazebos, rain or picnic shelters, communications towers, flagpoles, light poles, seating bleachers (metal or wood), metal fences, open ground or any object that increases an individual's height.

When inside a building avoid:

- Use of the telephone other than mobile / cordless (80 percent of persons injured during electrical storms have been using the telephone).
- Taking a shower.
- Washing your hands.
- Doing dishes.
- Contact with conductive surfaces with exposure to the outside, such as a metal door or window frames, electrical wiring or conduit, telephone, TV wiring, plumbing, steel studs, etc.

Desperation position

This is a suggested position to increase the survivability of receiving a lightning strike. When no other safe option exists, and you are completely isolated from protection, and you feel the hair on your arms and the back of your neck stand up, or if you feel a tingling sensation, this is an indicator that lightning is about to strike nearby. This position will enhance survivability by encouraging lightning to strike your back (avoiding your heart and head) and travel to the ground through the balls of your feet.

- Drop to the kneeling position.
- Bend forward keeping your head very low.
- Place your hands over your ears and close your eyes.
- Rest as much bodyweight as possible on the balls of your feet, while keeping your feet together (touching).
- Do not allow any other body parts to touch the ground.
- Never lay flat on the ground.

TORNADO

Source: Government of Canada

If you are in an office or building;

- Take shelter in an inner hallway or room, ideally in the basement or on the ground floor.
- Do not use the elevator.
- Stay away from windows.

If you are in a large facility;

- Large buildings with wide-span roofs may collapse if a tornado hits.
- If possible, find shelter in another building.
- If you are in one of these buildings and cannot leave, take cover under a sturdy structure such as a table or desk.

Avoid cars and mobile units;

- More than half of all deaths from tornadoes happen in mobile units.
- Find shelter elsewhere, preferably in a building with a strong foundation.
- If no shelter is available, lie down in a ditch away from the car or mobile unit. Beware of flooding from downpours and be prepared to move.

If you are driving;

- If you spot a tornado in the distance, go to the nearest solid shelter.
- If the tornado is close, get out of your car and take cover in a low-lying area, such as a ditch.

In all cases;

- Get as close to the ground as possible, protect your head, and watch for flying debris.
- Do not chase tornadoes - they are unpredictable and can change course abruptly.
- A tornado is deceptive. It may appear to be standing still but is, in fact, moving toward you.

WILDFIRE
Source: Government of Saskatchewan

How to prepare for a wildfire
If you are surrounded by brush, grassland or forest, follow these instructions to prepare your workplace for potential wildfires.

- Prepare an emergency kit.
- Check for and remove fire hazards in and around your facility or camp, such as dried out branches, leaves, and debris.
- Keep a water source in an accessible location.
- Have fire drill tests.
- Maintain first-aid supplies to treat the injured until help arrives.
- Have an escape plan so that all personnel know how to get out of the building quickly and safely.

If you see a wildfire approaching;
If you see a fire approaching, report it immediately by dialing 911 or your local emergency number. If it is safe, and there is time before the fire arrives, you should take the following action:

- Close all windows and doors.
- Cover vents, windows, and other openings with duct tape and / or precut pieces of plywood.
- Turn off propane or natural gas.
- Move combustible materials away from the windows.
- Evacuate to a safe location.
- Stay tuned to your local radio station for up-to-date information on the fire and possible road closures.

During a wildfire;

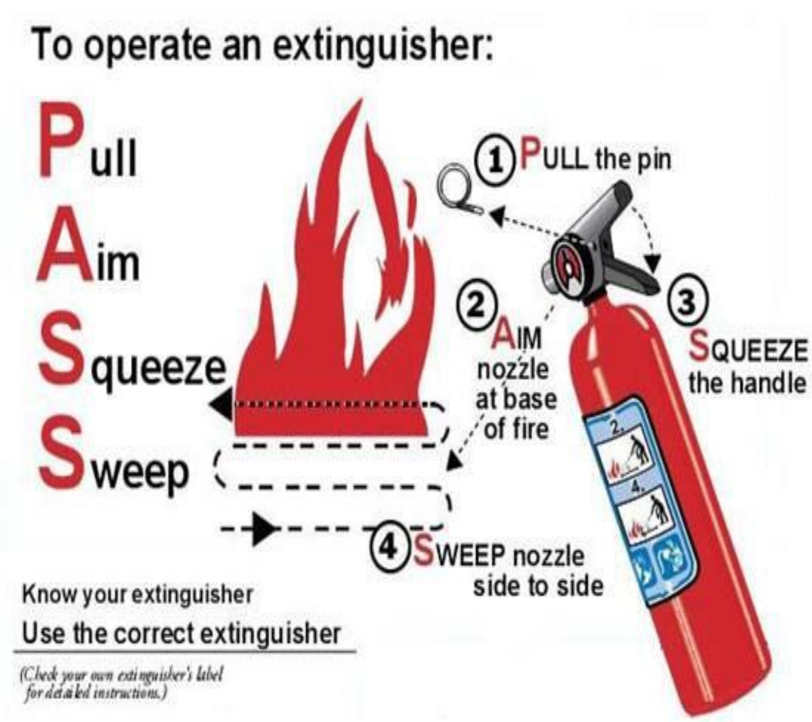
- Monitor local radio stations.
- Be prepared to evacuate at any time. If told to evacuate, do so.
- Keep all doors and windows closed.
- Keep lights on to aid visibility in case smoke fills the facility.
- If sufficient water is available, turn on water sources in the area to protect the facility.

FIRE EVACUATION

In the case of a fire emergency (the situation is beyond control) or any other emergency that requires evacuation, proceed as follows:

1. Activate the fire alarm.
2. Contact 911.
3. If you have contacted 911:
   - Identify who you are
   - The type of emergency
   - The exact location of the emergency and any other pertinent information.
   - Location
4. Evacuate the building via the nearest EXIT (Remain calm). Assist in the evacuation of all fellow personnel (and public where required) from the building.
5. Close the doors to prevent the spread of fire, smoke, and fumes. Proceed to the designated Muster area.
6. The supervisor is to perform a headcount of all employees.
7. Wait for direction on how to proceed.

If the fire is manageable, use a fire extinguisher following the PASS protocols:



The above should only be attempted if you have fire extinguisher training.

DO NOT PUT YOUR OWN SAFETY AT RISK

S n

First Aid FOR Emergencies

To handle an emergency situation, use Emergency Scene Management (fSM).

1. Take charge.
2. Call out for help.
3. Assess hazards and make the area safe.
4. Find out what happened.

- Identify yourself and offer to help.
- If head or spinal injuries are suspected, support the head and neck.
- Assess responsiveness.
- Send or go for medical help and an AED.

Note: Protect yourself and others by wearing non-latex gloves when giving first aid. Use a shield or face mask with a one-way valve when giving CPR.

Cardiopulmonary Resuscitation (CPR - Adult)

Check breathing. If **the casualty is not breathing begin CPR.**

0 Make sure casualty is on a firm flat surface.
0 Place hands on centre of chest.
0 Position shoulders directly over hands and keep elbows locked.
0 Compress 30 times. Push hard • Push last
0 Pinch nose and make a tight seal over the mouth.
() Give 2 breaths.
0 Continue cycles of 30 compressions and 2 breaths until help arrives or an AED is available.

POSITION YOUR HANDS IN THE CENTRE OF THE CHEST

1'11:SS DOWN nRMIY 30 TIMES, PUSH HARO PIJSII IAST

TIIJ HEAD BACK AND BREATHE 11110 CASUAIJT IMCE

COHTIHUE CPI UIITIL HELP DRIVES 01 AH AED IS AVAIIAIIE

If you are untrained or are unsure of your skills - don't give up. Clve compression only CPR • pushing hard and fast at a rate of at least 100 times each minute,

Choking (Adult)

If **a choking person can speak. breathe or cough - STAND BY and encourage coughing.**

If **a conscious person cannot speak. breathe or cough:**

0 Support the casualty's upper body and help her lean forward.
0 Give up to 5 sharp blows between the shoulder blades using the heel of your hand,
0 If the obstruction is not cleared, stand behind the casualty,
0 Place your fist midline just above the belly button.
0 Grasp fist with other hand and press inward and upward forcefully 5 times.
() Continue back blows and abdominal thrusts until object is expelled or person becomes unconscious.

SIIARPUCII BIOWS

If the person becomes unconscious ease him or her to the ground and send for **medical help.**

0 Begin compressions Immediately.
0 Alter the first 30 compressions, check the mouth.
0 Remove the foreign object if you see it.
O ~~Try to give two breaths and continue CPR, checking the mouth~~ before each at!!mpt to ventilate.

Bleeding

To control **severe** bleeding

Immediately apply direct pressure to the wound over a pad of dressings.

Keep the casualty lying down.

CONIJOL 11.EEDIHC IMMEDIffilY

Unconsciousness

Get medical help. Make certain person is breathing and then place the casualty in the recovery position. If the casualty is not breathing, start CPR.

Emergency Numbers

AMBULANCE

POLICE

FAMILY DocroR

POISON INFORMATION CENTRE

NOTE: This poster is a step-by-step guide to what you can do until medical help arrivu. These *tips do not toke* the *place of first old training.*

St. John Ambulance
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Section 11

STATISTICS AND RECORDS

STATISTICS AND RECORDS 1
TREND ANALYSIS 1
Injury Frequency Rate Calculation 1
Injury Severity Rate Calculation 1

STATISTICS AND RECORDS

Records and statistics will be completed monthly and kept on file for review. These records and statistics provide detailed information regarding safety program activities as well as detailed information about incidents and near misses. Statistics provide the information necessary to assess the program on an on-going basis, evaluate trends, and recommend corrective action.

Monthly safety activity summaries, incident / near miss activity, and other various trend analysis reports will be kept on file.

Records and statistics are an essential part of the safety
The information collected for all near misses, incidents, and accidents will be recorded and documented. This information will be collected monthly and reviewed on an annual basis to establish a trend analysis. The trend analysis will be used as a function of the company's yearly action plan. Keeping records and stats allows the company to adjust the safety program and gives management an overview of the activities and results of the program.

Any information gathered will be calculated to a recognized standard.

TREND ANALYSIS
Calculating frequency and severity rates is generally the accepted method of establishing a standard or rating in North America.

The injury frequency rate and injury severity rate, as set in the American National Standards Institute (ANSI) A16.4 code, are two commonly used indicators. See rate calculations below:

Injury Frequency Rate Calculation

$$\frac{\text{No. of recordable cases x 200,000}}{\text{No. of employee hours of exposure}}$$

Injury Severity Rate Calculation

$$\frac{\text{No. of workdays lost x 200,000}}{\text{No. of employee hours of exposure}}$$

A recordable case is an injury incident, which results in one or more lost workdays other than the day of the incident.

Section 12

VIOLENCE AND HARASSMENT

VIOLENCE POLICY 1
Complaint Procedure 2
HARASSMENT POLICY 3
Complaint Procedure 6

VIOLENCE POLICY	Category: SP13 (Page 1 of 2)
Applies To: Staff and Volunteers	**Approved**: May 20, 2020
Review Frequency: Annually	**When:** April

Intent

Every employee and volunteer is entitled to employment free of violence. The WDM will make every reasonable effort to ensure that no person is subjected to violence of any kind.

This policy expressly prohibits abusive behaviour and applies to all personnel working at any WDM location including, but not limited to employees, supervisors / managers, subcontractors, suppliers, volunteers, and visitors.

Workplace violence is defined in the *Occupational Health and Safety Regulation, 2020* as;

> The attempted, threatened, or actual conduct of a person that causes or is likely to cause injury, and includes any threatening statement or behaviour that gives a worker reasonable cause to believe that the worker is at risk of injury.

Violence may occur at any location and may involve staff, volunteers or visitors. The WDM is committed to providing a positive work environment which is free from abusive behaviour, and one in which everyone is treated with dignity and respect. To fulfill our responsibility to employees and others who are at our workplace, any form of conduct that may be considered abusive behaviour will not be tolerated. In accordance with Section 3 of the *Saskatchewan Employment Act*, all employees, including managers and supervisors employed by the WDM, shall refrain from causing or participating in abusive behavior toward another employee, and co-operate with any person investigating a violence complaint.

The WDM is committed to:

- Investigating reported incidents of abusive behaviour in an objective and timely manner.
- Taking the necessary corrective action if potentially violent situations arise.
- Providing appropriate support for those who have been subjected to abusive behaviour.
- Protecting the identity of those involved and the confidentiality of the circumstances, except where disclosure is necessary to investigate or take corrective action in relation to the complaint, or where such disclosure is required by law.
- Provide training and resources to personnel including; policy and procedure review, reporting requirements, identification of potentially violent situations, and response procedures.

All employees have a responsibility to maintain a workplace free of abusive behaviour. Any person who is a witness to or a victim of abusive behaviour in the workplace should immediately report the incident to their supervisor, safety representative, or the Manager / CEO. All reports will be taken seriously and will be investigated promptly. It is important that all employees keep a documented log of all alleged incidents. Included in this must be the date, time, names of witnesses (if applicable) and a detailed description of events.

Complaint Procedure

1. An employee who believes that he or she has been subjected to violence is encouraged to promptly report it to their supervisor, safety representative or management.
2. Once a complaint of violence is received, that person who received the complaint shall immediately bring the complaint to the attention of the employer.
3. The employer will discuss options to resolve the complaint with the complainant. A police report may be required. The WDM will conduct a full and confidential investigation into the matter.
4. Following the conclusion of the investigation, the employer will inform the complainant of the results of the investigation.
5. Corrective actions will be identified during the investigation and controls will be put in place based on the results of the investigation.

The WDM recommends that workers exposed to a violent incident consult with their physician to determine if post incident counselling is required.

Confidentiality

The WDM will not disclose the identity of the complainant or alleged harasser or the circumstances of the complaint, except where disclosure is necessary for the purposes of investigating or taking disciplinary action in relation to the complaint, or where such disclosure is required by law.

Other Options for Complaints

Nothing in this policy shall discourage or prevent a complainant from requesting the assistance of an occupational health officer to resolve a complaint of violence, initiating a complaint with the Saskatchewan Human Rights Commission, or exercising any other legal rights pursuant to the law. The policy will be posted in a conspicuous place that is readily available for reference by employees.

Refer to *the Occupational Health and Safety Regulations, 2020 Section* 3-26

July 17, 2021

Management Signature Date

HARASSMENT POLICY	Category: HR 37 (Page 1 of 12)
Applies To: Employees and Volunteers	**Approved**[1]**:** November 1, 2019 **Revised:**
Review Frequency: 2 years	**When:** 3rd Quarter, 2022

Intent
The WDM is committed to ensuring a productive work environment where the dignity and worth of every person is respected. Achieving this environment requires that all employees and volunteers behave in a manner that reflects mutual respect, co-operation and understanding. Attitudes and behaviors that undermine this goal are detrimental to all.
Staff and volunteers are entitled to, and expected to contribute to, a respectful workplace. Workplace harassment will not be tolerated and the WDM will take all reasonable steps to prevent harassment and stop it if it occurs.

Definition of Harassment
This policy covers the following:

Harassment Based on Prohibited Grounds
This includes any inappropriate conduct, comment, display, action or gesture by a person that:

- Is made on the basis of race, creed, religion, colour, sex, sexual orientation, marital status, family status, disability, physical size or weight, age, nationality, ancestry or place of origin.
- Constitutes a threat to the health or safety of the worker.

This type of harassment is prohibited in *The Saskatchewan Employment Act* (The Act) and *The Saskatchewan Human Rights Code*.
It also extends to sexual harassment, which is conduct, comment, gesture or contact of a sexual nature that is offensive, unsolicited or unwelcome.
Sexual harassment may include:

- A direct or implied threat of reprisal for refusing to comply with a sexually oriented request.
- Unwelcome remarks, jokes, innuendos, propositions or taunting about a person’s body, attire, sex or sexual orientation.
- Displaying pornographic or sexually explicit pictures or materials.
- Unwelcome physical contact.
- Unwelcome invitations or requests, direct or indirect, to engage in behavior of a sexual nature.
- Refusing to work with or have contact with workers because of their sex, gender or sexual orientation.

[1] Replaces WDM Respectful Workplace Policy

Personal Harassment
This includes any inappropriate conduct, comment, display, action or gesture by a person that:
- Adversely affects a worker's psychological or physical well-being.
- The perpetrator knows or ought to reasonably know would cause the worker to be humiliated or intimidated.
- Personal harassment must involve repeated conduct or a single, serious incident that causes a lasting harmful effect on the worker. All incidents of inappropriate conduct should be appropriately addressed to ensure that the workplace remains respectful and free of harassment.

Personal harassment may include:
- Verbal or written abuse or threats.
- Insulting, derogatory or degrading comments, jokes or gestures.
- Personal ridicule or malicious gossip.
- Unjustifiable interference with another's work or work sabotage.
- Refusing to work or co-operate with others.
- Interference with or vandalizing personal property.

What is Not Harassment
Supervision
This Harassment Policy does not extend or apply to day-to-day management or supervisory decisions involving work assignments, job assessment and evaluation, workplace inspections, implementation of appropriate dress codes and disciplinary action. These actions are not harassment, even if they sometimes involve unpleasant consequences.

Managerial actions must be carried out in a manner that is reasonable and not abusive. This policy may apply only in instances where managerial actions are demonstrably unreasonable and / or abusive.

Circumstances Unrelated to Employment
This policy also does not extend to harassment that arises out of circumstances unrelated to the worker's employment. For example, harassment is not covered if it occurs during a social gathering of co-workers that is not sponsored by the employer. However, harassment that occurs while attending a conference or training session at the request of the employer is covered.

Situational Circumstances

Other situations that do not constitute harassment include:

- Physical contact necessary for the performance of the work using accepted industry standards.
- Conduct which all parties agree is inoffensive or welcome.
- Conflict or disagreements in the workplace, where the conflict or disagreement is not based on one of the prohibited grounds.

Harassment can exist even where there is no intention to harass or offend another. Every person must take care to ensure their conduct is not offensive to another.

WDM's Commitment

The WDM and its managers and supervisors will take all complaints of harassment seriously. We are committed to implementing this policy and to ensuring it is effective in preventing and stopping harassment, as well as creating a productive and respectful workplace.

This commitment includes:

Informing all persons in the workplace of their rights and obligations

- A copy of the Harassment Policy will be provided to all employees and volunteers.
- A copy of the Harassment Policy will be posted on staff and volunteer bulletin boards.
- The WDM's Harassment Policy will be posted in each work area in a location that is visible to all staff and the public.

Training all persons in implementing the Harassment Policy

- Supervisors will review the Harassment Policy with their direct reports annually.
- Supervisors will review the policy with new workers as part of their orientation.
- People designated to receive, investigate or resolve complaints will be trained in their roles and responsibilities.
- All WDM managers, directors, officers, and supervisors are expected to set a good example and help foster a respectful workplace.
- A list of people designated to receive complaints will be posted on staff and volunteer bulletin boards.

Assigning responsibility for implementing this policy

- The CEO will designate six (6) people who may receive harassment complaints and assist in facilitating their resolution.
- The CEO will designate two (2) people who will investigate harassment complaints. Additionally, the CEO may choose to hire an outside consultant to investigate the complaint.
- The CEO will designate all managers authorized to take corrective action in accordance with this policy.

Protecting workers trying to prevent or stop harassment

- Harassment complaints and investigations will be held in the strictest of confidence except where disclosure is necessary to investigate the complaint, take corrective action or required by law.
- Action will be taken to prevent reprisal against people who make a harassment complaint in good faith, which may mean informing complainants and respondents of this commitment.

Promptly taking action necessary to stop and prevent harassment

- Appropriate action, sufficient to ensure the harassment stops and does not happen again, will be taken against people who are or were engaged in, or participated, in harassment.
- When necessary, customers, contractors or other visitors will be informed certain conduct will not be tolerated.

Ensuring the policy remains current

- The effectiveness of this policy will be reviewed in consultation with the WDM Employee Committee every two years.

Complaint Procedure

This policy sets out three types of complaint procedures that may be used following instances of harassment.

1. **No Respondent Named and Informal Resolution Sought**

   Step 1: An individual reports an incident or concern.

   Step 2: The person receiving the complaint reviews the procedures with the complainant and informs the CEO.

   Step 3: The supervisor and / or CEO takes action to address the complaint.

Such action may include:

- Having staff meetings to discuss and review the Harassment Policy.
- Providing workshops or resource materials on the prevention of harassment such as videos, brochures and guides.

The supervisor and / or CEO informs the complainant of the action that will be taken to address the concern.
Confidentiality: The WDM, or anyone acting on behalf of the WDM will not disclose the complainant's name or other identifying information to any person. However, in certain circumstances, the complainant may agree to release identifying information to implement the Harassment Policy, the resolution process or the resolution itself.

2. Respondent Named - Informal Resolution or Mediation Sought

In this case, the complainant is not seeking an admission of guilt or discipline. Rather, the complainant is looking for an agreement with the respondent that the offensive behavior will not continue.

Step 1: An individual reports and incident or concern. The complaint is submitted in writing, and in a form consistent with the Harassment Complaint Form attached to this policy.
Where an informal resolution is sought, the complainant should indicate the type of resolution sought such as an apology, supervisory counselling, a facilitated meeting with the respondent, workshops or training session and mediation.

Step 2: The person receiving the complaint reviews the procedures with the complainant and informs the CEO. Where it is alleged the supervisor is involved in the harassment, the person receiving the complaint refers the matter to another Manager or the CEO. Where the complaint involves the CEO, the matter is referred to the Chair of the Board.
The person receiving the complaint will also meet privately with the respondent to review the complaint and determine whether there is agreement on a resolution or resolution process.

Step 3: The person receiving the complaint, the supervisor and CEO review the complaint and determine whether conduct falls within the Harassment Policy.

Step 4: Where there is agreement on the resolution or resolution process, the person receiving the complaint informs the CEO of the agreement and facilitates the agreed upon resolution or process.

Step 5: The complainant is informed a formal complaint procedure is possible if the complainant, the respondent or the supervisor and CEO, do not agree or if the process does not resolve the matter to the complainant's satisfaction.

Step 6: Where the complainant and respondent agree to a resolution, the supervisor or CEO follows up with the complainant to ensure the resolution was effective in stopping and preventing further harassment. Where the complainant indicates that the harassment has not ended, the supervisor or CEO counsels the complainant to pursue an alternate resolution process, including a formal investigation.

Confidentiality: The WDM, or anyone acting on behalf of the WDM, will not disclose the complainant's or respondent's name or other identifying information. However, in certain circumstances, the complainant and respondent may agree to release identifying information to implement the harassment policy, the resolution process, or the resolution itself.

3. Respondent Named - Investigation Required

Step 1: An individual reports an incident or concern. The complaint is submitted in writing and contains:

- Name, job title and contact information of the complainant.
- Name of the respondent.
- Description of the conduct considered objectionable, including dates and locations of events.
- Names and contact information of any possible witnesses.
- Description of the basis of the alleged harassment, such as the prohibited grounds.
- The remedy sought.
- Any other information or material the complainant considered relevant.
- Signature of the complainant and the date.

The Harassment Complaint Form is available on the WDM HR website or by contacting any one of the people designated to receive respectful workplace complaints.

Step 2: The person receiving the complaint reviews the procedures with the complainant and provides a written copy to the supervisor and CEO. Where it is alleged that the supervisor is involved in the harassment, the complaint is referred to the CEO. Where the complaint involves the CEO, the matter is referred to the Chair of the Board.
The CEO also provides a copy of the written complaint to the respondent and reviews the procedures with the respondent.

Step 3: The CEO reviews the complaint and determines whether conduct falls within the Harassment Policy. The CEO will decide whether there are appropriate resolution options, other than an investigation, acceptable to the complainant and the respondent.

Step 4: When an investigation is required, the CEO appoints an investigator or investigation team.
Investigators will be trained in conducting an investigation in accordance with this policy and will have no apparent bias or interest in the outcome.
Where the complainant or the respondent objects to the appointment of an investigator, on the basis of bias or conflict of interest, the CEO will appoint another investigator.

Step 5: Investigators must act in accordance with the following guidelines:

- The investigation commences and concludes as soon as reasonably possible.
- Witnesses are interviewed separately, and written witness statements are prepared.
- Witnesses are asked to review and sign their written statements.
- Witnesses are advised to keep the investigation and the identity of the complainant and respondent in confidence, unless required by law to disclose them.
- The complainant and respondent are entitled to obtain legal counsel at any time during the investigation at their own expense.
- During the investigation, both the complainant and the respondent are entitled to be informed of all the allegations and allowed to respond.

This does not mean either party is entitled to see or receive copies of the complete statements. However, both are entitled to see or receive an adequate summary of the evidence to make a full response.

Step 6: Once the investigation is complete, investigators will prepare a written report setting out a summary of the evidence, a description of any conflict in the evidence, conclusions and reasons for reaching those conclusions and whether in the investigator's opinion the complaint was made in good faith.

The report will be delivered to the CEO, the complainant and the respondent. The report is marked confidential and delivered with the notation that it should be kept in confidence unless disclosure is required by law or is necessary to implement corrective action.

Step 7: The CEO will then:

- Take appropriate corrective action if required.
- Inform the complainant and respondent of the corrective action.
- Inform the complainant of the rights to file a complaint with the Saskatchewan Occupational Health and Safety Division or The Saskatchewan Human Rights Commission.

Step 8: If corrective action is required, the CEO follows up with the complainant to ensure that the action was effective. If the complainant indicates harassment has not ended, or suffers reprisal, the CEO should take additional or alternative action. Further investigation may be necessary.

Confidentiality: The WDM, or anyone acting on behalf of the WDM, will not disclose the name of the complainant or the respondent, nor any information that may identify them. The disclosure of such information may be necessary to conduct the investigation, implement action or pursue other legal remedies. All documents and statements obtained during the course of the investigation, including the names and copies of witness statements, will not be disclosed to any person unless required by law.

Investigations

Investigations will be guided by the following principles:
The burden of proof rests on the complainant. The applicable standard of proof is the balance of probabilities requiring the complainant to prove the events in question are more likely than not to have occurred in the manner alleged by the complainant, i.e. can it be reasonably concluded on a balance of probabilities that the events as alleged occurred?

- The respondent is considered innocent of the allegations until proven otherwise.
- The corroboration of various events, either by witnesses or documentation is pertinent.
- The credibility of the parties must be assessed particularly in instances where there is no corroborative evidence.
- The investigation will be thorough and objective.

Taking Action to Stop and Prevent Harassment

In taking action to stop harassment and prevent its reoccurrence, WDM will be guided by the following:

Individual Awareness and Counselling
People may not be aware of the effects of their behavior. In many cases, speaking to the person in private about the inappropriate behavior will help resolve a situation. In certain instances, it may be more effective for a supervisor to speak with the offending person or to arrange and facilitate a meeting between the complainant and respondent.

Complainants should not be encouraged to confront the respondent if they are reluctant, if the alleged harassment is of a serious nature or if the respondent denies the alleged conduct.

Staff Awareness and Counselling
Standards of behavior change over the years. Some individuals or groups may not be aware that behavior, acceptable in the past, is not acceptable anymore. A staff awareness session may be helpful to correct problems based on lack of awareness. Relevant videos, lectures and facilitated group discussions may increase awareness of behaviors that are unacceptable and the reasons for the changes.

Interim Action
If a supervisor has grounds to believe a complainant will be exposed to continued harassment or reprisal while waiting for the investigation or resolution process to occur the supervisor must take immediate action to protect the worker from continued harassment or reprisal. Any interim action should respect the respondent’s rights based on the employment contract.

Considering the above-mentioned rights, the supervisor's action may include:
- Informing the respondent about the types of behavior that will not be tolerated.
- Moving the respondent to another work area.
- Moving the complainant to another work unit at the complainant's request.
- Suspending the respondent with pay while waiting for a final determination.

Mediation
Mediation offers both parties the opportunity to develop an understanding of the problem and resolve the complaint before or during the formal investigation process. The mediator facilitates separate discussions or joint meetings between the complainant and the respondent.

Mediation may take place at any point in the resolution process as long as both parties agree to participate. Where the complainant and respondent agree to participate in mediation, the WDM shall arrange for a mediator, who is trained and independent.

Disciplinary Action
An employee who has been determined by investigation to have participated in the harassment of a co-worker will be disciplined. Discipline may include reprimand, relocation, demotion, suspension or termination of employment. This policy should be used as a complement to the Egregious or Disciplinary Performance Measures Policy.

The severity of discipline will depend on:

Seriousness of the Alleged Conduct:
- Whether the conduct is an offence under the criminal code.
- Whether the conduct is an offence under the *Saskatchewan Employment Act* or *The Saskatchewan Human Rights Code*.
- The extent of the mental or physical injury caused to the complainant.
- Whether the harasser persisted in behavior that was known to be offensive to the complainant.
- Whether the harasser abused a position of authority.
- Risk of the Harasser Continuing with Similar Harassment of the Complainant or Others:
- Whether the harasser acknowledges that conduct was unacceptable and makes a commitment to refrain from future harassment.
- Whether the harasser has apologized to the complainant or acted to repair any harm.

- Whether the harasser has agreed to participate in awareness sessions, training or other recommended counselling or treatment.

Third-party Harassers

This policy covers harassment connected to any matter or circumstance arising out of the worker's employment. Customers, clients, subcontractors or their workers and others invited to the workplace could harass an employee.

The WDM may have limited ability to investigate or control their conduct. However, the WDM will take reasonably practicable action to stop or reduce the risk to its employees and volunteers of being harassed by third parties.

This action may include:

- Posting the Harassment Policy in a location visible to third parties.
- Requiring certain subcontractors and their workers to accept and meet the terms of the Harassment Policy.
- Removing workers who participate in harassment.

Where a client or customer has been asked to stop abusing or harassing an employee or volunteer and does not, the employee and volunteer are authorized to:

- End telephone conversations.
- Politely decline service.
- Ask the customer or client to leave the workplace.

In such instances, the employee or volunteer will report the incident to the Manager or supervisor.

Malicious Complaints

Where an investigation finds a complainant has knowingly made a false allegation, the complainant will be subject to appropriate discipline. Discipline may include reprimand, relocation, demotion, suspension or termination of employment. This policy should be used as a complement to the Egregious or Disciplinary Performance Measures policy.

HARASSMENT POLICY	**Category:** HR 37 (Page 12 of 12)
Applies To: Employees and Volunteers	**Approved:** November 1, 2019 **Revised:**
Review Frequency: 2 years	**When:** 3rd Quarter, 2022

Other Options for Complainants

Nothing in this policy prevents or discourages an employee from referring a harassment complaint to the Saskatchewan Occupational Health and Safety Division under *The Saskatchewan Employment Act and Regulations*.

An employee may also file a complaint with the Saskatchewan Human Rights commission under *The Saskatchewan Human Rights Code*.

An employee also retains the right to exercise any other legal avenues available.

July 17, 2021

Management Signature Date

Section 13

OCCUPATIONAL HEALTH COMMITTEE / REPRESENTATIVE

OCCUPATIONAL HEALTH COMMITTEE / REPRESENTATIVE POLICY 1

THREE BASIC RIGHTS 2

Right to Know 2

Right to Participate 2

Right to Refuse 2

OCCUPATIONAL HEALTH COMMITTEE / REPRESENTATIVE POLICY	**Category:** SP14 (Page 1 of 1)
Applies To: Employees	**Approved**: May 20, 2020
Review Frequency: Annually	**When:** April

Intent

One of the three fundamental employee rights protected by law is the right to participate in workplace health and safety. The Occupational Health Committee is one-way employees can participate and have a say with regards to health and safety decisions.

The employer must establish an occupational health committee in each workplace that has 10 or more employees. Companies with less than nine employees must appoint a representative.

The committee will consist of at least two and no more than 12 members. At least half of the committee must be represented by employees, and the remainder can be management representatives. Employee members are to be elected by the persons they will represent on the committee.

The main duties of the committee are:

- To participate in the identification and control of health and safety hazards at the place of employment.
- Establish, promote, and recommend the means of delivery of health and safety programs for the education and information of employees.
- Receive concerns on matters of health and safety and bring them to the committee for discussion, review, and remedy.
- Investigate incidents and refusals to work.

The Occupational Health and Safety Committee is a way to have the cooperative involvement of both employees and management. The committee combines employees' in-depth, practical knowledge of specific jobs and management's larger overview of job interrelationships.

The WDM will consult and cooperate with the committee / representative and take suitable action to deal with all health and safety concerns identified. The committee will identify problems and suggest solutions. The final responsibility for decisions about remedial action rests with the employer.

Committee members will be given time during normal working hours to carry out their duties with no loss of pay.

July 17, 2021

Management Signature Date

THREE BASIC RIGHTS

The legislation provides every employee with three basic rights. Everyone must be familiar with these rights.

Right to Know
Employees must be informed about hazards so that they can take appropriate measures to protect their health and safety. Hazards come in many forms, like those associated with hazardous chemicals, equipment operation, and confined spaces.

Right to Participate
Employees in Saskatchewan have the right to participate in workplace safety. This can be achieved through participation in the OHC Committee, inspections, hazard assessments, and safety meetings.

Right to Refuse
Employees and volunteers have the right to refuse work that they believe is unusually dangerous to themselves or others. An employee must first take the matter to their supervisor to be resolved. If the employee believes it was not resolved satisfactorily, the matter should be forwarded to the OHC committee for investigation. If the employee or employer is not satisfied with the decision of the committee after the investigation, the employee or employer may request the help of an OH&S officer to investigate further. The employee may continue the refusal until a decision is provided. Where an OH&S officer decides that the work is not unusually dangerous to the health or safety of the employee or any other person at the place of employment, the officer will advise the decision in writing and advise the employee to return to work.

Refer to;
The Saskatchewan Employment Act – Division 4
The Occupational Health and Safety Regulations, 2020 – Regulation 3-17, 3-18 and Part 4

Section 14

ADDITIONAL PROGRAMS

RETURN-TO-WORK PROGRAM POLICY 4

WORKER'S COMPENSATION AND NO-FAULT PROTECTION 5

RETURN-TO-WORK PROGRAM 5

EMPLOYER RESPONSIBILITIES 5

Duty to report workplace injuries 5

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INDIVIDUAL RTW PLANS 8

RETURN-TO-WORK PLAN PROCEDURE 8

RETURN-TO-WORK PROGRAM POLICY	**Category:** SP15 (Page 1 of 1)
Applies To: Employees	**Approved:** May 20, 2020
Review Frequency: Annually	**When:** April

Intent

The WDM recognizes that the provision of alternative or modified work is important in the prevention of disability and has established a return-to-work program for employees who are unable to perform any or all of their normal duties as a consequence of an injury / illness.

The WDM will work in collaboration with the injured / ill employee, the Worker's Compensation Board (WCB), and health care providers to set up individual return-to-work plans. The WDM strives to make accommodations that are achievable, safe, constructive, productive, and valuable for our employees.

The return-to-work process will begin immediately after an injury / illness occurs. It is expected all employees will cooperate fully in facilitating the timely return-to-work of injured / ill employees.

It is a condition of employment that all injured / ill employees will cooperate with the WDM return-to-work program. Employees are expected to accept alternate or modified work that is within their skills and abilities.

Any personal medical information will be held in the strictest confidence.

July 17, 2021

Management Signature Date

WORKER'S COMPENSATION AND NO-FAULT PROTECTION

Before the institution of Employees ' Compensation coverage, if an employer was liable for the injuries sustained by an employee, the only way that the employee could receive satisfaction from the employer would be to launch legal action against that employer. But this is a lengthy and expensive process, and in the meantime, an injured employee may have had no means of income.

The introduction of Workers' Compensation changed that. It is a no-fault program that will compensate injured employees without the need for establishing guilt. The employees thus benefit, but at the same time, employees waive the right to sue the employer, thus providing a benefit to the employer as well.

RETURN-TO-WORK PROGRAM

The WDM has developed a return-to-work program. Modified work helps an injured employee return-to-work while recovering and provides the opportunity to contribute to the workplace.

The return-to-work package includes the following forms:

- Job Information Worksheet.
- Letter to Physician.
- Modified Return-to-Work offer.
- HCP1 Form.
- Worker Initial Report of Injury (E1).
- Recovery and Return-to-Work Brochure (WCB).
- Incident Report Form.

A Modified Return-to-Work offer should be presented to the injured employee following medical treatment that indicates accommodation is required.

Modified work needs to be:

- **Achievable** - given your employee's injury, are they able to physically perform?
- **Safe** - your modified work plan should not endanger their recovery or safety, or the safety of others.
- **Constructive** - your modified work plan should contribute to your employee's skill development and their return to full duties.
- **Productive** - your employee's duties should be meaningful to the organization.

EMPLOYER RESPONSIBILITIES

Duty to report workplace injuries

The WDM is required by law to report workplace injuries within five days of being made aware of them. Failure to do so may result in fines or prosecution, or both. Filing an Employer's Initial Report of Injury (E1) is quick and easily completed online or by the WCB Telefile service. Late reporting slows down the claims process.

Prompt reporting helps your employees get the benefits they are entitled to and helps them get them back to work faster.

Duty to accommodate

The WDM will make every reasonable attempt to help an injured employee return to the workplace. This may require changes to the job, workstation or, in some cases, finding other temporary duties. We will not dismiss or treat an employee differently because of an injury or illness.

Accommodating injured employees helps them remain a part of the team. It can allow value-added work to get done, and it lowers your overall costs. If your injured employee is still at home or in hospital, their supervisor will maintain contact with them.

REPORTING A WORK INJURY TO THE WCB

- As soon as becoming aware of a work-related injury that requires medical attention, the WDM will submit the completed **Employer's Initial Report of Injury (E1)** form to WCB within 5 days.
- The WDM will provide the employee with the **Workers Initial Report of Injury (W1)** and ensure the employee submits it to WCB.

Below are the ways to submit the above-noted forms.

Online:

Go to **www.wcbsask.com**. Click the file an injury incident form (E1) link under Employers. Complete the report on the screen and click submit to send the report to the WCB automatically.

By phone:

Dial 1-800-787-9288. A WCB representative will fill out the **E1** form with you over the telephone.

By fax or mail:

Download a copy of the **E1** form from **www.wcbsask.com** (Employers tab – Employer Forms & Fact Sheets). Complete the form on-screen or complete it by hand.You may also request an **E1** form from our office. Use the fax number or mailing address on the form to send it in.

HEALTH CARE AND RECOVERY

Primary treatment

Most injured employees need only primary level care from a local health careprovider. The primary health care provider decides what treatment the employee will get for theinjury, reports the injury to the WCB, and updates the WCB regularly on the employee'sprogress.

The WCB can help the care provider by arranging assessments, specialistappointments, diagnostic tests, etc. If the employee has limitations because of the injury, the healthcare provider will give the employee a list of these restrictions to provide to the employer.

We will thenadjust that employee's duties, so they can return to productive work, with restrictions, during recovery.

Advanced assessment and treatment
Employees with serious injuries, or who don't recover as expected, may require advanced testing and treatment that is not always locally available. The employee might need to attend daily treatment at a facility in another community. The WCB will cover the cost oftravel and other expenses if these costs are more than what the employee would normally pay to get to and from work.

The treatment center will require information about the employee's regular job duties to design a treatment plan. To do this, the WDM with the injured employee will complete a **Job Information Worksheet (JIW)** form. The **JIW** is located at **www.wcbsask.com/employers/employer-resources/**

This form helps to describe the physical and mental requirements of the job. This form will help the employee and the care provider create the right RTWplan, and assist the WDM with an overall picture of the position's tasks and where accommodation can or should be made. The employee is responsible for submitting the **JIW** to the WCB.

RETURN-TO-WORK (RTW)
RTW is an important aspect of recovery and claims management. Studies have shown that the longer injured employees are away from work, the less likely it is that they will ever return to productiveemployment. Employees who return to work as soon as possible usually recover faster.

Why is early RTW important?
By getting an employee back to work as soon as medically safe, you reduce the physical and emotional impact for that employee and other employees. You also have a better chance of retaining that employee, which saves the cost of hiring and training a replacement. You save the cost of sick pay, lost productivity, and other associated costs.

After an injury – what should I do?

INVESTIGATE - Find out what happened. Why did this injury occur?
DOCUMENT - Complete all reports on the incident and submit all forms to the WCB.
COMMUNICATE - Keep talking with your injured employee.

- Learn why the incident happened.
- Maintain communication as they transition back to work.
- Find out their medical restrictions as soon as possible so you can begin to tailor their RTW.

ASSIGN - Delegate appropriate tasks or duties based on accommodations.

INDIVIDUAL RTW PLANS

An individual RTW plan will be developed specifically for the employee. This requires cooperation between the WDM, the employee, health care provider (s) and the WCB. Returning to work does not have to wait until the employee can do a full day at full capacity.

The WDM will:

- Return the employee to the job with modified hours or duties to accommodate any limitations the employee may have because of the injury.
- Consider a different job in the same department.
- Consider a job in a different department or area of the workplace.

RETURN-TO-WORK PLAN PROCEDURE

1. Ensure that the injured employee has the HCP-1 form letter to give to their health care practitioner for completion during their initial medical appointment.
2. Arrange for contact with the injured / ill employee as soon as possible after their initial medical appointment to find out if their injury / illness has resulted in a disability.
3. Meet with the disabled employee at the beginning of the disabled employee's next scheduled shift or when the disabled employee is medically able to report to the workplace to:
   a) Inform the employee that they will continue to receive an employer-paid salary for hours worked at their pre-disability pay rate and pay schedule.
   b) Discuss and agree upon how benefits will be deducted.
   e.g., EI – Deduction pro-rated to hours worked
   CPP- Deduction pro-rated to hours worked
   Medical / Dental Plan – Regular amount deducted per pay period
   c) Inform the employee that they will also receive wage loss benefits for remaining time loss, directly from the WCB once the acceptability of their claim has been determined.
   d) Define the specific duties, expected duration, and progression of the disabled employee's Transitional RTW plan based on the information provided in the HCP-1 form.
4. Write up and sign the completed "Transitional RTW Plan Form" to document the accommodation.
5. For disabled employees with accepted WCB claims, communicate with the WCB to resolve any concerns / issues regarding the availability of diagnostics or medical treatments, the suitability of specific accommodations, and / or a disabled employee's refusal to participate in a transitional RTW plan.
6. Forward copies of the signed RTW plan and the completed form letter HCP-1 to the WCB.
7. Make arrangements with the WCB to report time loss hours and to have wage loss benefits for time loss paid directly to the disabled employee.
8. Ensure that the disabled employee gets form letter HCP-1 completed when / if their medical restrictions / behavioral capabilities change so that their transitional RTW plan can be modified accordingly.

9. When / if the disabled employee’s medical restrictions / behavioral capabilities change, forward copies of the modified signed RTW plan and subsequent completed form letter HCP-1 to the WCB.

Schedule "A"

SAFE WORK PRACTICES AND PROCEDURES

[To be inserted]