

Health & Safety Program



Version 01
March 2020

South East Alberta Watershed Alliance Society (SEAWA)
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INTRODUCTION

Scope and Purpose

This Health & Safety Program is intended to be used by all personnel involved with activities under the direction of South East Alberta Watershed Alliance Society (SEAWA), including, but not limited to workers, volunteers, subcontractors and visitors. It is a component of our management system designed to manage the Health and Safety of all personnel and subcontractors. This Health and Safety Manual is to be used to supplement the client's Health & Safety Program by providing a minimum standard in addition to legislative requirements. In many circumstances, legislative requirements will be exceeded to ensure a safe and healthy work environment.

There will be circumstances in which another organization's Health & Safety Manual takes precedence. The more stringent of the requirements will be incorporated when other programs are being used in addition to this Health & Safety Manual.

Prior to any subcontractor working for the company, their Health & Safety Manual must be presented for approval, and any deficiencies must be amended accordingly prior to the commencement of any work. There is an expectation and a requirement that any subcontractor must make every reasonable and practical effort to prevent incidents and correct unsafe conditions.

Should any subcontractor or client need clarification on the interpretation of this Health & Safety Manual, they should go directly to the management representative. Any deviation from this Health & Safety Manual must be submitted in writing for approval.

Amendments

This Health and Safety Manual will be reviewed and updated annually, or as required. All amendments shall be distributed to each individual insurance plan holder who will be responsible for incorporating them as they are received. A record of all amendments will be maintained utilizing the Revision Log contained at the front of this Health & Safety Manual.

As a registered holder of this program, you have an obligation to assist in the maintenance of accurate up to date information. If you detect an error in the program, or subsequent to its revision publication date, become aware of any changes to any information contained herein, please forward such information as soon as possible to:



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Document Change Form

Document Title: South East Alberta Watershed Alliance Society (SEAWA) Health & Safety Manual
Document Number: Initial (01)
Document Custodian: Senior Management, in conjunction with On-Track Safety Solutions Ltd.

Document Approval

Name	Signature	Date
Senior Management		

Document Revision Log

Revision #	Date	Reason
Initial – 01	March 2020	Initial Version
02		
03		
04		
05		
06		
07		
08		
09		
10		
11		
12		
13		

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1. Management Commitment

HEALTH & SAFETY POLICY

South East Alberta Watershed Alliance Society (SEAWA) believes that at every level, health and safety is of extreme importance. South East Alberta Watershed Alliance Society (SEAWA) is committed to a health and safety program that protects our workers, supervisors, managers, others (i.e. contractors) and the general public, who enter into our workspace. It is the position of South East Alberta Watershed Alliance Society (SEAWA) that the safety policies and procedures will comply with all federal, provincial, and local legislation and regulations applicable to worker safety.


The employer, supervisors and workers at every level are responsible and accountable for the South East Alberta Watershed Alliance Society (SEAWA)'s health and safety performance. This responsibility begins with the company Senior Management and continues to each level of management to each worker and contractor, including even the newest worker. This responsibility cannot be delegated or otherwise set aside. Active participation by everyone, every day, in every job is necessary for the health and safety excellence that this company expects. Health and safety excellence includes the protection and maintenance of the highest degree of physical, psychological, and social well-being of all workers. Our goal is a healthy, injury-free workplace for all workers. By working together, we can achieve this goal.

South East Alberta Watershed Alliance Society (SEAWA) management will ensure:

- the health, safety, and welfare of workers at the worksite,
- the health, safety and well-being of other persons at or near the worksite who may be affected by hazards originating from the worksite,
- workers are aware of their OHS rights and duties,
- workers are not subjected to or participate in harassment or violence at the worksite,
- workers are supervised by a person who is competent and familiar with the OHS Act, Regulations, and Code,
- they consult and cooperate with the HSC,
- health and safety concerns are resolved in a timely manner,
- where a prime contractor is required, the prime contractor is advised of all the supervisors and workers names, and
- supervisors and workers are adequately trained for the protection of health and safety at the worksite.

Supervisors will ensure:

- they are competent to supervise the workers under their supervision,
- the workers under their supervision work in accordance with procedures and measures required by the OHS Act, Regulations, and Code,
- the workers under their supervision use all hazard controls and properly uses or wears the personal protective equipment required by the employer or under the OHS Act, Regulation or Code, and
- that workers are not subjected to or participate in harassment or violence at the worksite.
- Take all precautions necessary to protect the health and safety of every worker under their supervision.
- Advise every worker under their supervision of all known or reasonably foreseeable hazards to health and safety in the area where the worker is performing work.

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- Report concerns about an unsafe or harmful worksite act or condition that occurs/exists or has occurred/existed to the employer.

Workers, Interns, Volunteers & Summer Students will:

- Protect the health and safety of themselves and other people at or near the worksite.
- Cooperate with their supervisors and employers to protect the health and safety of themselves and others.
- Use and wear devices and personal protective equipment required by the employer or the OHS Act, Regulation or Code.
- Refrain from causing or participating in harassment or violence.
- Report concerns about an unsafe or harmful worksite act or condition that occurs/exists or has occurred/existed to the employer or supervisor.
- Workers, Interns, Volunteers & Summer Students will be referred to workers in the rest of this program

In addition, employers, supervisors and workers will:

- Cooperate with any person exercising a duty imposed by the OHS Act, Regulations, or Code, and
- Comply with the OHS Act, Regulation, and Code and any site policies, procedures, and codes of practice.

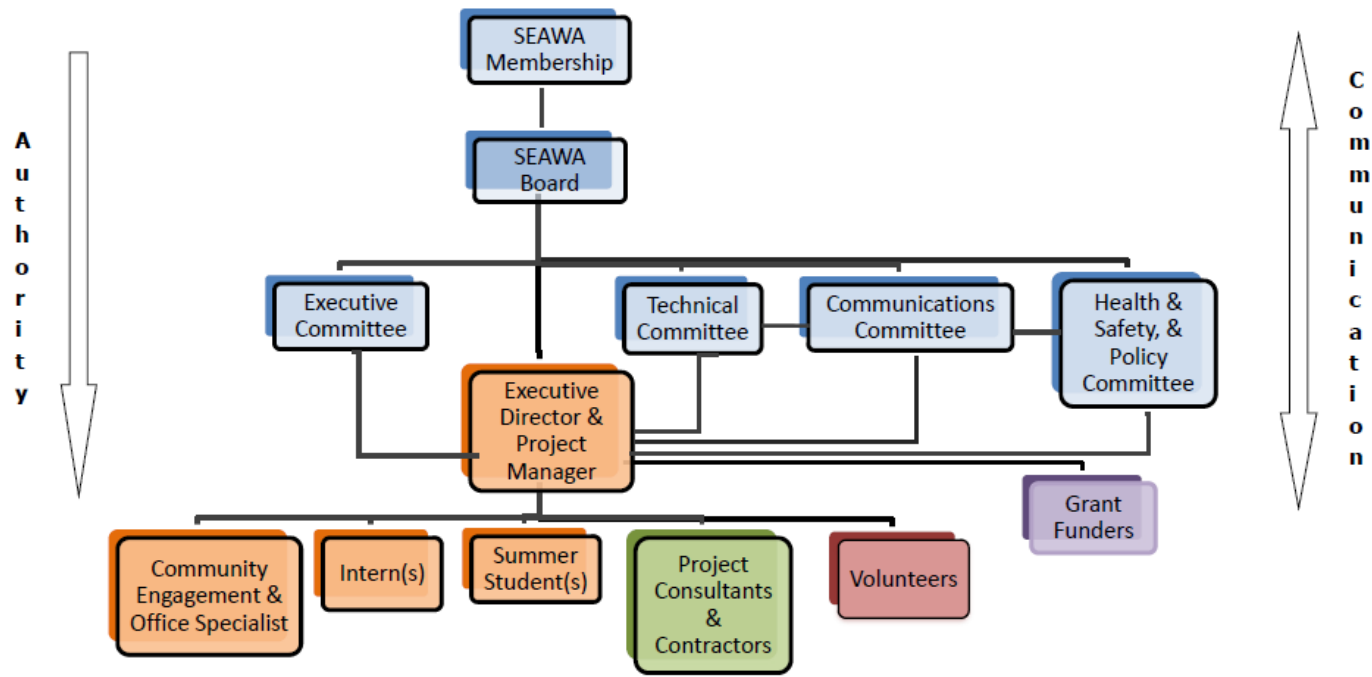
Other workers (e.g. contractors, suppliers, or service providers) will comply with the OHS Act, Regulation and Code and site policies.


Workers at every level must be familiar with the requirements of the Alberta Occupational Health and Safety legislation as it relates to their work.

Senior Management

Date

ORGANIZATIONAL CHART



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ASSIGNMENT OF RESPONSIBILITY AND ACCOUNTABILITY FOR HEALTH & SAFETY

Senior Management


Senior Management has the ultimate responsibility for the health, safety, and environmental management system. Senior Management is responsible for:

- Provide the economic and physical resources to implement and operate the health, safety, and environmental management system
- Establish annual health, safety, and environmental objectives.
- Identify to senior members of management their specific HSE responsibilities.
- Communicate with senior government, client and worker association officials to foster an environment complementary to the promotion of the health, safety, and environmental management system.
- Participate in major incident investigations that result in fatal or permanently disabling injuries and all major loss incidents.
- Review and evaluate remedial actions of all fatal, permanent or temporary disabling and medical aid injuries and serious or major losses.
- Endorse the Health, Safety, and Environmental Policy Statement.
- Participate in formal safety functions at the worksite level.

Supervisors

South East Alberta Watershed Alliance Society (SEAWA) supervisors shall maintain a safe worksite for those who are under their supervision by:

- Directing and performing work in a safe manner, providing a good example to all workers.
- Knowing and applying the company's safety policies, procedures, and being aware of relevant government regulations.
- Encouraging worker safety involvement by demonstrating and communicating the company's commitment to safety.
- Providing supervision and on-the-job training for workers so that they are adequately qualified to perform their work.
- Providing appropriate and well-maintained equipment required to perform the job.
- Ensuring workers use PPE and providing workers with specialized PPE.
- Enforcing all established safety regulations and work methods, including the use of personal protective equipment.
- Taking disciplinary action as necessary to ensure compliance with the policies and regulations.
- Performing worker safety evaluations and documenting on the ***South East Alberta Watershed Alliance Society (SEAWA) Employee Evaluation Form***.
- Reporting all work-related incidents, injuries, and illnesses to the appropriate authorities.
- Providing workers with health and safety information.
- Providing workers with information concerning hazards of the jobs and tasks and how to avoid or control them.
- Ensuring hazard identifications are being conducted by workers on new sites, new tasks, or a change in the task operation.
- Striving to eliminate potential incidents, requiring inspections on unsafe practices, conditions, and hazards which require corrective actions.

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- Ensuring equipment is available and well maintained, including assigning responsibility to the worker for equipment maintenance.
- Assisting workers who have exercised their right to refuse unsafe work by examining the situation and assisting in bringing control measures to eliminate or reduce the risk to an acceptable level.

Workers, Interns, Volunteers & Summer Students

South East Alberta Watershed Alliance Society (SEAWA) Employees, Interns, Volunteers & Summer Students (referred to workers in the rest of this program) will perform their work in such a manner that will protect their health and safety and that of their co-workers, the public, and the environment. This will be done by:

- Becoming familiar with the company's safety program.
- Following safety standards and safe work, procedures set out by South East Alberta Watershed Alliance Society (SEAWA), legislative and regulatory requirements.
- Reporting all incidents, hazards, and near misses to your supervisor as soon as possible.
- Participating in all training provided by South East Alberta Watershed Alliance Society (SEAWA)
- Using relevant personal protective equipment (PPE) when required.
- Cooperating in any incident or near miss investigations.
- Filling out hazard assessments.
- Practicing good housekeeping practices.
- Using and maintaining equipment and tools in a conscientious manner.
- Refusing to perform work when unsafe conditions exist (as defined by provincial OH&S legislation) as well as refusing to perform work they are not competent to perform.
- Actively participating in the safety program development and maintenance.

Contractors, Subcontractors, and Consultant Responsibilities


Contractors and sub-contractors may be required to perform work for South East Alberta Watershed Alliance Society (SEAWA). Contractors shall:

- Provide proof of current Alberta WCB coverage, prior to commencing work.
- Provide proof and information of Insurance coverage, covering equipment, conduct and/or professional liability
- Follow South East Alberta Watershed Alliance Society (SEAWA) safety program unless theirs exceeds it.
- Comply with all current legislation pertaining to the work being performed.
- Ensure workers are competent or under the supervision of a competent worker.
- Provide and wear all required and appropriate personal protective equipment (PPE).
- Provide the resources and time to perform the required tasks properly and safely.
- Conduct and perform work in such a manner that the workers and property of South East Alberta Watershed Alliance Society (SEAWA) are not placed at risk.


Visitors Responsibilities

All visitors must report to a supervisor immediately upon entering a location. Visitors include Regulatory Authorities, Landowners, and any other person who is not essential to the operations and has not been orientated to the site. There are some expectations for these visitors when at our sites.

- Signing in on the South East Alberta Watershed Alliance Society (SEAWA) Visitor Orientation Form.

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- Visitors must be accompanied by South East Alberta Watershed Alliance Society (SEAWA) representative.
- In designated areas, visitors must wear appropriate personal protective equipment (PPE), i.e. eye protection, hearing protection and proper footwear – no open shoes.
- Visitors must follow the instructions of their escort or senior South East Alberta Watershed Alliance Society (SEAWA) representative.
- Visitors shall not operate any of the equipment or perform work on-site, which could create a danger to themselves, others or the property.

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DUE DILIGENCE


Due diligence means that everything reasonable was established and implemented in order to prevent a violation or incident.

Employers need to take all reasonable precautions, under particular circumstances, to prevent injuries or incidents in the workplace.

To exercise due diligence, South East Alberta Watershed Alliance Society (SEAWA) will implement a plan to identify possible workplace hazards and carry out the appropriate corrective action to prevent incidents or injuries arising from these hazards. Ignorance of the law is not a defence, and due diligence is demonstrated by actions before an event occurs, not after.

South East Alberta Watershed Alliance Society (SEAWA) will ensure to:

- Know the OH&S legislation and their health & safety responsibilities.
- Explain the health & safety responsibilities to all workers and ensure that they are understood.
- Educate workers on legislative requirements, company policies, procedures, rules, etc.
- Document the responsibilities of workers involved in safety-related areas and the accountability and responsibilities of all workers in the workplace.
- Keep up to date with the legislative changes, and inform workers of legislative, or company changes.
- Properly train workers, ensuring they are competent and have been trained to work safely and use the proper protective equipment.
- Keep records of the training each worker receives.
- Take disciplinary action when a worker violates safety procedures and document actions as they happen.
- Keep records to prove that the safety program has been established and implemented, and document program activity and improvements.
- Keep a procedure in place to identify and control hazards, ensure the procedure encourages workers to report all unsafe conditions and unsafe practices to their South East Alberta Watershed Alliance Society (SEAWA) supervisor.
- Integrate safety into all aspects of the company's work.
- Monitor internal safety systems to ensure compliance with written policies and legislative requirements.
- Update the health & safety program, and the due diligence records annually.

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LEGISLATION

The *Workers Compensation Act* laws are designed to ensure that workers who are injured or disabled on the job are provided with fixed monetary awards, eliminating the need for litigation. These laws also provide benefits for dependents of those workers who are killed because of work-related incidents or illnesses.

The *Occupational Health and Safety Act, Regulations and Codes* promote a safe and healthy working environment by providing information and advice about Occupational Health and Safety. Workers have a right to have access to the Occupational Health and Safety rules that apply to them, and the company. South East Alberta Watershed Alliance Society (SEAWA) is required to have an up-to-date paper, or electronic copy of OH&S legislation for each jurisdiction workers are working in, readily available for reference by workers.

Readily available is considered to mean that the *OH&S Act, OH&S Regulation / OH&S Code*, are located near workers and accessible to workers during each shift.

If the required legislation is being made readily available to workers via an electronic system:

- The system should be available for use during all work shifts.
- A trained operator should be available on each shift to retrieve the information or, alternatively, all workers should be trained to retrieve the information.


A paper version is located at the South East Alberta Watershed Alliance Society (SEAWA) office, and all workers will be trained on how to access the electronic version.

Any changes that occur to legislation will be discussed with workers at South East Alberta Watershed Alliance Society (SEAWA) safety meetings.

Each Government Occupational Health and Safety division have addressed specific topics in various acts and regulations. Listed below are the common acts and regulations that affect workers, employers, and suppliers. South East Alberta Watershed Alliance Society (SEAWA) will meet the minimum requirement as set out by the following legislation.

Applicable Alberta Occupational Health & Safety Legislation


- Hazard Assessment, Elimination, and Control – AB OH&S Code Part 2: Sec 7-11
- Chemical & Biological Hazards, Harmful Substances – AB OH&S Code Part 4: Sec 16-43.1
- Confined Spaces – AB OH&S Code Part 5: Sec 44-58
- Cranes, Hoists, and Lifting Devices – AB OH&S Code Part 6: 59-114
- Dangerous Work – AB OH&S Act Part 4: Sec 31-36
- Demolition - AB OH&S Code Part 30: Sec 415-422
- Emergency Preparedness and Response - AB OH&S Code Part 7: Sec 115-118
- Entrances, Walkways, Stairways and Ladders - AB OH&S Code Part 8: Sec 119-137
- Excavating and Tunnelling - AB OH&S Code Part 32: Sec 441-464
- Fall Protection – AB OH&S Code Part 9: Sec 138-161
- Fire & Explosion Hazards – AB OH&S Code Part 10: Sec 161.1-176

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- First Aid – AB OH&S Code Part 11: Sec 177-184
- General Safety Precautions – AB OH&S Code Part 12: Sec 185-195
- Lifting and Handling Loads – OH&S Code Part 14: Sec 208–211.1
- Managing the Control of Hazardous Energy – AB OH&S Code Part 15: Sec 212–215.5
- Noise Exposure – AB OH&S Code Part 16: Sec 216-224
- Obligations – AB OH&S Act Sec 4 (1-2)
- Overhead Power Lines – AB OH&S Code Part 17: Sec 225-227
- Personal Protective Equipment – AB OH&S Code Part 18: Sec 228-255
- Powered Mobile Equipment – AB OH&S Code Part 19: Sec 256–290.2
- Radiation Exposure – AB OH&S Code Part 20: Sec 291
- Rigging – AB OH&S Code Part 21: Sec 292-309
- Safeguards – AB OH&S Code Part 22: Sec 310-322
- Scaffolds and Temporary Work Platforms – AB OH&S Code Part 23: Sec 323-353
- Tools, Equipment and Machinery – AB OH&S Code Part 25: Sec 362-385
- Violence – AB OH&S Code Part 27: Sec 389-392
- Working Alone – AB OH&S Code Part 28: Sec 393-394
- WHMIS – AB OH&S Code Part 29: Sec 395-414

Other applicable Government Legislation and regulations include, but are not limited to:

- Traffic Safety Act
- Employment Standards Code/Regulation
- Building Code Regulations
- Canada Occupational Health and Safety Regulations
- Canada Labor Code
- National Fire Code of Canada
- Transportation of Dangerous Goods Act

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FUNDAMENTAL WORKER RIGHTS

All workers have three fundamental rights when it comes to working in Alberta and for South East Alberta Watershed Alliance Society (SEAWA). These rights include:

Right to Refuse Dangerous Work

Workers have the right to refuse dangerous work and are protected from reprisal for exercising this right:

- workers must continue to be paid while a work refusal is being investigated,
- South East Alberta Watershed Alliance Society (SEAWA) will ensure workers understand the hazards at the workplace, know what needs to be reported and have the support to exercise this right,
- South East Alberta Watershed Alliance Society (SEAWA) will investigate the matter in cooperation with the joint worksite health and safety committee or health and safety representative (if applicable),
- South East Alberta Watershed Alliance Society (SEAWA) cannot take or threaten discriminatory action against a worker for exercising their rights and duties under the legislation,
- Other workers may be assigned to the work if they are advised of the refusal, the reason for it and are made aware of their own right to refuse work after the employer determines there is not a risk.

Right to Know

Workers have the right to know of potential hazards and have access to basic health and safety information in the workplace:

- South East Alberta Watershed Alliance Society (SEAWA) must inform workers about potential hazards associated with their job tasks and work environment, and
- All worksite parties must ensure the information on health and safety hazards is available onsite.

Right to Participate

Workers have the right to be:

- Involved in health and safety discussions, and
- Participate in health and safety committees when established.

2. Public, Visitors and Contracted Employers

CONTRACTED EMPLOYERS & SELF-EMPLOYED WORKERS

Purpose & Scope

The primary goal of this policy is to assure a safe and healthy workplace by establishing basic safety parameters that other employers, self-employed persons, visitors and external worksite parties affected by the employer's work activities must meet. This policy is to help evaluate, select, monitor, and address non-compliance. In no way is this program meant to alter, replace or supersede any Provincial Legislation.

Evaluation, Selection, Monitoring & Non-Compliance

A combination of pre-qualification, contractor evaluations, meetings, site inspections and contractor management system will be used to ensure contracted employers and self-employed persons are being properly evaluated, selected, monitored and addressed for non-compliance issues.

Safety Metrics

South East Alberta Watershed Alliance Society (SEAWA) will use acceptable safety metrics as criteria for selecting subcontractors and will be documented on the **South East Alberta Watershed Alliance Society (SEAWA) Subcontractor Safety Program Questionnaire**.


Subcontractor Pre-Qualification

Subcontractors used by South East Alberta Watershed Alliance Society (SEAWA) will be pre-qualified before work commences. South East Alberta Watershed Alliance Society (SEAWA) will review the safety program, safety training documentation, and any statistical safety information. All contractors working for South East Alberta Watershed Alliance Society (SEAWA) must have valid workers' compensation coverage. If a subcontracting company does not have a safety program in place, they will be orientated on the South East Alberta Watershed Alliance Society (SEAWA) safety program and will be required to follow all safe work practices, procedures, and rules. The orientation will be documented on the **South East Alberta Watershed Alliance Society (SEAWA) Subcontractor Orientation Form**.

Responsibilities for Safety

In an effort to manage risk potential and to run safe, efficient projects, subcontractor accountable for:

- Safety performance on the job and conducting work in compliance with Occupational Health and Safety Requirements, consensus industry standards, and the provisions of this policy.
- Abiding by all appropriate and current legislation. It is expected that Subcontractors & primes also comply with Alberta OH&S Code, and environmental and transportation laws.
- Communicating and ensuring an understanding of the basic provisions of this policy with all subcontractor workers who will be on the worksite.
- Providing safety performance & history data upon request.

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Policy Violators & Non-Compliance

Non-compliance of this policy may lead to disciplinary action, that will follow the company's disciplinary policy

Safety Program

If a contracted employer or self-employed worker has a safety program, there must be a copy on the worksite. The program shall include specific methods that the subcontractor will use to identify and correct worksite hazards. The document shall remain accessible to South East Alberta Watershed Alliance Society (SEAWA) until completion of all site work. If the subcontractor does not have a safety program in place, they will be orientated on South East Alberta Watershed Alliance Society (SEAWA) safety program and will be required to follow all safe work practices, procedures, and rules.

Subcontractor Involvement & Communication

Contracted employer or self-employed worker will be included in pre-job meetings and will receive a full safety orientation prior to completing any work tasks. As well, subcontractors will be involved in worksite hazard and control reviews, a full review of their health and safety responsibilities while on the site as part of the orientation program, and changes to the worksite will be identified and communicated to all parties.

Safety Training and Competency

It is expected that contracted employer or self-employed workers meet all required legislative training obligations. This shall include instructing workers in the recognition and avoidance of unsafe acts and conditions, the proper use of the tools and equipment, and the *Alberta OH&S Act and Code* pertaining to worksite activities to which they will be exposed. South East Alberta Watershed Alliance Society (SEAWA) reserves the right to obtain copies of subcontractor safety training documentation as proof that specialized training has occurred for specific workers.


Contracted employer or self-employed worker shall assign at least one competent person to the job. The competent person(s) will be identified and made known to South East Alberta Watershed Alliance Society (SEAWA). If not satisfied with the safety performance or knowledge of the assigned competent person, the subcontractor will be responsible for assigning another individual to fulfil the role on the worksite.

Hazard Identification & Correction

All contracted employer or self-employed worker workers are expected to evaluate and re-evaluate, their work areas for safety health hazards continually, and either correct the hazards or seek corrective action through the management of South East Alberta Watershed Alliance Society (SEAWA). It is expected that the competent person will promote and insist upon hazard ID & correction as a part of each worker's job.

Contractors must ensure that hazard assessments are repeated:

- At reasonably practicable intervals to prevent the development of unsafe and unhealthy work conditions
- When a new work process is introduced
- When a work process or operation changes
- Before the construction of significant additions or alterations to a worksite.

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Incident Reporting & Investigations

All incidents (near misses & occurrences involving personal injury or property damage), shall be immediately reported to South East Alberta Watershed Alliance Society (SEAWA) and investigated by the subcontractor. It is expected that the root cause of incidents is determined and that actions be taken to prevent future similar incidents. South East Alberta Watershed Alliance Society (SEAWA) reserves the right to request copies of subcontractor incident reports, and investigation findings, to conduct further investigation and analysis as warranted.

Substance Abuse Policy

All contracted employer or self-employed worker and their workers shall be held responsible in accordance with South East Alberta Watershed Alliance Society (SEAWA)'s Substance Abuse Policy. South East Alberta Watershed Alliance Society (SEAWA) will ensure that our subcontractors are aware of our contractor's/client drug and alcohol policies. Subcontractors are required to follow the requirements of the drug and alcohol policy at all times while at the worksite.

Monitoring

All contracted employers and self-employed persons will be monitored to ensure that they are meeting or exceeding the safety requirements set out to them. This will include the monitoring of health and safety performance, including these work parties in formal inspections and occasional visual checks and review of correction of deficiencies in a timely manner.

Orientations

Safety orientations will be completed with all visitors, contracted employers and self-employed persons that are entering one of the company's worksites. These orientations will cover hazard assessments, emergency response plans, inspection procedures and schedules, health and safety training, and procedures of investigation.

Senior Management

Date

SUBCONTRACTOR SAFETY QUESTIONNAIRE FORM

Subcontractor Safety Program Questionnaire

Company Name: _____ Date: _____

Qualifications

List categories of work you are qualified to perform:

How many years has your company been in business: _____

Safety Program

Does your company have a health and safety program? ☐ Yes ☐ No

Does your company have a statement that clearly outlines a commitment to safety? ☐ Yes ☐ No

Does your company have a COR or SECOR? ☐ Yes ☐ No

Does your company have an environmental policy, that states commitment to environmental protection? ☐ Yes ☐ No

Does your company have safe work practices that address the hazards involved in your scope of work? ☐ Yes ☐ No

Does your company have a program that effectively manages the proper handling and disposal of waste? ☐ Yes ☐ No

Does your company conduct field safety inspection to determine compliance with OH&S regulations? ☐ Yes ☐ No

If Yes, who conducts these inspections? _____

Does your company hold on-site tool-box or tailgate safety meetings before starting daily work activities? ☐ Yes ☐ No

Does your company have a safety orientation program for new employees? ☐ Yes ☐ No

Are workers given a copy of company rules, responsibilities, and other safety information? ☐ Yes ☐ No

Does your company investigate, report and follow-up on incidents, near misses, and occupational injuries? ☐ Yes ☐ No

Does your company have a substance abuse policy in place? ☐ Yes ☐ No

WCB Coverage & Experience Rating

Does your company have a WCB account in good standing? ☐ Yes ☐ No

Does your company have a modified work program? ☐ Yes ☐ No

Health & Safety Performance

Please provide the following information for the current & three most recent years:

Measure	Current	20	20	20
Average # of employees				
Total annual man hours worked				
# of lost time incidents				
# of OHS inspections				

Regulatory Compliance

Has your company received any safety warnings or citations within the past three years? ☐ Yes ☐ No

References

List the two largest projects you have worked on in the last three years:

Project Name: _____

Date of Completion: _____ General Contractor: _____

Contact Name: _____ Phone Number: _____

Project Name: _____

Date of Completion: _____ General Contractor: _____

Contact Name: _____ Phone Number: _____


Signatures

In signing below, subcontractor is confirming that it:

- will place an emphasis on site safety in an effort to protect all site workers and the public,
- has read and agrees to abide by the provisions of this policy, and
- has communicated and ensured an understanding

Person Filling out Questionnaire: _____ Signature: _____

Failure to abide by the terms of this policy, OH&S regulations and other industry-accepted safety practices can result in disciplinary action, up to and including expulsion from the job site. **We sincerely appreciate the extra efforts put forth and hope you agree with our view on safety as an investment in the future of our businesses and industry.**

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SUBCONTRACTOR ORIENTATION FORM



Subcontractor Orientation

Health and safety orientations are required under Occupational Health and Safety Regulations. This form is to be completed before a new subcontractor commences work on site. Complete all sections that are applicable.

This form must be signed and dated by the individual responsible for the orientation and the subcontractor representative who has received the orientation. Once signed, return original copy of the Subcontractor Orientation Form by email or fax.

Company: _____ Date: _____

Representative: _____ Title: _____

Address: _____

Phone #: _____ WCB#: _____

Company Orientation

Check off topics covered in subcontractor orientation

- | | | |
|---|---|--|
| <input type="checkbox"/> Safety Program and Manual | <input type="checkbox"/> Subcontractor Responsibilities | <input type="checkbox"/> PPE Required on Work Site |
| <input type="checkbox"/> General Safety Rules | <input type="checkbox"/> Hazard Assessments & Tailgate Meetings | <input type="checkbox"/> Drug & Alcohol Policy |
| <input type="checkbox"/> Reporting Procedures & Investigation | <input type="checkbox"/> Environmental Policy | <input type="checkbox"/> First Aid Procedures |

Subcontractor Site Orientation

Check off topics covered in subcontractor site orientation


- | | | |
|--|---|---|
| <input type="checkbox"/> Site Orientation | <input type="checkbox"/> Required PPE on Job Site | <input type="checkbox"/> Location of First Aid and Fire Equipment |
| <input type="checkbox"/> Daily Site Hazard Assessments | <input type="checkbox"/> Emergency Response Plan | <input type="checkbox"/> Daily Tailgate Meetings |

Comments

Orienter's Name: _____ Orienter's Signature: _____

Subcontractor Name: _____ Subcontractor's Signature: _____

**SITE ORIENTATION MUST BE COMPLETED PRIOR TO COMMENCING WORK.
FAILURE TO COMPLY WITH THE SAFETY PROGRAM AND ALL APPLICABLE LAWS & REGULATIONS MAY RESULT IN CONTRACT CANCELLATION.**

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VISITOR SAFETY

South East Alberta Watershed Alliance Society (SEAWA) is committed to ensuring a safe and healthy workplace for visitors or the public. The South East Alberta Watershed Alliance Society (SEAWA) will utilize visitor logs and/or visitor orientation pamphlets to ensure they understand hazards and emergency response procedures applicable to the location being visited.

All company visitors are also required to complete a site orientation in the form of a visitor pamphlet or by signing off on the visitor log after a review from a company designate.

VISITOR LOG

We are committed to the health and safety protection of our visitors. For this reason all visitors are required to follow safety policies, procedure, emergency response plan and rules during their visit, and to sign in and out on the visitor sheet.

Health & Safety

All visitors are required to report any incidents, injuries or near misses to their contact as soon as possible, no matter how minor. Visitors must also refrain from entering any restricted areas and follow all safety signage and instructions.


Personal Protective Equipment

Should any visitors be required to enter restricted areas within the building, we will communicate the necessity of personal protective equipment and require all visitor's to wear approved PPE.

Emergency Evacuation

In the event of an emergency evacuation, exit the building through the nearest available exit and report to the designated muster point. DO NOT stop to collect personal belongings or re-enter the building until advised it is safe to do so by the Company and Emergency Personnel.

Date	Visitor Name	Company Contact Name	Time of Arrival	Safety Information Reviewed	Signature	Time of Departure

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3. Health and Safety Committees (HSC) / Health & Safety Representatives

JOINT WORKSITE HEALTH & SAFETY COMMITTEES AND REPRESENTATIVE POLICY

Health & Safety Committees and representatives are a key element of the internal responsibility system. They bring worksite parties together to collaborate on topics such as hazard identification and control, investigation of health and safety incidents and responding to reports of dangerous work.

What is an HSC or HS representative?

HSC – A group of worker and employer representatives working together to identify and solve health and safety concerns at the worksite.

HS Representative – An individual worker representative who promotes health and safety awareness and works with the employer to address health and safety concerns at the worksite.

- The internal responsibility system gives all worksite parties accountability for health and safety, in proportion to their authority on the worksite.
- HSCs and HS representatives are an essential part of this internal responsibility system and help ensure everyone is aware of their OHS rights, roles and responsibilities.

When is an HSC or HS representative required?

Employer-wide HSC/HS representative

When work is expected to last 90 days or more, South East Alberta Watershed Alliance Society (SEAWA) will:

- establish an HSC if the employer has 20 or more full and part-time workers in total, or
- designate an HS representative if the employer has 5 to 19 full and part-time workers in total.

Section 18 of the OHS Act gives the requirements for determining the number of workers.

Worksites with multiple employers

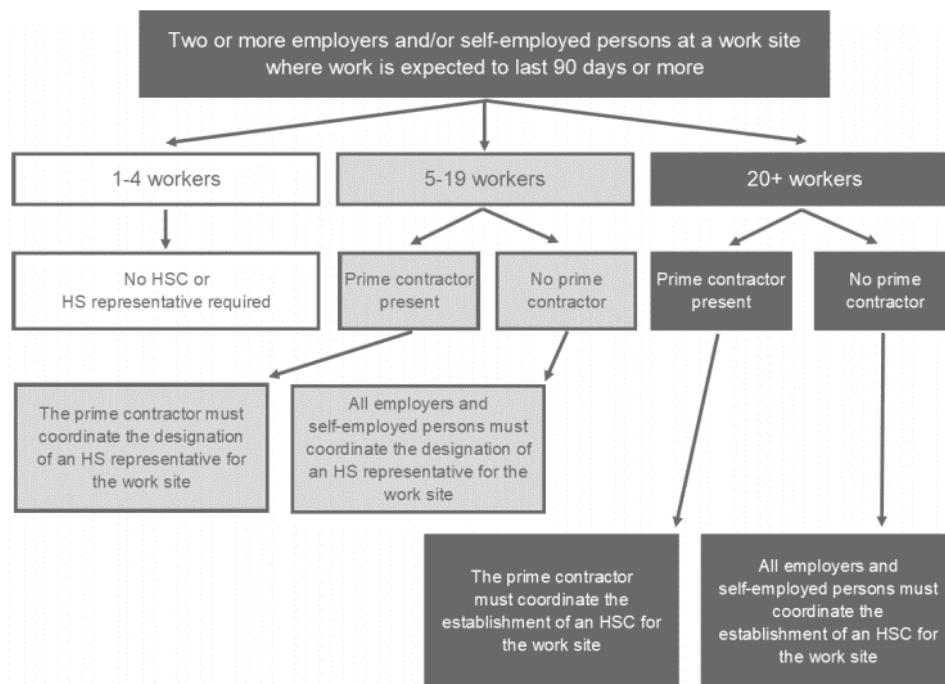
A worksite with two or more employers/self employed persons and work that is expected to last 90 days or more requires:

- an HSC if there are 20 or more full and part-time workers in total on the site, or
- an HS representative if there are 5 to 19 full and part-time workers in total on the site.

As per Figure 1:

- If there is a prime contractor on the worksite, they must establish the HSC or coordinate the appointment of an HS representative for the site.
- If there is no prime contractor, all employers and self-employed persons must coordinate the establishment of a joint worksite HSC for that worksite.

Figure 1



Appointments and selections

HSC membership and co-chairs

HSCs must have at least four members. At least half the members must represent the workers.

- Worker representatives are selected by the workers unless prescribed by a union constitution or multiple-union agreement.
- Employers select their representatives. Each committee must have two co-chairs.
- Employer members on the HSC choose an employer co-chair.
- Worker members on the HSC choose a worker co-chair.

HS representatives


Workers or the union, if one exists, select or appoint a worker as their HS representative. The employer then formally designates that worker as the HS representative.

Term of office

Committee members or HS representatives are appointed or selected to a term of no less than one year, and hold office until reappointed or re-elected, or until a replacement is appointed or selected. Members or representatives can hold office indefinitely.

Posting contact information

Workers and other parties at the worksite should be able to contact a committee member or their HS representative with a concern or question. South East Alberta Watershed Alliance Society (SEAWA) will post the names and contact information of committee members or HS representatives.

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Time away from regular duties

HSC members/HS representatives are entitled to take the following time away from their regular duties:

- the amount of time that they determine is necessary to prepare for each meeting
- time required to attend each meeting
- time required to attend approved health and safety training
- time that the committee or representative determines is necessary to carry out the members' duties as a committee member under the OHS Act, Regulation and Code HSC members/HS representatives are working when they carry out their committee or representative duties and must be paid at their applicable rate of pay.

Training

With reasonable notice, South East Alberta Watershed Alliance Society (SEAWA) will permit all HSC members /HS representatives to take whichever is greater – 16 hours annually or the number of hours the worker normally works during two shifts – to attend worksite health and safety training programs, seminars or courses.

South East Alberta Watershed Alliance Society (SEAWA) will ensure:

- HSC co-chairs receive mandatory training about the duties and functions of the committee.
- HS representatives receive mandatory training about the duties and functions of a representative.
- HSC members who are not co-chairs may take the mandatory training but are not required to do so.

Meeting frequency

HSC meetings

The HSC must meet within 10 days after being established and every quarter thereafter. The meetings must be during normal work hours. An HSC must convene a special meeting if requested to do so by an OHS officer.

Employer and HS representative meetings

South East Alberta Watershed Alliance Society (SEAWA) and HS representatives must meet regularly to discuss health and safety matters. HS representatives may call special meetings with South East Alberta Watershed Alliance Society (SEAWA) if there are urgent matters.


HSC-specific rules

Terms of reference

An HSC must establish terms of reference that:

- ensure, to the extent practicable and subject to the membership requirements, that the committee's membership provides a representation of all relevant OHS concerns,
- set out a process for replacing members of the committee if they depart during their term in office,
- establish a dispute resolution process to use if the committee fails to reach a consensus about recommendations to be put forward, and
- create a process for coordinating with other HSCs established by the same employer (or prime contractor).

The terms of reference may also address other items to support the effective operation of the HSC.

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Quorum

If some HSC members cannot attend a meeting, the meeting can still take place. However, in order for the committee to make decisions, there must be a quorum. This means:

- at least half of the HSC members are present,
- at least half of the members present represent workers, and
- at least one employer member is present.

Chairing

The co-chairs alternate in serving as chair at HSC meetings and participate in all decisions of the committee.

The HSC co-chairs ensure that:

- minutes of each meeting of the committee are recorded, copies of the minutes approved by the committee are given to the employer within seven days after the day the meeting was held, and
- copies of the minutes approved by the committee are posted or provided by electronic means at the worksite within seven days after the day the meeting was held.

Meeting minutes

HSC meeting minutes must be recorded and can be recorded on South East Alberta Watershed Alliance Society (SEAWA)'s Meeting Minutes Form. Minutes are a written record of what went on at the meeting. They should also include administrative information, such as the date of the meeting and a list of members who were present. South East Alberta Watershed Alliance Society (SEAWA) will maintain a copy of the minutes for two years and have them readily available for inspection by an HSC member or an OHS officer.


HSC and HS representative duties

HSC members have a number of duties and functions they must fulfill to help prevent workplace injuries and illness. HS representatives perform the same duties as HSCs, with any necessary modification. These duties and functions include:

- receipt, consideration and disposition of health and safety concerns and complaints,
- participating in the identification of hazards to workers or other persons arising out of, or in connection with, activities at the worksite,
- developing and promoting measures to protect the health and safety of persons at the worksite and check the effectiveness of the measures,
- cooperating with an OHS officer exercising duties under the OHS Act, Regulation and Code,
- developing and promoting programs for education and information concerning health and safety,
- making recommendations to the employer, prime contractor or owner respecting the health and safety of workers,
- participating in investigating serious injuries and incidents at the worksite,
- maintaining records in connection with the concerns and complaints received,
- attending to other matters relating to the duties of the committee, and
- other duties as may be specified in the OHS Act, Regulation and Code.

Worksite inspections

Inspecting the worksite at regular intervals is a key HSC/HS representative duty. Regular inspections reduce injuries and illnesses and improve the internal responsibility system.

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An inspection is a planned walkthrough of the worksite to identify health or safety hazards that may be present. An inspection may examine a selected work area, a particular hazard, certain types of machinery, tools, equipment or specific work practices.

HSCs must inspect worksites at least once before each quarterly meeting. HS representatives do not have set minimum frequencies but must conduct regular inspections. Factors such as the size of the worksite, type of activities and the number of workers can help South East Alberta Watershed Alliance Society (SEAWA), and their workers determine the best inspection frequency for their worksites.

South East Alberta Watershed Alliance Society (SEAWA) will help HSCs or HS representatives plan and schedule inspections and may assist with developing inspections checklists.

OHS officers conducting worksite inspections can request HSC co-chair or HS representative accompaniment. The requested parties must accompany the officer on the inspection.

Worksite investigations

South East Alberta Watershed Alliance Society (SEAWA) or prime contractors will report serious incidents as defined in the OHS Act s. 40(2) as soon as possible to OHS and will investigate all serious incidents, regardless of whether or not OHS investigates.

HSC co-chairs or HS representatives may participate in the investigation of serious incidents, as well as any other incident that injures a person, or that had the potential to cause a serious injury. Effective incident investigations identify direct and indirect causes of incidents. A focus on fact-finding, not fault-finding, will prevent similar incidents.

Work site parties, including those investigating incidents, must not disturb the scene of a reportable incident unless they:


- are directed to do so by an OHS officer
- have to attend to someone who has been injured or killed
- have to take action to prevent further injuries
- have to protect property that has been endangered by the incident

A written report will be prepared for each incident investigation. The co-chairs or HS representative must be provided with a copy of the report once the investigation is complete.

Work Refusals

Work refusals can involve several different parties at the worksite. Where an HSC/HS representative exists, the following provides a brief summary of the steps that require their involvement. For further guidance, consult the OHS Act.

- If a worker believes that the assigned work is dangerous, the worker may refuse to work and must promptly report the refusal and the reason for it to their employer or supervisor.
- If the dangerous condition is not remedied immediately, the employer will inspect the condition with both the worker and the HSC cochair or HSC member representing workers, or HS representative, when it is reasonably practicable and safe to do so.

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- The refusing worker selects another worker for the inspection, if there is no HSC or HS representative, or they are unavailable.
- When the inspection is completed, the employer will
 - prepare a written report of the refusal, the inspection, and action taken, and
 - provide a copy of the report to the worker and the HSC/HS representative.

Actions taken as a result of the inspection can include measures to address any identified hazards. If the dangerous condition still exists, the HSC cochair, HSC representative, the worker or any worksite party may file a complaint with OHS, as per section 32 of the OHS Act.

OHS dispute referral

If the HSC or HS representative and South East Alberta Watershed Alliance Society (SEAWA) cannot resolve a health and safety matter, any worksite party can refer the issue to OHS. OHS can only address health and safety concerns covered under OHS legislation.

OHS will not participate in dispute resolution unless both South East Alberta Watershed Alliance Society (SEAWA) and the HSC/HS representative have met their responsibilities to resolve the matter, as outlined in section 21(1) of the OHS Act:


- The health and safety concern must be brought to the attention of the employer, self-employed person or prime contractor.
- If the HSC or HS representative makes a recommendation to the employer about a health and safety concern, the employer must:
 - resolve the situation within 30 days (if it is possible for the employer to do so) and inform the HSC/HS representative, or
 - if the matter cannot be resolved within 30 days, inform the HSC/HS representative in writing how and when it will be addressed, or
 - explain to the HSC/HS representative in writing why they do not agree that there is a health and safety concern, or why they disagree with any recommendation.

When the OHS Contact Centre receives a complaint, an OHS officer will confirm that both the employer and the HSC or HS representative have met the above responsibilities and assess the health and safety concern. If needed, the officer may inspect the worksite.

- If there are compliance issues, the officer may issue an order for compliance.
- If there are no compliance issues, the officer refers the matter back to the HSC or HS representative.


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4. Training

Training worker's aids in the development and maintenance of job-specific skills required to work safely and efficiently. Every worker level will benefit from increased learning and support in the workplace. All individuals must participate in creating a safe work environment.

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SAFETY TRAINING POLICY

The purpose of this policy is to ensure that all workers receive adequate safety training, orientation, new hire mentorship, and instruction, to perform their assigned tasks in a safe and efficient manner. All new workers, transferred workers, self-employed person, contracted employer and visitor will receive a safety Orientation. All identified parties will receive an orientation applicable to their position before any work tasks are completed.

Workers will participate in on-the-job training as it relates to their position under the direct supervision of a competent worker. As part of the job-specific training, a new worker will be made aware of specific hazards relating to their position and methods in place to control these hazards. An initial visual evaluation will be performed with the new worker to identify strengths and weaknesses, and where improvement can be made. Workers will be evaluated on their retention of the information that pertains to South East Alberta Watershed Alliance Society (SEAWA)'s Health and Safety Program.


Scheduled health and safety meetings will be held quarterly, in which South East Alberta Watershed Alliance Society (SEAWA) management and workers will attend. An agenda, minutes, and attendance of these meetings will be kept on file. These meetings will be recorded on the ***South East Alberta Watershed Alliance Society (SEAWA) Safety Meeting Form***.

We will ensure that all levels of workers, self-employed persons, contracted companies and visitors participate in safety training, and records will be maintained. Training/communication may include, but not be limited to:

- Safety Orientations initially covering the following:
 - Worker rights – right to refuse, right to know, right to participate
 - Health and safety policies & procedures
 - Health and safety responsibilities
 - Task-specific hazards & controls
 - Hazard Reporting
 - Applicable regulatory requirements – OHS, Legislation & WCB
 - Discipline & enforcement policies and processes
 - Violence and harassment prevention plans
 - Emergency response procedures
 - Incident and near miss reporting
- Job-specific training as required with practical demonstration
- Certification and external training as required
- Scheduled health and safety meetings
- Toolbox/Tailgate meetings – before heading to a worksites
- Refresher training periodically or as required
- Formal hazard assessments, investigation & inspection completion

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WORKER TRAINING AND COMPETENCY

South East Alberta Watershed Alliance Society (SEAWA) is obligated by the Provincial *Occupational Health and Safety Act* to provide workers with the training necessary to safely and competently perform their assigned tasks.

We are responsible for ensuring workers are competent to perform assigned tasks and to assess the competency of each worker. Particular attention must be given to the new worker, who represents an unknown with respect to ability and who may take unnecessary risks.

Training must be:

- Relevant to the worker's job.
- Conducted by competent personnel (i.e. First Aid must be conducted by an authorized facility and/or trainer in emergency first aid or standard first aid).
- Verified as effective through worker testing.
- Documented and maintained with worker records.

Competency

After an orientation has been performed, and before the worker begins regular duties, a South East Alberta Watershed Alliance Society (SEAWA) supervisor will perform a competency test on the new worker. This can be completed through a number of different processes including on-the-job-training, green hand programs, testing or worksite observation checklists.

Job Specific Training


Job-specific training is being provided that covers the potential hazards and required controls that are associated with job tasks. All workers must have formal training certificates as required by South East Alberta Watershed Alliance Society (SEAWA). Each worker is responsible for keeping the required formal training current, and certificates must be verified by a South East Alberta Watershed Alliance Society (SEAWA) supervisor. The following training courses may be required according to job descriptions:

- First Aid
- Plus, any additional contractor specified training
- Drivers licence or a special class of license

For workers leading formal hazard assessments, investigations and inspections, it is required that applicable training be completed. This training can be completed in house or through a certifying partner

On-the-Job Training

Additional on-site training may be required to complete training requirements. On-the-job training is utilized to make workers comfortable in the work environment and help them understand the tasks associated with their work. South East Alberta Watershed Alliance Society (SEAWA) will identify job responsibilities and competency requirements for all on-the-job training. This training will be documented on the **South East Alberta Watershed Alliance Society (SEAWA) On-the-Job Training Form** and will assist in ensuring job competency by being suitably trained.

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Training Responsibilities

Management will:

- Ensure workers are fulfilling their training responsibilities.
- Assess worker competence and assign individuals to tasks within their skill and qualification level.
- Ensure that all required training as per applicable federal, provincial, municipal acts, regulations, statutes, codes and standards are provided to workers who require such training for their related work activities.
- Ensure that inexperienced workers are continually supervised until they are judged competent.

Workers will:

- Actively participate in sponsored training programs.
- Bring to management attention the fact that they are not trained if they are requested to perform a task for which they are not qualified.

Refresher Training

South East Alberta Watershed Alliance Society (SEAWA) will conduct refresher training periodically, at set intervals or as required for all related job tasks, company policies, procedures, responsibilities at a minimum. This training will be documented, and copies of certifications will be added to worker files.

Fit for Duty

In order to maintain a safe working environment; it is essential that workers are able to perform their duties associated with the assigned tasks, and that all workers are physically fit to safely perform the duties without risk or harm to themselves or others.

South East Alberta Watershed Alliance Society (SEAWA) reserves the right to have a worker removed from duties if the worker's actions or behaviours are creating a position where they may be placing harm on themselves or others.


If South East Alberta Watershed Alliance Society (SEAWA) feels that a worker is not fit for duty, or a worker expresses concerns regarding restrictions for job-specific tasks/duties, discussions and arrangements will be made to find suitable alternative duties for the worker. Access to objective professional advice may be offered for those with limitations.

In circumstances where a worker is not fit for duty in regard to the South East Alberta Watershed Alliance Society (SEAWA) Drug & Alcohol Policy, disciplinary actions could result.

Supervisor Training

Supervisors have the added responsibility to ensure all workers are working safely. Supervisors must have copies of all applicable legislation that applies to them and their workers in regard to Safety, Quality, Environment, etc.

South East Alberta Watershed Alliance Society (SEAWA) realizes the need to ensure our supervisors and managers have the knowledge to lead when it comes to Safety, as well as production. Supervisors are required to participate in a leadership or supervisory training program. Supervisors will have the skills required to assess all workers abilities who

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work with them. Only workers who are competent (based on Job Observations performed by a competent supervisor) will become supervisors. The following topics are reviewed with all supervisors and managers:

- Skills of an effective manager
- Legislative responsibility and compliance
- Safety policy and roles
- Due diligence
- Rules and regulations
- All applicable policies, practices and procedures
- How to properly fill out forms
- Incident investigation
- Completing hazard assessments
- Performing job observations
- Assessing alertness (fatigue, drug and alcohol)
- Dealing with any right to refuse situations
- Training new workers
- Effective safety meetings
- How to properly complete inspections (vehicle, worksite, shop, tool, etc.)
- Importance of follow up of hazard id and inspections
- Importance of documenting all disciplinary action

Short Service Employees/New Workers

Short Service Employees (SSE) are defined as workers, including contractors, who have worked for less than three months (regardless of the amount of previous industry-related experience the worker may possess), or have worked in the current operating environment for less than three months. This definition is based on the recognition of the importance of the following conditions:

- New hires, whether coming from school or another line of work, do not have the knowledge base to recognize and understand the hazards in their workplace immediately.
- Significant job function changes, for example, a change from a production operator to a mechanic position.
- A significant change in the work environment in which the ability of an individual to fully recognize all the hazards in the new workplace may be limited due to their unfamiliarity. That time is required, along with coaching and training for the SSE to safely adjust to the new work environment.

South East Alberta Watershed Alliance Society (SEAWA) utilizes a mentoring process that is designed to provide guidance and development for SSE personnel. Unless otherwise deemed a competent worker by South East Alberta Watershed Alliance Society (SEAWA)'s supervisor, it will be ensured that:

- SSE personnel accessing a contractor's worksite will be notified to contractors prior to commencing work, and further identified upon arrival on site.
- An SSE will not be allowed to work alone.
- No more than one SSE will be allowed on a work crew of less than five personnel.
- No SSE is allowed to work in any areas deemed "High Risk."

ORIENTATION

The safety orientation helps new workers become familiar with South East Alberta Watershed Alliance Society (SEAWA) Health and Safety Management Program and South East Alberta Watershed Alliance Society (SEAWA) worksites. The orientation provides important information on hazards at the worksite and the safety precautions in place. The 'New Worker Orientation' training, including an overview of the health & safety program, can be the most important training program for the worker. At the end of the orientation, the worker will be more aware of their personal responsibilities with regard to their specific job. South East Alberta Watershed Alliance Society (SEAWA) is able to gauge the worker's attitude to safety and identify any limitations that could affect the worker's ability to perform competently.

Orientation Procedure

It is mandatory for every new worker or transferred worker at South East Alberta Watershed Alliance Society (SEAWA)'s to receive a safety orientation on their first day of work or within an appropriate time frame. An appropriate time frame means that certain orientation elements may be addressed over several days; however, critical elements must be addressed prior to starting work. Orientation is to be documented on the ***South East Alberta Watershed Alliance Society (SEAWA) New Worker Orientation Form***.

Orientation Topics

- Worker rights – right to refuse, right to know, right to participate
- Health and safety policies & procedures
- Health and safety responsibilities
- Task-specific hazards & controls
- Hazard Reporting
- Applicable regulatory requirements – OHS, Legislation & WCB
- Discipline & enforcement policies and processes
- Violence and harassment prevention plans
- Emergency response procedures
- Incident and near miss reporting

All workers who have been absent for a period greater than three (3) months will be required to attend a 'New Worker Orientation' prior to re-commencing work with South East Alberta Watershed Alliance Society (SEAWA). In an event where the worker requires further training on any of the above, South East Alberta Watershed Alliance Society (SEAWA) management will arrange to accommodate in a timely manner.

Health and Safety Qualifications

South East Alberta Watershed Alliance Society (SEAWA) will confirm appropriate health and safety qualifications are met before workers can perform their jobs.

Record Keeping

Records of all orientations will be kept as part of each worker's training record. South East Alberta Watershed Alliance Society (SEAWA) will use these records to track an individual's progress in addition to their training.

NEW WORKER ORIENTATION FORM



New Worker Safety Orientation Checklist

WORKER INFORMATION

Employee Name: _____ Position Hired for: _____
 Date of Hire: _____ Date of Orientation: _____
 Orientator: _____ Position of Orientator: _____

ORIENTATION TOPICS

WORKER RIGHTS

Workers have the right to:

- ☐ Know ☐ Participate ☐ Refuse

SAFETY POLICIES, PROCEDURES, & PRACTICES

- ☐ Review company's safety manual and where to find company safety policies, procedures & practices
☐ Review safety policies, procedures & practices that are applicable to position & job tasks

List Practices & Procedures Reviewed: _____

HEALTH & SAFETY RESPONSIBILITIES

- ☐ Review applicable safety responsibilities for position. Example - Worker, Supervisor & Management
☐ Follow safe work procedures, company safety rules, site specific rules, and legislative requirements
☐ Use protective clothing, devices, and equipment appropriately

WORKPLACE HAZARDS

- ☐ Review hazard assessment forms, and how to properly fill them out (i.e. how to identify hazards, risk rating, & controls)
☐ Review formal hazard assessments, job specific hazards, risk rating and controls for job tasks (i.e. Job Task Inventory, JSA's)

REPORTING UNSAFE CONDITIONS & CONCERNS

- ☐ Responsibility to report hazards, near misses, incidents & occupational illnesses
☐ Review how to report incidents

WORKPLACE VIOLENCE & HARASSMENT

- ☐ Review workplace violence prevention plan
☐ Review harassment violence prevention plan

EMERGENCY PROCEDURES

- ☐ Review ERP & applicable emergency procedures
☐ Review location of first aid kits, fire exits and fire extinguishers
☐ How to get first aid treatment

GENERAL RULES

- ☐ Review company's general rules and site specific rules
☐ Review company's enforcement policy and process

WHMIS

- ☐ Location of SDS information
- ☐ Review hazardous materials used in the workplace, how to handle, use, store and dispose of these products
- ☐ WHMIS Training

PERSONAL PROTECTIVE EQUIPMENT

- ☐ Review required PPE requirements; what to use, when to use it and where to find it (if supplied)
- ☐ Are trained in the care, use and maintenance of issued/required PPE
- ☐ Review specialty PPE requirements - including the use, care and maintenance

OTHER - If applicable

- ☐ Site Specific Orientation
- ☐ Take copies of required safety certification/tickets
- ☐ Review Drug & Alcohol Policy
- ☐ Modified Work/Return to Work Program
- ☐ Legislation - Occupational Health & Safety Legislated Requirements, and all other pertinent legislation
- ☐ Location of OH&S book and How to Access Electronically
- ☐ Safety Schedules (i.e. safety meetings, toolbox talks, inspections, etc.)

COMMENTS

I agree that I understand all the information reviewed in this orientation

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____

ON THE JOB TRAINING FORM



On-the Job Training Form

Employee : _____
Position: _____

Task being performed: _____

Training provided: _____

Date training provided: _____
Trainer: _____

Comments: _____

Task being performed: _____

Training provided: _____

Date training provided: _____
Trainer: _____

Comments: _____

Task being performed: _____

Training provided: _____

Date training provided: _____
Trainer: _____

Comments: _____

Task being performed: _____

Training provided: _____

Date training provided: _____
Trainer: _____

Comments: _____

SAFETY COMPETENCY EVALUATION

Supervisor Safety Competency Evaluation

Discussion Topic	Yes	No	Follow up action or comments	Date to complete
Safety policy: Is the worker aware of what the policy is about? Can the worker identify any accountability or responsibility of workers and supervisors?				
Rights: Does the worker know his worker rights? Refusal of unsafe work, right to participate, etc.				
Safety Responsibilities: Can the worker demonstrate how to navigate through the safety manual and locate the roles, responsibilities, procedures, etc.				
Hazard Identification and Reporting: Is the worker knowledgeable about how to identify a hazard, how to report it, and controls?				
PPE: Does the worker understand what PPE is required? Do they know how to properly use, maintain or the criteria for replacement and care?				
Safety Meetings: Can the worker explain the expectations for attendance, frequency and input?				
Training Requirements: Is the worker aware of required training? Have they received the appropriate external training for their job description? Has on-the-job training commenced?				
Site Visits: Has the worker been accompanied to the work site, and observed implementing the appropriate attitude and practices towards safety, while doing various general job functions?				
Incidents, Accidents and close calls: Does the worker understand how to identify the types of incidents and how to report? Does the worker understand the purpose of investigations & what their involvement might be?				

Discussion Topic	Yes	No	Follow up action or comments	Date to complete
Emergency Response: Does the workers know the Emergency Response Plan and the Evacuation Procedures? Are they familiar with how to use emergency equipment?				
Safe Work Procedures: Does the worker understand what procedures apply to them and can demonstrate an understanding?				
Inspections: Does the worker understand the varying types of inspections, the frequency to perform these inspections and responsibility if a deficiency is noted?				

Additional safety issues discussed

Supervisor/Evaluator Comments

Supervisor/Person Conducting Evaluation

Name	Date	Signature

Worker Comments


Worker

Name	Date	Signature

Management Review:

TRAINING MATRIX

Program	Managers	Supervisors	Workers/ Subcontractors	Frequency of Training
New Hire Orientation	Initially	Initially	Initially	Initially
Position Specific Orientation	Initially	Initially	Upon hire	When required
Supervisory Training	As Required	As Required	N/A	As Required
First Aid Training	As Required	As Required	As Required	As Required
Job Specific Training	As Required As per job scope and Legislation	As Required As per job scope and Legislation	As Required As per job scope and Legislation	When required
Formal Hazard Assessments	Initially – when required by role	Initially – when required by role	Initially – when required by role	Initially
Inspections	Initially – when required by role	Initially – when required by role	Initially – when required by role	Initially
Investigations	Initially – when required by role	Initially – when required by role	Initially – when required by role	Initially

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TWO-WAY COMMUNICATION OF HEALTH AND SAFETY ISSUES

General Health and Safety Meetings

General health and safety meetings are to be held as required to encourage two-way communication between all levels of workers. These meetings will include South East Alberta Watershed Alliance Society (SEAWA) management and workers at all levels. The purpose of a general health and safety meeting is to communicate safety between management, and workers, including safety concerns, general safety topics, policy and procedure changes, and incident and near miss reports. These meetings also provide an opportunity to provide feedback on health and safety issues. All workers are encouraged to participate during these meetings and provide feedback. Minutes of meetings will be signed off by all those in attendance, a copy will be posted on the safety board, and originals are retained for a minimum period of 3 years. Meetings are documented on the **South East Alberta Watershed Alliance Society (SEAWA) Safety Meeting Form**.

Toolbox Meetings

Toolbox Meetings are held to allow two-way communication between management and workers. These meetings will be held at the start of each day at the worksite. Verification of two-way communication during toolbox meetings is recorded on the **South East Alberta Watershed Alliance Society (SEAWA) Pre-Job Hazard Assessment & Toolbox Meeting Form**. South East Alberta Watershed Alliance Society (SEAWA) also keeps records of action items from these meetings.

Open Door Policy

We pursue an open-door policy with respect to workers. All are encouraged to approach South East Alberta Watershed Alliance Society (SEAWA) management with any safety concern issues.

Follow-up on Health and Safety Issues

- All health and safety items that are brought to the attention of a South East Alberta Watershed Alliance Society (SEAWA) supervisor by workers will be recorded, and appropriate corrective actions are to be determined and tracked to completion.
- South East Alberta Watershed Alliance Society (SEAWA) management will provide feedback on all issues brought forward by workers. This feedback may be provided individually or in meetings as appropriate to the situation.
- Corrective Actions and Action plans will be communicated to all workers.
- Near misses and incidents, along with results of any investigation, will be communicated to all workers and will be provided during South East Alberta Watershed Alliance Society (SEAWA) Safety Meetings.

Safety Memos or Bulletins

South East Alberta Watershed Alliance Society (SEAWA) will post any safety memos or safety-related bulletins for all workers to view.

Program Records

Records relating to all aspects of the OH&S management Program records shall be kept for a minimum of three years.

SAFETY MEETING FORM

Safety Meeting

Date: _____ Chairman: _____

Location: _____ Speakers: _____

ATTENDANCE			
NAME	SIGNATURE	NAME	SIGNATURE

LAST SAFETY MEETING REVIEW:

DISCUSSION TOPICS:

INCIDENT REVIEW:

RECOMMENDED ACTIONS	ACTION BY	TARGET DATE

PRE-JOB HAZARD ASSESSMENT & TOOLBOX MEETING FORM

Pre-Job Hazard Assessment & Toolbox Meeting

Location: _____ Date: _____ Client: _____

Description of Work: _____


Minutes		Attendees	
		Print Name	Signature
Review Incidents/ Close Calls			
Activities of the Day Discussed			
Corrective Action			

☐ PPE inspected

☐ Tools & Equipment inspected

Safety & Environmental Hazard Assessment		
Task	Potential Hazards	Recommend Controls or Corrective Actions

Emergency Response Plan	
Closest Hospital	
Location of Emergency Equipment	
Workers Certified with First Aid	
Designated Muster Point	

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ENFORCEMENT / DISCIPLINARY PROGRAM

Disciplinary Process & Purpose

The safety information documented in this program serves as a guideline to safe work practices. Infractions of applicable government rules or regulations or company policies, procedures, practices or rules will lead to disciplinary action against the worker who commits the infraction. Depending on the severity and/or frequency of an offence, disciplinary action will constitute one of the following actions:

Verbal

A warning administered verbally to the worker who has violated company policy and thereby jeopardized safety. A written record of the infraction and of the verbal warning issued will be kept in the worker's file.

Documentation

A written warning will be given, documenting the violation and outlining the action to be taken if compliance is not adhered to. A copy of the written warning will be kept in the worker's file.

Suspension

The worker may be suspended from his duties for a specific time frame. Documentation will accompany this action.

Dismissal/Termination

The worker may be dismissed from all work with the company. This action will only be considered following severe breaches of company rules and/or regulations. (I.e. infractions of the substance abuse policy or conduct that endangers workers and/or equipment).

All disciplinary action will be at the discretion of management. Depending on the non-compliance issue of the worker, management may not be required to issue progressive discipline.

In all cases, management will work with all workers to gain commitment to injury prevention and reduction activities, and in doing so, gain compliance to safety rules and regulations. Managers will administer disciplinary action.

EMPLOYEE WARNING FORM



Employee Warning Report

Employee Name: _____ Date of Warning: _____

Warning Issued By: _____ Type of Violation: ☐ Safety ☐ Other

Reason for Warning: _____ Type of Warning: ☐ Verbal ☐ Written ☐ Suspension ☐ Dismissal

Company Statement (Supervisors Report):

Supervisor Signature: _____


Employee statement, check the appropriate:

☐ I agree with the company statement

☐ I disagree with the company statement for the following reasons (state below)

Employee Signature: _____

Date: _____

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5. Hazard Assessment

HAZARD ASSESSMENT POLICY

There are many different forms of hazards that can exist in the workplace. The purpose of this policy is to:

- Identify hazards and assess the level of risk they impose.
- Eliminate or control the hazards.
- Implement then monitor the controls for effectiveness.

Hazard communication begins with the worker's orientation and continues through with task-specific and site-specific training done on a day-to-day basis. Workers must be informed of the hazards they face, and the procedures needed to mitigate or control those hazards effectively. The most effective means to do this is through the hazard assessment process.

A formal hazard assessment takes a close look at the overall operations of South East Alberta Watershed Alliance Society (SEAWA) to identify hazards, measure risk (to help prioritize hazards) and develop, implement and monitor related controls. Worker job tasks or job activities are broken down into separate tasks.

Formal hazard assessments are to be reviewed on an annual basis. Workers are encouraged to participate in the review process of formal hazard assessments as they relate to their work tasks. Any updates or changes recommended, are to be directed to the attention of South East Alberta Watershed Alliance Society (SEAWA). A field level hazard assessment (also called site-specific hazard assessment) is conducted before work starts outside regularly controlled environments at a site and where conditions change or when non-routine work is added.

These hazard assessments check for the introduction of any unexpected hazards or hazards for which additional controls may be needed. Any hazards identified during a field level hazard assessment must be addressed right away before work begins at the location.


A hazard assessment will involve all affected workers, be repeated at reasonably practicable intervals when a new process or operation is introduced or changed and prior to significant additions/alterations to a worksite. Contractor workers coming into South East Alberta Watershed Alliance Society (SEAWA) worksite are to be made aware of existing hazards that may affect their work.

South East Alberta Watershed Alliance Society (SEAWA) will establish clear lines and divisions of authority and will maintain the hazard reporting requirements, ensuring that adequate information is communicated in a timely and effective basis to everyone who needs it to do the work safely.

South East Alberta Watershed Alliance Society (SEAWA) will also respect the worker's right to refuse any unsafe/dangerous work conditions, and further facilitate an investigation.

Senior Management

Date

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HAZARD REPORTING POLICY

Hazard reports are used to alert workers and management to any hazardous conditions or a deficiency of work procedures, found by workers and others at the worksite. Hazard reports fill in the gaps between regular inspections, hazard analysis and enable South East Alberta Watershed Alliance Society (SEAWA) to provide a continuously safe worksite. Hazard reporting will assist South East Alberta Watershed Alliance Society (SEAWA) by identifying hazards prior to an incident or incident from occurring.

Reporting Hazards

Employees, contractors, and subcontractors are to report to the appropriate supervisor of any hazard(s) they notice at South East Alberta Watershed Alliance Society (SEAWA) worksites. The following information is to be included within a **Safety Concern Report**:

- A description of the hazard and its location
- The risk it presents
- Control measures needed and any interim actions that are/were taken


All reported hazards should be immediately reported to and investigated by a supervisor. South East Alberta Watershed Alliance Society (SEAWA) is responsible for ensuring that controls are implemented without delay to reduce the hazard and risk to workers.

We will establish clear lines and divisions of authority and will maintain the hazard reporting requirements, ensuring that adequate information is communicated in a timely and effective basis to everyone who needs it to do the work safely. Re-occurring hazards will be reviewed at company safety meetings.

After receiving the information and controlling the hazard, the investigating supervisor and worker will complete a report and forward to management for review.

Senior Management

Date

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HAZARD ASSESSMENT

Definitions

A hazard is a situation, condition or thing that may be dangerous to the safety or health of workers. A hazard has the possibility to cause an injury, illness, or loss. *Potential* hazards are those that are foreseeable and reasonably likely to occur. The role of a hazard assessment is to identify hazards, and potential hazards, and to implement the appropriate controls, which will minimize the potential for incidents. The hazard assessment must not deal strictly with things that are wrong at the present time; this assessment must also deal with what could go wrong. When conducting a hazard assessment, it is important to ask the question “what if?”

Risk is the chance of injury, damage, or loss and is usually expressed as a probability. For example, the risk of slipping on the icy walkway is high.

Types of Hazard Assessments

There are many ways to do a hazard assessment. Two common types of hazard assessments are formal hazard assessments and field level (also known as site-specific) hazard assessments. Formal and field level hazard assessments may work separately but are most effective when they are used together.

A formal hazard assessment takes a close look at the overall operations of South East Alberta Watershed Alliance Society (SEAWA)’s to identify hazards, measure risk (to help prioritize hazards) and develop, implement and monitor related controls. Worker jobs tasks or job activities are broken down into separate tasks. Formal hazard assessments are detailed, can involve many people, and will require time to complete.


A field level hazard assessment (also known as site-specific) is performed before work starts at a worksite and at a site where conditions change or when non-routine work is added. This flags hazards identified at the location (e.g. overhead power lines, poor lighting, wet surfaces, extreme temperatures, the presence of wildlife), or introduced by a change at the worksite (e.g. scaffolding, unfamiliar chemicals, the introduction of new equipment). Any hazards identified are to be eliminated or controlled right away, before work begins or continues. More information on formal and field level hazard assessments follows, with step-by-step guidelines on how to perform each type.

Formal Hazard Assessments

A formal hazard assessment is a basis for our Health & Safety Program. It outlines the hazards, measures risk (to help prioritize hazards), and points to the necessary control measures. South East Alberta Watershed Alliance Society (SEAWA) utilizes these hazards, risks, and controls in various ways- including our worker training, safe work procedures and inspections process.

As South East Alberta Watershed Alliance Society (SEAWA)’s operations expand or changes are made to the way work is performed (i.e. before new worksites are constructed and/or equipment, processes or tasks are introduced), additional hazard assessments are required and will be conducted.

In accordance with *Alberta Occupational Health and Safety Code*, Part 2, Section 7(4), South East Alberta Watershed Alliance Society (SEAWA) will ensure that the hazard assessment is repeated:

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- At reasonably practicable intervals to prevent the development of unsafe and unhealthy work conditions.
- When a new work process is introduced.
- When a work process or operation changes, or
- before construction of significant additions or alterations to a worksite.
- Even when nothing has changed, hazard assessments should be reviewed periodically to prevent the development of unsafe and unhealthy working conditions.

To meet the Occupational Health and Safety legislated requirements, the date must be recorded on each hazard assessment. This provides a record of the last revision date and may help determine whether or not the document requires an update.

South East Alberta Watershed Alliance Society (SEAWA) will ensure that the date on which the hazard assessment is prepared or revised is recorded on it in accordance with the *Alberta Occupational Health and Safety Code*, Part 2, section 7(3).

Field Level or Site-Specific Hazard Assessments

A field level hazard assessment (also called site-specific hazard assessment) is performed before work starts at a site and at a site where conditions change or when non-routine work is added. All hazard assessment will be completed on **the South East Alberta Watershed Alliance Society (SEAWA) Pre-Job Hazard Assessment & Toolbox Meeting Form**.

These hazard assessments check for the introduction of any unexpected hazards or hazards for which additional controls may be needed. Any hazards identified during a field level hazard assessment must be addressed right away before work begins at the location.

If a field level hazard assessment recognizes an ongoing hazard that was overlooked during the formal assessment process, the formal assessment should be updated to include it.


Participation

South East Alberta Watershed Alliance Society (SEAWA) supervisors should lead the hazard assessment process, and affected workers must be involved.

South East Alberta Watershed Alliance Society (SEAWA) will ensure that all affected workers are involved in the hazard assessment process and in the control or elimination of the hazards identified as required by the *Alberta Occupational Health and Safety Code*, Part 2, section 8(1).

South East Alberta Watershed Alliance Society (SEAWA) will ensure that those leading the hazard assessment process are competent in the task. They will understand the goal of the assessment, the hazards introduced into the environment, and the experience/skill level of those who are working on site.

If hazards are identified, South East Alberta Watershed Alliance Society (SEAWA) will ensure that workers receive immediate direction on how to proceed, eliminate the hazard, or implement controls before work begins or continues. *Alberta Occupation Health and Safety Code*, Part 2, Section 8(2) states that “An employer must ensure that workers

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affected by the hazards identified in a hazard assessment report are informed of the hazards and of the methods used to control or eliminate the hazards.”

Frequency

Field level hazard assessment (also called site-specific hazard assessment) will be repeated at the following intervals when:

- work is conducted at temporary/mobile worksites
- workers are conducting activities at a worksite not owned by their employer
- a new activity has been temporarily introduced at the worksite
- before the job or task begins
- repeated if changes are introduced


Work that is being performed outside regularly controlled environments must have a Site-Specific Hazard Assessment completed before work begins at a new worksite, or repeated if new hazards or changes have been introduced to a familiar worksite, including changing conditions such as weather or the arrival of new contractors that will impact the worksite (with new equipment or processes.) *Alberta Occupational Health and Safety Code*, Part 2, Section 7(1).

To keep the subject of workplace health and safety on everyone’s mind, South East Alberta Watershed Alliance Society (SEAWA) will talk about worksite hazards and the controls that have been introduced in regular tailgate meetings or toolbox talks.

Completing a Site Specific or Field Level Hazard Assessment

All hazard assessment will be completed on **the South East Alberta Watershed Alliance Society (SEAWA) Pre-Job Hazard Assessment & Toolbox Meeting Form**. This form is located in section 4 of this health and safety program

1. Identify the tasks that will take place on-site for that day.
 - a. South East Alberta Watershed Alliance Society (SEAWA) will consider the nature of the work that is being performed and who is scheduled to be doing it. This includes workers but may also include any other workers or subcontractor/trades scheduled to be on-site for the day.
2. Identify hazards.
 - a. South East Alberta Watershed Alliance Society (SEAWA) will consider the materials being used at the worksite, and the processes being followed. What kind of equipment is or is expected to be on-site? Are there any environmental conditions (e.g. rain, mud, the wind) that could affect the site? What is the level of skill and experience on-site? Are workers well trained/competent in performing the work? Are they working extra-long shifts (likely to be overtired)? Are they under pressure to stay on a tight schedule? Are visitors on-site?
3. Eliminate or control the hazards.
 - a. All of the hazards identified should be either eliminated or controlled before work proceeds. Wherever possible, South East Alberta Watershed Alliance Society (SEAWA) will try to eliminate hazards. If hazards cannot be eliminated, they must be controlled.

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- b. If an existing or potential hazard to workers is identified during a hazard assessment, South East Alberta Watershed Alliance Society (SEAWA) will take measures to eliminate the hazards, or if elimination is not reasonably practicable, control the hazard.
4. Communicate the hazards and follow the controls.
 - a. South East Alberta Watershed Alliance Society (SEAWA) will inform affected workers about the hazards identified in a hazard assessment, and the measures introduced to control the hazards. Workers are required to follow/use the controls. Having all affected workers review and sign the completed hazard assessment is a good way to confirm the information has been shared.
5. Repeat when there are changes to the worksite.
 - a. A hazard assessment must be repeated if conditions at the worksite change. They must also be dated and should be retained for the record.

Any new or previously unidentified hazards noted in a field level hazard assessment might be considered for addition to formal hazard assessment documentation.

Training & Communication

Hazard communication begins with the worker's orientation and continues through with task-specific and site-specific training done on a day-to-day basis. Workers must be informed of the hazards they face, and the procedures needed to mitigate or control those hazards effectively. The most effective means to do this is through involvement in the hazard assessment.

Key workers responsible for conducting and facilitating hazard assessments should receive training and how best to complete the process.


Review

Should conditions change during the course of the workday and new hazards are created, a new hazard assessment will be completed with all appropriate corrective actions documented.

Formal hazard assessments are also to be reviewed minimally on an annual basis. Workers are encouraged to participate in the review process of formal hazard assessments as they relate to their work tasks. Any updates or changes recommended are to be directed to the attention of South East Alberta Watershed Alliance Society (SEAWA).

Dangerous Work


Some hazards are significant enough to present a situation of imminent danger. The *Occupational Health & Safety Act* requires that workers stop performing work if they believe that there is a danger to their health and safety or that of any other worker or person exists. The imminent danger in relation to any occupation means a danger that is not normal for that occupation or a danger under which a person engaged in that occupation would not normally carry out the work.

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6. Hazard Control

If an identified hazard cannot be eliminated, controls are implemented to reduce the risk of the hazard. Implementation of hazard controls will result in the reduction of incidents. Three methods of controls are engineering, administrative and personal protective equipment.

As part of the hazard assessment process identified in Section 5 of the health and safety program, controls will be identified for any hazards listed in both site-specific assessments and formal hazard assessments.

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HAZARD ELIMINATION AND CONTROL

Hazard Controls

If an existing or potential hazard to workers is identified during a hazard assessment, South East Alberta Watershed Alliance Society (SEAWA) will take measures to eliminate the hazard, or if elimination is not reasonably practicable, control the hazard.

- A. If reasonably practicable, we will eliminate or control a hazard through the use of **engineering controls**.
- B. If a hazard cannot be eliminated or controlled by the above (A), we will use **administrative controls** that control the hazard to a level as low as reasonably achievable.
- C. If the hazard cannot be eliminated or controlled by the above (A or B), we will ensure that the appropriate **personal protective equipment** is used by workers affected by the hazard.

Combination of Control Methods

The control of some hazards requires the combined use of all control methods to reduce the hazard to the lowest level practicable or achievable. South East Alberta Watershed Alliance Society (SEAWA) will use a combination of engineering controls, administrative controls, and personal protective equipment if there is a greater level of worker safety because a combination is used.

Engineering Controls

Engineering controls provide the highest degree of worker protection because they eliminate or control the hazard at its source. Engineering controls are the preferred method for eliminating or controlling hazards.

Engineering controls include the following:

Elimination – eliminating a hazard is the best method of control. Examples include:


- Eliminating a manual handling task by using a mechanical lifting device.
- Eliminating the need to elevate persons or objects above ground level.
- Removing a fire hazard by using non-combustible materials instead of combustible.
- Eliminating protruding objects.
- Repairing a leak and eliminating toxic fumes.
- Removing and disposing of defective ladders.

Substitution – if elimination is not practical, substituting one chemical or piece of equipment for a less hazardous one or a particular work activity with a safer method is substitution control. Examples include:

- Replacing the need for electrical cords running across walkways by installing more outlets.
- Replacing ineffective PPE with more effective equipment.
- Replacing a worker activity with a machine.
- Wet methods as opposed to dry sanding or sweeping.

Engineering designs and control measures should be made at the conceptual stage of a project. Examples are:

- Installing security fences to control entry/exit.
- Installing additional lighting.

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- Limiting worker's exposure to a hazard by using automated or mechanical devices.
- Designing process or procedural changes.
- Installing screens in welding areas to protect people from hazards associated with arc welding.
- Establishing lockout/tag-out procedures.
- Installing noise control barriers or suppressors.
- Ensuring vehicles are equipped with operational seatbelts.

Administrative Controls

Since engineering controls are not always practical, administrative controls are used. These controls are more desirable than PPE and should be one of the controls implemented. Administrative controls are less effective than engineering controls as they do not eliminate the hazards. Examples include:

- Developing safe work practices, job procedures, policies, rules.
- Establishing procedures for the ongoing maintenance of tools, equipment, vehicles, and facilities.
- Establishing good housekeeping practices.
- Monitoring all aspects of the health & safety program.
- Scheduling hazardous activities when there are only a few workers at the workplace.
- Rotating workers to reduce the exposure to a particular hazard.
- Training and educating workers, as well as scheduling refresher training.
- Establishing regular formal safety inspections and safety tours.

Personal Protective Equipment

When engineering or administrative controls fail to provide the required protection, personal protective equipment (PPE) should be considered as the last line of defence. PPE may be used as a supplement to these other controls, but not as a substitute for them. In using PPE as a control method, the following must be considered:

- Determine where/when PPE is required.
- Determine which type of PPE is suitable.
- Ensure workers are trained in the proper care, maintenance and use of PPE.

When PPE is required, enforcing its use and enforcing the South East Alberta Watershed Alliance Society (SEAWA) PPE Policy and practice is a necessary component.


There are situations in which the use of PPE is vital to hazard control, for example:

- When carrying out normally hazardous operations such as welding, spraying, or working in confined spaces.
- Vehicle restraint devices, seat belt when operating a vehicle.
- In emergencies or when conducting activities, which have unknown hazard levels.

In addition, South East Alberta Watershed Alliance Society (SEAWA) management must be familiar with the requirements for PPE.

Communication

Hazard controls identified as part of the hazard assessment process will be communicated to all affected workers.

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VIOLENCE PREVENTION POLICY

South East Alberta Watershed Alliance Society (SEAWA) has a zero-tolerance policy towards violence in the workplace, and will enforce the following:

- Every worker is entitled to a workplace free of violence.
- Make every effort to ensure that no worker is subjected to violence.
- Take corrective action respecting any person under South East Alberta Watershed Alliance Society (SEAWA)'s direction who subjects any worker to harassment.

Violence, whether at a worksite or work-related, is the threatened, attempted or actual conduct of a person that causes or is likely to cause physical or psychological injury or harm and includes domestic or sexual violence.

Company Commitment

South East Alberta Watershed Alliance Society (SEAWA) is committed to the prevention of workplace violence and is ultimately responsible for worker health and safety. We will take whatever steps are reasonable to protect our workers from the potential hazards associated with workplace violence. Violent behaviour or threat of violence in the workplace is unacceptable from anyone.

South East Alberta Watershed Alliance Society (SEAWA) has the following obligations:

- To dedicate sufficient attention, resources, and time to address and prevent factors that contribute to workplace violence including, but not limited to, bullying, teasing, and other aggressive behaviours, and protect against it.
- To provide a safe, healthy and violence-free workplace.
- To communicate to its worker's information in its possession about factors contributing to workplace violence.
- To assist workers who have been exposed to workplace violence.


Assessing Violence

South East Alberta Watershed Alliance Society (SEAWA) will assess the potential for workplace violence by taking into account, at a minimum, the following:

- The nature of the work activities.
- The working conditions.
- The design of the work activities and the surrounding environment.
- The frequency of situations that present a risk of workplace violence.
- The severity of the adverse consequences to the worker exposed to a risk of workplace violence.
- The observations and recommendations of the policy committee or, if there is no policy committee, the workplace committee/the health and safety representative, and of the workers.
- The measures that are already in place to prevent and protect against workplace violence.

Reporting and Investigation Procedure

- Workers are to report all violence-related incidents or hazards to South East Alberta Watershed Alliance Society (SEAWA) management. This report can be made confidentially at the worker's request. However, sharing information to ensure the safety of others and prevent recurrence may be necessary (e.g., contents of a police report).

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- The reporting worker may make the report confidentially, indicating the need for confidentiality to South East Alberta Watershed Alliance Society (SEAWA) supervisor.
- The supervisor investigates it and ensures that measures are taken to safeguard workers and curtail the violence or harassment. No worker will be penalized, reprimanded or in any way criticized when acting in good faith while following this policy and the supporting procedures for addressing situations involving workplace violence.

Response Procedures

- Using the incident investigation form, the supervisor documents all reports of workplace violence hazards and measures taken to address them.
- The supervisor reviews reports of workplace violence and ensures that actions are taken.
- The supervisor will warn all workers who might be affected by dangerous situations. They also tell the reporting worker about the outcome of the investigation to help minimize the chance of similar incidents.
- If a violent incident results in a critical injury to a worker, the supervisor will investigate the incident or injury, and report it to OH&S, local police and workers' compensation as required.

Support for Workers Affected by Workplace Violence

South East Alberta Watershed Alliance Society (SEAWA) will respond promptly, assess the situation, and ensure that these interventions are followed:

- Facilitation of medical attention.
- Debriefing (by skilled professional).
- Referrals to community agencies, treating practitioner.
- Completion of incident reports, WCB reports, reports to OH&S (critical injury or fatality).
- Reporting to the police (as required) and team debriefing.

Risk Assessment

South East Alberta Watershed Alliance Society (SEAWA) (with worker involvement), assesses workplace violence hazards in all jobs, and in the workplace as a whole. All workplace parties are accountable for complying with the policy, program, measures and procedures related to workplace violence.

Program Evaluation & Review


The effectiveness of the workplace violence prevention program is evaluated at least every three years or when an incident occurs related to violence or when the HSC Committee or Representative recommend a review

Training

South East Alberta Watershed Alliance Society (SEAWA) will ensure that workers at all levels have training on the hazards of workplace violence, including how to recognize the signs of danger, what to do about it, and how to report it. This training will be covered as part of the orientation process.

Senior Management

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HARASSMENT PREVENTION POLICY

Every worker is entitled to a workplace free of harassment. South East Alberta Watershed Alliance Society (SEAWA) is committed to a harassment-free workplace where everyone is treated with dignity and respect. Harassment will not be tolerated from any person at or outside of the worksite including customers, clients, other employers, management & supervisors and members of the public.

Definition of Harassment

Workplace harassment means any single incident or repeated incidents of objectionable or unwelcome conduct, comment, bullying or action by a person that the person knows or ought reasonably to know will or would cause offence or humiliation to a worker, or adversely affects the worker's health and safety, and includes conduct, comment, bullying or action because of race, religious beliefs, colour, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status, gender, gender identity, gender expression and sexual orientation, and a sexual solicitation or advance.

Sexual harassment, which is conduct, comment, gesture or contact of a sexual nature that is offensive, unsolicited or unwelcome, is also prohibited.

Company Commitment

We take all complaints of harassment very seriously. We are committed to implementing this policy and ensuring it is effective in preventing and stopping harassment, as well as creating a productive and respectful workplace. Everyone is obligated to uphold this policy and to work together to prevent workplace harassment.

Worker's Duty


All workers shall refrain from causing or participating in the harassment of another worker and co-operate with any person investigating harassment complaints.

Complaint Procedure

A worker who believes that he or she has been subjected to harassment is encouraged to first clearly and firmly make known to the alleged harasser that the harassment is objectionable and must stop. Where this cannot be done or is unsuccessful, the worker should report the alleged harassment to South East Alberta Watershed Alliance Society (SEAWA) management, or to one of the persons designated by South East Alberta Watershed Alliance Society (SEAWA) to receive complaints of harassment.

Once a person designated by South East Alberta Watershed Alliance Society (SEAWA) receives a complaint, that person shall immediately bring the complaint to the attention of an South East Alberta Watershed Alliance Society (SEAWA) supervisor.

We will discuss options to resolve the complaint with the complainant. Where the conflict cannot be promptly resolved in a matter satisfactory to the complainant, we will notify the alleged harasser of the complaint, provide the alleged harasser with the information concerning the circumstances of the complaint and undertake a confidential investigation.

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Following the conclusion of the investigation, we will inform the complainant and the alleged harasser of the results of the investigation.

Where harassment has been substantiated, we will take appropriate corrective action to resolve the complaint.

Confidentiality

South East Alberta Watershed Alliance Society (SEAWA) 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 prevents or discourages a worker from referring to a harassment complaint to Occupational Health and Safety or The Provincial Human Rights Commission. A worker also retains the right to exercise any other legal avenues available.

Workers have the right to healthy and safe work environments free from harassment. South East Alberta Watershed Alliance Society (SEAWA) will make every reasonably practicable effort to ensure that no worker is subjected to harassment.

South East Alberta Watershed Alliance Society (SEAWA) will implement this policy developed and post a copy of this policy in a conspicuous place that is readily available for reference by workers.

Training


South East Alberta Watershed Alliance Society (SEAWA) will ensure that workers at all levels have training on the hazards of workplace harassment, including how to recognize the signs of danger, what to do about it, and how to report it. This training will be covered as part of the orientation process.

Program Evaluation & Review

The effectiveness of the workplace harassment prevention program is evaluated at least every three years or when an incident occurs related to violence or when the HSC Committee or Representative recommend a review

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PERSONAL PROTECTION EQUIPMENT (PPE)

The use of Personal Protective Equipment (PPE) forms the final line of defence between the worker and hazards, and applies to all workers of South East Alberta Watershed Alliance Society (SEAWA), including subcontractors, visitors, and client/customer representatives.

Where it is not reasonably practicable to protect the health and safety of workers by design of engineering or administrative controls, we will ensure that every worker uses suitable and adequate personal protective equipment.

All workers will receive training in the use, care, maintenance, limitations and storage of the PPE. This training will be recorded on the **South East Alberta Watershed Alliance Society (SEAWA) PPE Training Form**. When specialized PPE is necessary, South East Alberta Watershed Alliance Society (SEAWA) will make available any specialized PPE for its workers, and all workers will receive training in the use, care, maintenance, limitations and storage of the specialized PPE issued to them. South East Alberta Watershed Alliance Society (SEAWA) will maintain all specialty PPE according to manufacturer instructions.

All personal protective equipment will be within the requirements of *Part 18 of Alberta OH&S, Part VII* as well as the specific requirements of a customer/client. Where site-specific PPE requirements exist, workers must follow those requirements.

No piece of PPE will be modified or changed contrary to the manufacturer's instructions, specifications, or OH&S legislation.

Defective Equipment

All PPE that is of questionable reliability, damaged or in need of service or repair, will be removed from service immediately. PPE that has been removed from services will be tagged "OUT OF SERVICE" and will not be returned until repaired and inspected by a qualified person.


The use of PPE must not itself endanger the worker. South East Alberta Watershed Alliance Society (SEAWA) will ensure that wearing PPE does not endanger the worker and that the worker is properly using the PPE. *Examples* of such situations are:

- Safety toecaps in place of protective footwear- a worker wearing toecaps should not be required to do much walking around the worksite. The toecaps may create a tripping hazard.
- A poorly fitting suit worn to prevent exposure to chemicals may not seal well at the wrists and ankles.
- A face shield covered with dirt and debris may affect a worker's ability to see clearly.

PPE General Responsibilities

South East Alberta Watershed Alliance Society (SEAWA) will ensure that:


- Workers wear personal protective equipment that is correct for the hazard and protects workers.
- Workers properly use and wear personal protective equipment.
- The personal protective equipment is in good condition and is able to perform the function for which it was designed.

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- Workers are trained in the correct use, care, limitations and assigned maintenance of the personal protective equipment.
- That the use of personal protective equipment does not itself endanger the worker.

Workers will:

- Use and wear properly the appropriate personal protective equipment South East Alberta Watershed Alliance Society (SEAWA) requires in accordance with the training and instruction received.
- Inspect the personal protective equipment before using it.
- Not use personal protective equipment that is unable to perform the function for which it is designed.

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PPE PRACTICES

Selection of Personal Protective Equipment

Personal Protective Equipment (PPE) selection will be based on the following information:

- Hazard assessment.
- Safety Data Sheets.
- Customer/client requirements.
- Occupational Health and Safety Legislation requirements.
- CSA standards.

PPE Training

Incorrect use of PPE can lead to incidents by actually impairing worker performance. Workers must ensure PPE fits and fits the specific job. Remember to re-evaluate the use of PPE on a regular basis - just as working requirements change, so do requirements for PPE. Workers will be trained in the proper selection, inspection, maintenance, use and cleaning of Personal Protective Equipment. This training shall include:

- Selection of PPE.
- How to use PPE.
- How the PPE works, its performance and limitations.
- How to fit the PPE properly.
- How to conduct a pre-use inspection check.
- How to examine for and report faults in the PPE.
- Procedures in the event of failure of PPE.
- Where the maintenance records are kept for specialized PPE.
- How to clean and store the PPE safely.

This training will be conducted by a South East Alberta Watershed Alliance Society (SEAWA) supervisor and will be “on the job” training, with refresher training conducted at regular intervals.


Refresher training in the use of specialized PPE must be given at frequent intervals, particularly when the piece of equipment is not in regular use.

PPE Maintenance

Always inspect the PPE prior to use - it will not protect if it's damaged or broken. While working with PPE, take care of it and clean it after you are done. Then store PPE in a safe place where it will not get damaged - away from sunlight or contaminants. Maintenance records for specialized PPE will be kept by South East Alberta Watershed Alliance Society (SEAWA).

CSA Standards

Regulations often refer to Canadian Standards Association (CSA) or other equipment standards as a convenient way to identify equipment which meets requirements and is acceptable. The Canadian Standards Association develops

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standards to address needs, such as enhancing health and safety. CSA Group test and certify products to Canadian standards and issue the CSA Mark for qualified products. CSA certified equipment can be identified by the CSA logo.

For respiratory protection, National Institute for Occupational Safety and Health (NIOSH) standards and approvals are usually referenced throughout North America.

CAN / CSA	Stands for Canada and the Canadian Standards Association.
Z94	Lettering between CAN/CSA and the last two digits represent the internal CSA coding of the relevant standard.
92	The last two digits indicate the year issued, and there are revisions every 4 years.

Technological and research developments result in regular updates to standards. When the standard is updated, the end of the CSA reference number changes. The new standard becomes the standard that applies. South East Alberta Watershed Alliance Society (SEAWA) will ensure to use the most up to date standard.

The following PPE may be required

Safety Footwear

(For Legislative reference see: Alberta OH&S Code Part 18 Sect 233)

We will ensure that workers wear safety footwear that is appropriate to the hazards associated with the work being performed and that it is in a condition to perform the function for which it was designed. South East Alberta Watershed Alliance Society (SEAWA) will ensure that:

- The safety footwear is approved to the most current CSA Standard Protective Footwear.
- Is appropriate to the work being done and the hazard involved.

Approved safety footwear will have the Canadian Standards Association (CSA) green triangle on the side or tongue of the boot or shoe. Workers should ensure:

- Safety footwear is inspected daily to ensure it continues to provide traction and protection.
- Safety footwear is laced and tied securely. Boots do not protect if they are a tripping hazard or fall off.


Eye Protection

(For Legislative reference see: Alberta OH&S Code Part 18 sect 229)

Where there is a risk of irritation or injury to the face or eyes of a worker from flying objects or particles, splashing liquids, molten metal, or ultraviolet-visible or infrared radiation, South East Alberta Watershed Alliance Society (SEAWA) will ensure the worker uses industrial eye protection – safety glasses, or face protector and that it is in a condition to perform the function for which it was designed.

South East Alberta Watershed Alliance Society (SEAWA) will ensure the worker to use properly fitting eye protection equipment that is:

- Approved to CSA Standard Z94.2-14
- Is appropriate to the work being done and the hazard involved.

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When eye protection is required at a worksite, prescription eyewear may be worn if it complies with legislation and standards. Close-fitting splash-resistant goggles must be worn when handling chemicals, where required by Safety Data Sheets, signage, or where indicated by a hazard assessment.

Workers should ensure:

- The eye protection fits properly (close to the face).
- Clean eye protection daily, more often if needed.
- Store eye protection in a safe, clean, dry place when not in use.
- Examine eye protection regularly and before the start of each workday to ensure it is clean and free from scratches that could hamper the view.

Gloves - Hand Protection

(For Legislative reference see: Alberta OH&S Code Part 18, sect 242)

Where there is a risk of irritation or injury to the hands or arms of a worker, which includes, but is not limited to:

- Injury arising from contact with chemical or biological substances.
- Injury arising from exposure to work processes that result in extreme temperatures.
- Injury arising from prolonged exposure to water.
- Puncture abrasion or irritation of the skin.

South East Alberta Watershed Alliance Society (SEAWA) will ensure a worker uses suitable and properly fitted hand or arm protection, and that it is in a condition to perform the function for which it was designed. Where a worker may contact an exposed energized high voltage electrical conductor, South East Alberta Watershed Alliance Society (SEAWA) shall ensure the worker uses approved rubber-insulating gloves, mitts, and approved rubber-insulating sleeves.

South East Alberta Watershed Alliance Society (SEAWA) will ensure that the worker wears properly fitting gloves that:

- Meets the requirements of CSA Standard (current version).
- Is appropriate to the work being done and the hazard involved.

There are many other types of gloves, with selection depending on the hazards involved. The right glove to fit the job is one that provides safety as well as performance.

Coated Gloves Chemical or liquid-proof gloves essentially are coated gloves. To be completely chemical or liquid-proof versus just chemical and liquid-resistant, the gloves must be fully coated.	Cut-Resistant Gloves Cut-resistant gloves are used when workers are at risk to be sliced or cut by equipment or the products they are handling.
Anti-Vibration Gloves Used for protection for highly specialized tasks such as operating chainsaws, grinders, nail guns,	Electrical Hazard Gloves These gloves should be used at all times when working on general electric equipment. Electric

sanders and any machinery that produces a high level of vibrations. They provide extra padding to help prevent hand-arm vibration syndrome that often occurs from repeat exposure to vibration.	hazard gloves are rated by section 70E of the NFPA and are classified based on the amount of voltage that a worker might be exposed to if shocked by an electrical current.
<p>General Purpose Gloves</p> <p>These gloves are available in jersey, canvas or string knits, and placed in two basic classifications: drivers' gloves and leather palm gloves.</p> <p>Drivers' gloves (note: drivers is a generic term for this type of glove) are thin leather gloves for general-purpose use. They protect the entire hand from abrasion and punctures and are dependable for a wide variety of jobs. Leather palm gloves provide maximum protection against abrasive and puncture hazards.</p>	<p>Heat-Resistant Gloves</p> <p>There are heat-resistant gloves that are flame resistant, high heat resistant, convection heat resistant, or all three.</p> <p>Welding Gloves</p> <p>These gloves are made of leather with heat-resistant panels. There are MIG and TIG models, as well as thinner gloves for working with different types of welding or small piece welding.</p> <p>High-Visibility Gloves</p> <p>These gloves are available in safety orange or lime colours and come in day or nighttime versions.</p>

Workers should ensure:

- The right gloves are worn for the hazards involved, and that the gloves fit properly.
- Are easily assessable and stored in a safe, clean, dry place when not in use.
- Are examined regularly and before the start of each workday and ensure they are clean and free of damage.

Hearing Protection

(For Legislative reference see: Alberta OH&S Code Part 16, sect 222)

Under circumstances where workers are exposed to noise hazard levels, South East Alberta Watershed Alliance Society (SEAWA) will ensure that workers wear hearing protection and that it is in a condition to perform the function for which it was designed. Hearing protection with a noise reduction rating (NRR) of 25 or higher must be worn where noise levels exceed 85 dBA or identified by signage or other means on a worksite.

South East Alberta Watershed Alliance Society (SEAWA) will ensure the worker uses properly fitting hearing protection that:

- Meets the noise reduction rating.
- Meets the most current CSA Standard
- Is appropriate to the work being done and the hazard involved.

Some supplemental Hearing Protection information:

Ear protection types

- **Ear Plugs.** These work by sealing the ear canal from the source of the noise. Improper insertion of an earplug will reduce comfort and effectiveness, and earplugs can make it difficult to hear other noises

such as warning alarms or communications from co-workers. Foam type earplugs are designed to be worn only once and should be thrown away once they have been removed. Some earplugs are made of more sturdy plastic and are designed to be re-used. Reusable earplugs also come in styles that have a band or string that attaches the two plugs together and allows you to remove them and wear them around your neck when not in use.

- **Canal caps.** These are a variation of earplugs that are designed to fit over the ear canal, not inside it like an earplug. Some people prefer canal caps because they do not need to be inserted into the ear canal. Most canal caps have an attached string or band so that they can be hung around a worker's neck when not in use.
- **Earmuffs.** Earmuffs seal the entire ear with a cushioned cup that is much more comfortable. Earmuffs are good for intermittent use, but some people find them to be hot to wear for long periods. Earmuffs also come in styles that have built-in radio communication capacities.

High-Visibility Clothing

(For Legislative reference see: Alberta OH&S Code Part 12 Sect 194)

When workers are exposed to hazards such as moving roadway traffic or construction equipment South East Alberta Watershed Alliance Society (SEAWA) will ensure the worker wears high-visibility clothing, and that it is in a condition to perform the function for which it was designed.

South East Alberta Watershed Alliance Society (SEAWA) will ensure the worker wears properly fitting high-visibility clothing that:

- Meets the requirements of the most current CSA Standard
- Is appropriate to the work being done and the hazard involved.

Working near traffic and around construction exposes workers to considerable risk, and PPE such as high-visibility clothing minimizes exposure to these occupational hazards. High-visibility apparel makes workers stand out from their background, differentiates wearers, and provides greater visibility on the worksite.

Care and 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.
- Inspect high-visibility clothing daily to ensure it is clean, free of damage and able to protect as intended.

General Information

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. 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 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.

Selection Criteria

The following information will be used for selection criteria:

1. 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.
- Select the colour and stripe combination that provides the preferred contrast and visual indication of movement.

2. Fit

- For safety and best performance, garments should be fitted to the worker. Consider the bulk of clothing that might be worn underneath the garments, and how the garment should be worn (i.e., 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 worker should not be rough, have sharp edges, or projections that could cause excessive irritation or injuries. The apparel should also be lightweight.
- Select and wear garments so that no other clothing or equipment covers the high-visibility materials (e.g., glove gauntlets, equipment belts, and high-cut boots).

3. 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 retro-reflectivity 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.


4. Colour

The CSA High-Visibility Safety Apparel Standard specifies three colours for background materials and contrasting-colour stripes to provide options 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 (i.e. the stripes): should be fluorescent yellow-green, fluorescent orange-red or fluorescent red and must be in contrast (have a distinct colour difference) to the background material.

5. Design

- To comply with the CSA Standard, the high-visibility clothing should meet the following criteria:
 - Stripes/bands are to be in a distinctive, standardized pattern.
 - A symmetric "X" on the back extending from the shoulders to the waist.
 - Two vertical stripes on the front passing over the shoulders and down to the waist.
 - A waist-level horizontal stripe 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 (i.e., 360° visibility).
- Stripes/bands may be made up entirely of combined-performance or retroreflective material.

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CODES OF PRACTICE

HEARING PROTECTION - CODE OF PRACTICE

Noise is one of the most common workplace hazards. All workers shall wear appropriate PPE that minimizes the risk to all workers exposed.

South East Alberta Watershed Alliance Society (SEAWA) will ensure that all reasonably practicable means are used to reduce noise levels in all areas where workers may be required or permitted to work. The means to reduce noise levels may include any of the following:

- Eliminating or modifying the noise source.
- Substituting quieter equipment or processes.
- Enclosing the noise source.
- Installing acoustical barriers or sound-absorbing materials.

We will ensure that:

- All new worksites are designed and constructed so as to achieve the lowest reasonably practicable noise level.
- Any alteration, renovation or repair to an existing worksite is made so as to achieve the lowest reasonably practicable noise level.
- All new equipment to be used at a worksite is designed and constructed so as to achieve the lowest reasonably practicable noise level.

Exposure Limits

South East Alberta Watershed Alliance Society (SEAWA) will ensure that a worker's exposure to noise does not exceed:

- 85 dBA Lex, and the noise exposure limits in Schedule 3, Table 1 of the *Alberta OH&S Code*.

Measurement of Noise Levels

In every area where workers are required or permitted to work, and the noise level may frequently exceed 80 dBA, South East Alberta Watershed Alliance Society (SEAWA) will ensure that:

- The noise level is measured in accordance with an approved method.
- A competent person evaluates the sources of the noise and recommends corrective action.
- The measurements, evaluation, and recommendations are documented.

South East Alberta Watershed Alliance Society (SEAWA) will re-measure the noise level were altering, renovating or repairing the worksite, introducing new equipment, or modifying any process which may result in a significant change in noise levels or occupational noise exposure.

Conservation Program

If a noise exposure assessment confirms that workers are exposed to noise in excess of the occupational exposure limits listed in Table 1, Schedule 3 of the *Alberta OHS Code*, a noise management program will be implemented. The program will include the following seven components:

- (1) Worker education.

- (2) Measuring or monitoring worker exposure to noise.
- (3) Posting warning signs in any work area where the noise level exceeds 80 dBA.
- (4) Use of noise control methods.
- (5) Selection, use and maintenance of hearing protection devices.
- (6) Audiometric testing and annual review, and
- (7) Annual program review.


Occupational Exposure Limits for Noise
(Appears as Table 1 of Schedule 3 of the *Alberta OH&S Code*)

Exposure Level (dBA)	Duration
82	16 hours
83	12 hours and 41 minutes
84	10 hours and 41 minutes
85	8 hours
88	4 hours
91	2 hours
94	1 hour
97	30 minutes
100	15 minutes
103	8 minutes
106	4 minutes
109	2 minutes
112	56 seconds
115 and greater	0

Worker Education

The success of a noise management program largely depends on effective worker education. We will ensure worker education will include the following elements:

- Regulatory requirements and responsibilities.
- Occupational exposure limits — what they are and why they are needed.
- The effects of noise on hearing.
- South East Alberta Watershed Alliance Society (SEAWA)' policy on eliminating noise as a hazard, including the noise controls already in place or planned for the future.
- Identification of hazardous noise sources at the workplace.
- training in the use of protective equipment, i.e. purpose of hearing protectors, types of protectors available, advantages and disadvantages of the various types of hearing protectors available, selection, fitting, use and care, troubleshooting. This training should include supervised, hands-on practice in the proper fitting of hearing protectors.
- Audiometric testing, i.e. its role in preventing hearing loss, a description of the test procedure, interpretation and implications of test results.
- Individual responsibilities for preventing hearing loss, i.e. compliance with the program, noise exposure and hearing loss in non-occupational settings.

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Posting Warning Signs

Warning signs will be posted at the periphery of any work area where the noise level exceeds 85 dBA. The signs will include a statement that hearing protectors must be worn while in the area. Supply of several types of hearing protectors will be readily accessible to those entering the area. Signs will present their warning graphically and in words. The words will be written in English, and if workers are unable to read English, the words should appear in the predominant language of the workplace.

Audiometric Testing

Workers exposed to noise levels that are continuously exceeding the occupational exposure limits listed in Table 1 of Schedule 3 or OH&S will undergo audiometric testing. The purpose of testing is to establish a baseline measurement of the workers' hearing and to then monitor the worker's hearing at regular intervals to detect changes in hearing ability.

Use of Noise Control Methods


Engineering controls will be used to minimize or eliminate exposure by altering or removing the source, and then administrative controls try to control exposure by modifying the circumstances of the worker's exposure. Personal hearing protection will be used to reduce exposure when the other approaches have not reduced the hazard to an acceptable level.

Selection, use and maintenance of Hearing Protectors

Hearing protectors can fail to provide adequate protection in many situations due to discomfort, incorrect use with other safety equipment, dislodgment, deterioration and abuse. However, hearing protectors can protect against noise-induced hearing loss if their use is carefully planned, evaluated and supervised. We will ensure that hearing protection equipment provided to workers exposed to excess noise meets the most current CSA Standard for *Hearing Protection Devices — Performance, Selection, Care, and Use*, and is of the appropriate class and grade as described in Schedule 3, Table 2.

South East Alberta Watershed Alliance Society (SEAWA) will provide workers with training in the selection, use and maintenance of hearing protection equipment required, and will ensure that affected workers wear the required hearing protection equipment.


Workers will be provided with a choice of two or three types of protectors from the class of hearing protection considered to be most appropriate for each worker's work area noise level and hearing deficit (if any). These choices will have to conform to the most current CSA Standard. The type of protection most appropriate for a particular worker depends on the other equipment that must be worn (such as safety headwear, protective eyewear, respirator, etc.), the shape and size of the worker's head and ear canals, and relative comfort. Defective and poorly fitting protectors need to be identified, and repaired, replaced, or refitted. Workers who are provided with hearing protection equipment must wear and use the equipment in accordance with the training provided by South East Alberta Watershed Alliance Society (SEAWA).

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Annual Program Review

The noise management program will be reviewed on a regular basis by South East Alberta Watershed Alliance Society (SEAWA) management to make sure it is effective. The extent of the review will be based on the complexity of the program but will include a review of the training program, an assessment of the need for further noise measurement and the adequacy of control measures.

The key measure of a program's success is whether it prevents work-related noise-induced hearing loss. We will consider information from the physician or audiologist when evaluating the effectiveness of the education and training programs related to noise and the effectiveness of noise control measures. Overall results can be compared from year to year to identify trends among individuals, within occupations, for various processes, between different departments, or between different worksites. It is easier to identify specific problems when results are grouped in this way.

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SAFE WORK PRACTICES

CARGO HAULING

Safe cargo hauling is essential for the safety of all workers and fellow motorists on the road. Cargo securement prevents articles from shifting or falling from vehicles.

Cargo must be firmly secured on or within a vehicle by:

- Structures of adequate strength,
- Dunnage (loose materials used to support and protect cargo) or dunnage bags (inflatable bags intended to fill space between articles of cargo or between cargo and the wall of the vehicle),
- Shoring bars,
- Tie-downs, or
- A combination of the above.

Requirements for Securement Devices

All vehicle structures, systems, parts and components used to secure cargo must be in proper working order when in use. This means that they cannot be damaged or weakened to affect their performance. The cargo securement rules reference manufacturing standards for certain types of tie-downs, including steel strapping, chain, synthetic webbing, wire rope, and cordage.

Proper Use of Tie downs


Each tie-down must be attached and secured so that it doesn't come loose, unfastened, opened or released while the vehicle is moving. All tie-downs and other components of a cargo securement system must be located inside any rub rails whenever practical. Also, edge protection must be used whenever a tiedown would be subject to wear or cutting at the point where it touches an article of cargo. The edge protection must resist wear, cutting and crushing.

Minimum Number of Tie downs

The cargo securement system used to keep articles from moving must consist of a minimum number of tie-downs. This requirement is in addition to complying with rules concerning the minimum working load limit. When an article of cargo is not blocked or positioned to prevent movement in the forward direction, the number of tie-downs needed depends on the length and weight of the articles. There must be at least:

- One tie-down for articles 1.5 metres or less in length, and 500 kilograms or less in weight,
- Two tie-downs if the article is:
 - 1.5 metres (5 feet) or less in length and more than 500 kilograms (1,100 pounds) in weight, or
 - Greater than 1.5 metres (5 feet) but less than 3.0 metres (10 feet) regardless of weight, and
 - Three or more tie downs if the article is longer than 3.0 metres (10 feet).

For example, one tie-down is required if the article of cargo is 1.5 metres in length and does not exceed 500 kilograms (1,100 pounds). If the article of cargo was greater than 1.5 metres in length but less than 3.0 metres, then two tie-downs would be needed regardless of the weight.

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When an article of cargo is not blocked or positioned to prevent forward movement and the item is longer than 3.0 metres (10 feet) in length, and then it must be secured by:

- Two tie-downs for the first 3.0 metres of length, and
- One additional tiedown for every 3.0 metres of length, or fraction of, beyond the first 3.0 metres.

If an article is blocked or braced to prevent forward movement by a header board, bulkhead, or other articles that are adequately secured, or by other appropriated means, then it must be secured by at least one tiedown for every 3.0 metres of article length, or fraction of.

Passenger and Cargo Load Limits

The combined weight of all occupants and all cargo (including added accessories) must not exceed the maximum cargo load for your vehicle. The maximum cargo load for the vehicle can be found on the tire label on the B-Pillar or edge of the driver's door. Look for the statement "The combined weight of occupants and cargo should never exceed XXX KG or XXX Lbs." to determine your vehicles maximum payload.

In addition to the maximum payload, additional loading terms and weight ratings are very important, particularly when towing a trailer or when a heavy accessory such as a snowplow has been added to the vehicle. Other terms related to loading include base curb weight, gross vehicle weight rating, gross axle weight rating, gross combined weight rating.

Effects of Improperly Loading or Overloading your Vehicle

Improper weight distribution and exceeding the maximum payload can have serious consequences in terms of passenger safety, including damage to the suspension system, springs, and shock absorbers, reduced braking capability, handling or steering problems, irregular tire wear, tire failure or other damage.

Loading and Securing Cargo


When using a vehicle to haul cargo, make sure it is correctly loaded to help ensure the safe handling of the vehicle. Tie-down or restrain items in the cargo area so that they will not come loose and create the risk of injury in a crash. Cargo should be evenly distributed over the floor of the cargo area, with the heaviest cargo on the bottom and ahead of the rear axle.

Loading Cargo on the Roof

Cargo placed on the roof will tend to make the vehicle more top-heavy, causing it to lean more in corners and creating a greater possibility of vehicle rollover. If you must haul cargo on the roof of the vehicle, use extra caution when loading the vehicle and when driving. Cargo on the roof rack should be adequately secured and evenly distributed over the roof rack area, with the heaviest cargo on the bottom, near the front of the roof rack area. Any load placed on the roof rack should not exceed the maximum load roof rack load allowed for the vehicle.

Trailer Towing

The vehicle may be equipped for towing trailers. The combined total weight of the vehicle, additional trailer tow equipment, trailer, and any trailer cargo must be less than or equal to the recommended Gross Combination Weight Rating and must be appropriately balanced and secured.

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CHAINSAWS

The use of chain saws shall be in accordance with all legislated requirements and shall include:

- Operators shall meet legislated training/certification requirements.
- Saws shall be operated and maintained in accordance with the manufacturer's specifications.
- Operators shall wear appropriate personal protective equipment (i.e. helmet, goggles, hearing protection, gloves, safety boots and chain-saw pants).
- All saw Operators shall be provided with a personal first aid kit and an effective means of communication, for summoning assistance in an emergency.

The operator shall ensure:

- The saw chain stops moving when the engine revs return to idle
- The chain brake is effective when applied at maximum revs or according to the manufacturer's specifications.
- The engine continues to run when the saw is turned through 90° in any direction;
- The stop switch works correctly

Lubrication to the guide bar and chain is working properly.


DRIVING SAFETY

Whenever you drive, follow defensive driving rules:

- Ensure the vehicle is kept in good condition.
- Walk around the vehicle before driving it to check for obstacles, gas leaks, flat tires or other defects.
- Be courteous.
- Never pass on hills and curves.
- Before backing up, walk around the vehicle. When driving, look behind you to be sure the way is clear.
- Slow down on unfamiliar or bad roads.
- Never drive when you have consumed alcohol or drugs, or when you are sleepy.
- Never rely on a red traffic light to stop other vehicles. Look to make sure vehicles are stopping.
- Get the “big picture” from the sidewalk to sidewalk or fence to fence. Pay attention to what other drivers are doing, as well as road and weather conditions.
- Keep your eyes moving (develop a habit of shifting the eyes every two seconds). Know what is happening ahead, behind, and beside your vehicle (i.e. 360° around).
- Leave yourself an out and strive for a space cushion between vehicles by:
 - Maneuvering for better spacing.
 - Picking the lane with the best view.
 - Keeping space ahead (do not tailgate) and behind you, and going to the ditch as a last resort.
- Make sure others see you and establish eye contact.

Safe Work Practices

- Read and follow the manufacturer’s operation manual and warning labels.
- Always perform a full circle check of the vehicle, prior to starting.
- Always wear a seat belt and obey the rules of the road.
- Only drive when you are alert and sober.
- Take a break when driving a long distance. Get out of the vehicle, move about and do some light stretching.
- Wear sunglasses when driving into direct sunlight.
- Slow down and pay attention in neighbourhoods and near playgrounds.
- During the summer months, be aware of road construction.
- Be cautious when approaching intersections.
- Drive defensively. Be prepared for unsafe actions of other motorists.
- Use your signal lights, so others know what you are going to do.
- When passing a vehicle, ensure you can do it safely, signal and then pass promptly. Be prepared for splashes and spray on wet roads.
- Make your vehicle more visible by turning on your headlights.
- Plan ahead, choose familiar routes and be realistic about travel times.
- Check local weather and road conditions before you begin driving.
- Allow for extra travelling time or even consider delaying the trip if the weather is inclement.
- Tell a responsible person where you are going, your route and when you expect to arrive.
- Keep the radio volume low enough so you can hear emergency vehicles.
- Ensure the vehicle is regularly serviced and in good operating condition.

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- Promptly report and document all motor vehicle incidents (regardless of the severity or amount of damage) to a South East Alberta Watershed Alliance Society (SEAWA) supervisor.
- Do not drive if you feel drowsy or unwell.
- Do not use cruise control in poor weather conditions.
- Do not exceed the posted speed limit. On slippery roads, reduce your speed and lengthen the following distance.
- Do not make sudden lane changes.
- Do not warm up a vehicle in a garage.
- Do not multi-task while driving. Pay attention and do not engage in distracting activities.

Safety Tips

- Always carry a valid driver's license for the type of vehicle you are operating and ensure all registration (or permit plates) and insurance cards are available for inspection.
- Keep vehicles neat and litter-free.
- Guard against mishaps by routinely checking steering gear, tires, brakes, lights, windshield wipers and the horn. Follow preventative maintenance guidelines.
- Be sure you have the proper emergency equipment required for your vehicle.
- Carry spare fuses if it is possible to change them on the road. Removal of the cause of the blown fuse is the safest.
- Do not replace fuses with stronger fuses as it can cause more component failures or fires.
- Set the parking brakes securely. Manufacturers now recommend the hand brake be set while the foot brake is still depressed.
- Use chains or winter tread tires when snow or ice causes hazardous driving conditions. However, do not rely too much on these or other skid control devices.
- Ensure defrosting equipment is kept in good working order for winter driving.
- To avoid the dangers of carbon monoxide, see that the cab is well ventilated at all times.
- If you have to stop your vehicle on the highway, day or night, use your emergency warning signals immediately. Turn on signal lights at the traffic side of your vehicle. Place red flags in the centre of your traffic lane, both 30 m (100 ft.) behind AND in front of your vehicle.
- Do not park propane-powered vehicles in underground parking lots.
- If carrying a load on the vehicle, see that it is properly distributed and anchored. If the load is high, check clearances of all underpasses. Attach red flags in the daytime and red lights at night to any projection 1.3 m (4 ft.) or more beyond the rear tailgate.
- Secure any cargo within the vehicle. Loose items can become dangerous projectiles in the event of an incident.

Care, Maintenance, and Servicing

- Regularly inspect the lights, windshield wipers, seats, seat belts, engine fluids, tires and other essential parts of vehicles.
- Drivers are responsible for the care, maintenance and servicing of vehicles.
- Perform a full circle check inspection prior to each use of the vehicle.
- Follow the applicable vehicle maintenance schedule.

- Pay prompt attention to any indications of faulty operation to minimize repair costs and maintain the vehicle in a safe operating condition at all times.
- Use a licensed mechanic to help eliminate the unnecessary expense and assist in preserving the appearance and condition of the unit.
- Record usage and all vehicle maintenance.

Vehicle Breakdowns

In case of vehicle breakdown, follow these guidelines:

- Signal, slow down and move off the road.
- Turn on hazard warning lights.
- If you cannot move the vehicle off the road, raise the hood.
- Set out flares or warning triangles.
- Stay with the vehicle until help arrives.
- In cold weather, run the engine just often enough to keep warm, and keep the vehicle ventilated.

Reporting Collisions

Some important points regarding collisions are listed below:

- Every driver involved in a collision must remain at the scene.
- All collisions involving injury, death or damage exceeding \$2000.00 must be reported to the police. The \$2000. includes combined damage to all vehicles, property and animals.
- Never discuss who is at fault.
- Record the names and addresses of all witnesses
- Exchange insurance details with other driver(s)
- Record time, location, weather and any other details
- Notify your insurance company as soon as possible.
- If you are the first person at the scene of a collision, move off the road and offer assistance.
- Notify police about the condition of any injured people and the location of the collision.

Emergency Supplies

Carry emergency supplies whenever possible. Emergency supplies can include:

- Blankets, source of heat (candle, matches), non-perishable food (candy, nuts); shovel; sand, salt, warning flares, tow rope, first aid kit, flashlight with extra batteries.

FIRE EXTINGUISHERS

Purpose:

To ensure all workers are knowledgeable on which fire extinguisher to use and how to use them. All vehicles and office locations must contain a Type ABC Fire Extinguisher. It is important that each worker is checking their fire extinguisher periodically and is aware of what to check for.

Hazards

- Smoke and Toxic Fume Inhalation
- Pressure release
- Burns
- The collapse of structure/equipment
- Heat
- Empty Fire Extinguishers

Guidelines

- All fire extinguishers must have a properly attached tag with the correct date checked off, indicating they have been recertified within the last year.
- The arrow in the dial needs to be pointing within the green area.
- Ensure the pin is present and properly inserted in the handle to prevent accidental discharge.
- Always keep fire extinguishers visible and easy to access.
- Ensure any assistants working with you are aware of the location of your fire extinguisher.

The P A S S System:

Can be a helpful reminder of the correct steps to follow when attempting to extinguish a fire:

- Pull the pin.
- Aim low; point at the base of the fire.
- Squeeze the handle.
- Sweep from side to side keeping the extinguisher aimed at the base of the fire.

FIRE HAZARDS

Fires and explosions are common hazards at a variety of Alberta workplaces. These hazards are present in work areas where flammable materials are handled, processed, stored, or in any way present. Flashfire has the potential to develop an explosive atmosphere capable of injuring or killing workers and causing extensive property damage. Industrial flash fires and explosions result from the accidental release and ignition of flammable fuels. The size and duration of the flame that results from this ignition is determined by the amount of fuel available, the efficiency of combustion, and the environmental and physical characteristics of the site of the flash fire or explosion. A worker can be far enough away from the fuel source that they are unable to smell the fuel yet still be engulfed by the flame and suffer burns. If the flash fire or explosion is sufficiently intense, the heat produced may cause regular clothing to melt or begin burning. This damage occurs with a burst of flame that rarely lasts more than 6 seconds.

Handling and Storage

AB OHS CODE PART 10, SEC 163 (2)

South East Alberta Watershed Alliance Society (SEAWA) will ensure that flammable substances are stored or used at the work area,


- will not be in sufficient quantity to produce an explosive atmosphere if inadvertently released,
- are not stored within 30 meters of an underground shaft,
- are not stored in the immediate vicinity of the air intake of:
 - a ventilation supply system,
 - an internal combustion engine, or
 - the firebox of a fired heater or furnace, and
- are stored only in containers approved to
 - CSA Standard B376-M1980 (R2008), Portable Containers for Gasoline and Other Petroleum Fuels (or current version).

Storage and Handling of Compressed and Liquefied Gas

AB OHS CODE PART 10, SEC 171 (1)

South East Alberta Watershed Alliance Society (SEAWA) will ensure that:

- compressed or liquefied gas containers are used, handled, stored, and transported in accordance with the manufacturer's specifications,
- a cylinder of compressed flammable gas is not stored in the same room as a cylinder of compressed oxygen, unless the storage arrangements are in accordance with Part 3 of the Alberta Fire Code (1997), (c) compressed or liquefied gas cylinders, piping, and fittings are protected from damage during handling, filling, transportation, and storage,
- compressed or liquefied gas cylinders are equipped with a valve protection cap if manufactured with a means of attachment, and
- oxygen cylinders or valves, regulators, or other fittings of the oxygen using apparatus or oxygen distributing system are kept free of oil and grease.


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Worker Contamination

AS PER PART 10 SECTION 164(1) OF THE OHS CODE.

If a worker's clothing is contaminated with a flammable or combustible liquid, the worker must:

- avoid any activity where a spark or open flame may be created or exists,
- remove the clothing at the earliest possible time,
- ensure that the clothing is decontaminated before it is used again. If a worker's skin is contaminated with a flammable or combustible liquid, the worker must wash the skin at the earliest possible time.

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FORKS, SPADES & HOES

Forks, spades, and hoes are the primary tools of the landscape worker. Because they are so common, it is easy to forget the hazards they present, both when in use and when left lying around the work area.

Common Hazards

- Tripping over tools left lying on the ground
- Blisters and subsequent infections on the hands
- Overexertion injuries to wrists, back, or shoulders from repetitive use

Safety Tips

- Choose tools that fit your body, your hands, and your work style.
- Use good quality tools.
- Wear gloves appropriate for the task.
- Change tasks frequently or take mini-breaks.
- Use a loose grip on the tools.
- Keep your wrists straight.
- Utility lines, power lines, telephone lines, storm sewers have to be located prior to start of digging when required.

Recognize the early signs of overuse injuries, including numbness, tingling, swelling, redness, and pain in the wrists, shoulders, or back. If you experience any of these symptoms, stop work or change the type of work you're doing for the day.

FUELING OPERATIONS

Purpose

The purpose of this practice is to establish the minimum standard for safe and environmentally responsible equipment and vehicle fuelling operations.

General

The following procedures shall be observed for equipment and vehicle fuelling:


- Fuelling operations shall occur at designated areas where possible.
- Fuelling operators shall be in attendance during the entire fuelling operation.
- Vehicles engines shall be turned off prior to and during fuelling.
- The fuelling operator shall identify and eliminate sources of ignition in the task area. No person shall smoke within 15' of a fuelling operation.
- Cellular telephones shall not be used during fuelling.
- Operators shall reseal all fuel storage containers and use leak-free containers that are physically and chemically compatible with the fuel.
- Any waste petroleum products shall be collected and stored for later disposal.
- All fuelling equipment shall be regularly inspected and repaired immediately upon the discovery of a malfunction.
- Fuel spills shall be immediately cleaned up with spill kit materials.
- Contaminated spill kit materials shall be disposed of in an appropriate waste container.

Filling a Container

- Use only a CSA approved container.
- Place containers on the ground a safe distance from vehicles, customers, and traffic.
- Never fill a container when it's inside a vehicle, trailer, truck or pickup truck bed. The container must come in contact with the ground in order to eliminate any chance of static electricity igniting fuel vapours.
- Keep the pump nozzle in contact with the container at all times during fueling to eliminate static electricity igniting fumes.
- Fill a container/fuel tank slowly to prevent over-filling or a spill, as well as decreasing static electricity.
- Fill the container/fuel tank no more than 90 – 95% full to allow room for expansion. Overfilling may lead to a dangerous spill.
- Wipe off any minor gasoline spills on the container before securing it in the vehicle.
- Fuel spills shall be immediately cleaned up with spill kit materials. Prior to starting the vehicle/equipment, ensure there is a sufficient amount of time to pass by, allowing the vapours to evaporate will help to eliminate any chance of igniting fuel vapours.
- Store containers in a secure, well-ventilated location.

Note: If clothing and skin are contaminated with flammable or combustible liquid, the worker must:

- avoid any activity where a spark or open flame may be created or exists,
- remove the clothing and,
- ensure the clothing is decontaminated before it is used again.

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GENERAL SAFETY PRECAUTIONS

Safety Policy

South East Alberta Watershed Alliance Society (SEAWA) Health and Safety Policy has been put into place for the protection and maintenance of the health and safety of the company's workers on the worksite.

Housekeeping

Slipping and tripping are common workplace hazards. Employers are responsible for making sure that the worksite, and in particular entry and exit routes at a worksite, are free of waste, materials and equipment. Obstructed entry and exit routes can pose a serious hazard to workers having to leave a worksite quickly, as might be required during an emergency. Obstructions may reduce visibility at a worksite and may present a tripping hazard.

Vehicle traffic control- Traffic hazards

When determining the presence and degree of danger from traffic to workers, South East Alberta Watershed Alliance Society (SEAWA) will strive to consider the speed of the moving vehicles and the duties and work location of workers relative to vehicles and powered mobile equipment.

High visibility apparel

The risk of injury from traffic hazards should first be controlled or eliminated through the use of engineering or administrative controls. Highly visible apparel should be considered a second line of defence against such hazards. Environmental conditions such as lighting, rain, fog, snow, smoke and dust can significantly affect the visibility of apparel.

Workers on foot and exposed to the hazards of moving vehicles are required to wear clearly distinguishable and highly visible apparel. Depending upon conditions at the worksite, highly visible apparel may be fluorescent, retro-reflective, or a combination of both.


For optimal performance, apparel should be kept clean and worn as intended – done up properly around the body with no loose or dangling parts, and worn in a way that ensures that no other clothing or equipment obscures the high visibility materials. There is more information on high visibility apparel in the PPE Practices section of this program.

Qualified & Trained

If work is to be done that may endanger a worker, South East Alberta Watershed Alliance Society (SEAWA) will strive to ensure that the work is done:

- By a worker who is qualified, trained and competent to do the work, or
- By a worker who is working under the direct supervision of a worker who is competent to do the work.

South East Alberta Watershed Alliance Society (SEAWA) will strive to ensure that a worker is trained in the safe operation of the equipment the worker is required to operate.

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Competent Worker

“Competent” in relation to a person means adequately qualified, suitably trained, and with sufficient experience to safely perform work without supervision or with only a minimal degree of supervision. Work that may endanger a worker must be completed by a worker who is competent to do the work, or by a worker who is working under the direct supervision of a worker who is competent to do the work. All workers must be trained in procedures until they are competent.

Equipment


South East Alberta Watershed Alliance Society (SEAWA) will strive to ensure all equipment is maintained, safe to perform adequate strength for its purpose and free from obvious defects. Damaged and faulty equipment will be reported in the preventative maintenance form.

HAND AUGER OPERATION (MANUAL & ENGINE POWERED)

A hand auger is a versatile tool used to carry out a range of shallow digging necessary in obtaining soil samples, making postholes, drilling fishing holes in ice, environmental construction, mining, and locating underground materials that may potentially halt drilling and damage powered tools. Hand augering allows the careful drilling required in environmental construction, demolition and geological surveys.

Safe Use

- There is a risk of sharp chunks of buried materials loosening and harming the person operating the hand auger. Use proper PPE and safety glasses to prevent eye injury in case a piece of sharp material loosens abruptly.
- Use hard hat, gloves, safety boots, dust mask and other protective gear
- Remove excavated soil only after stopping the hand auger.
- Before drilling, find out if there are any underground power lines, cables or telephone lines running through the area.
- Be sure about the layout of underground water pipes, sewer lines and other utilities.
- Use a hand auger efficient enough to execute the required objective at the earliest time.
- Hand injuries occurring from using standard augers can be reduced by opting for augers with ergonomic handles.
- Employ hand movements that exert minimum pressure on wrist bones.
- Different types of hand augers catering to varying needs are available. Use the auger that is most appropriate for the job to be done
- Take precautions to prevent the hand auger from getting entangled in any type of underground cover that may be used for environmental, engineering or alternative purpose.
- Ensure that workers are properly trained on the use of a hand auger
- Never operate when working alone
- Utility lines, power lines, telephone lines, storm sewers have to be located prior to start of digging.

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HAZARDOUS PLANTS


Some plants that landscape workers encounter are poisonous, can cause allergic reactions or asthma in some people, or can be hazardous in other ways. These plants can cause life-threatening reactions.

Common hazards

- Burns from the sap of plants such as giant hogweed, spurge laurel, or euphorbia
- Rash from cedar cuts or poison ivy
- Asthma or allergic reaction to western red cedar

Safety tips

- Ensure that you can recognize hazardous plants.
- Be aware of the plants you're working around.
- Inform co-workers and supervisors if you encounter hazardous plants unexpectedly.
- Wear protective clothing and PPE.
- If you have sensitivities to some plants, keep asthma and allergy medications available. Notify the first aid attendant (if there is one) or a co-worker about your sensitivities.

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HOUSEKEEPING

Housekeeping is the number one problem on worksites. Many incidents and near misses occurring as a result of poor housekeeping.

Examples of poor housekeeping are numerous; tools and equipment not correctly stored, garbage areas creating health hazards, blocked emergency exits and access to fire extinguishers, sharp objects, wires, greases, scrap materials, and lumber with protruding nails, improper storage of materials reducing fire safety.

It is a South East Alberta Watershed Alliance Society (SEAWA) requirement to maintain worksite areas. This will help in reducing controllable hazards. When a job or task is finished, the area will be cleaned, with tools and equipment and put back in their proper places. Discarded parts, trash and soiled rags must be placed in appropriate waste or recycling containers. Housekeeping must be maintained at a reasonable standard on all worksites.

There are many things we can do to make housekeeping easier and the worksite safer:

- Follow safe work procedures and the requirements of the law.
- Always "clean as you go." Hazards will be reduced, and major cleanups avoided.
- Never continue to work where housekeeping has become a hazard!
- No material of any type will be stored on steps. Stairs are to be kept clean, dry and free of any tripping or slipping hazards.
- Ensure walkways and laneways are kept clear of debris and/or slip and trip hazards.
- Weather can increase hazards, particularly in winter times:
 - Sand or de-icing products should be applied to icy areas.
 - Wet weather may lead to wet and/or muddy footwear which contributes to slips and falls, use caution and wipe your feet.
- Use proper waste containers.
- Clean up spills and leaks of any type quickly and properly.
- Clean and store tools, items and equipment properly.
- Fix or report broken or damaged tools, equipment, etc.
- Keep lighting sources clean and clear.
- Follow maintenance requirements.

LIFTING AND HANDLING LOADS

Assessing Manual Handling Hazards

Before a worker manually lifts, lowers, pushes, pulls carries, handles or transports a load that could injure the worker, an employer must perform a hazard assessment that considers:

- the weight of the load,
- the size of the load,
- the shape of the load,
- the number of times the load will be moved, and
- how the load will be moved.

The purpose of performing a hazard assessment is to identify workplace hazards specific to the lifting and handling of loads that can cause or aggravate an injury.

Once the assessment has been completed and hazards identified, they must be eliminated or controlled.

Determining Hazards

	Physical Risk Factor	Duration
Awkward body position	<ol style="list-style-type: none"> Working with hand(s) above the head of the elbow(s) above the shoulder. Working with the neck or back bent more than 30 degrees (without support and without the ability to change posture) Squatting Kneeling 	<ol style="list-style-type: none"> More than 2 hours per day. More than 2 hours per day. More than 2 hours per day More than 2 hours per day.
High hand force	<ol style="list-style-type: none"> Pinching an unsupported object(s) weighing 2 lbs. or more per hand, or pinching with a force of 4 lbs. per hand (comparable to pinching half a ream of paper.) Gripping an unsupported object(s) weighing 4.5 kg per hand or gripping with a force of 10 lbs. per hand. 	<ol style="list-style-type: none"> More than 2 hours per day. More than 2 hours per day.
Highly repetitive motion	<ol style="list-style-type: none"> Repeating the same motion with the neck, shoulders, elbows, wrists or hands (excluding keying activities) with little or no variation every few seconds. Performing intensive keying. 	<ol style="list-style-type: none"> More than 2 hours per day More than 4 hours per day.
Heavy, frequent or awkward lifting	<ol style="list-style-type: none"> Lifting objects weighing more than <ol style="list-style-type: none"> 75 lbs. once per day or 55lbs more than 10 times per day. Lifting objects weighing more than 10 lbs. if done more than twice per minute. Lifting objects weighing more than 25 lbs. above the shoulders, below the knees, or at arm's length more than 25 times per day. 	<ol style="list-style-type: none"> More than 2 hours per day.

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Equipment

The lifting and handling of loads, usually called manual materials handling, is often physically demanding work. Lifting and handling involves the activities of lifting, pushing, pulling, carrying, handling or transporting loads. By reducing the amount and type of manual handling that workers must do, workers and employers may experience a reduction in the number of worker injuries (fewer sprains, strains, and back injuries), a reduction in the number of lost-time claims, increases in efficiency and productivity, and fewer product losses through damage.

To accomplish this, employers must provide, where reasonably practicable, appropriate equipment that will help workers lift, lower, push, pull, carry, handle or transport heavy or awkward loads. In many cases, the equipment will cost little; in others, a meaningful investment may be necessary.

South East Alberta Watershed Alliance Society (SEAWA) will be responsible for making sure that workers use the equipment provided. Further, as required by section 15 of the *Alberta OHS Regulations*, workers must be trained in the safe operation of the equipment they are required to operate. Worker training must include the following:

- the selection of the appropriate equipment;
- the limitations of the equipment;
- an operator's pre-use inspection;
- the use of the equipment;
- the operator skills required by the manufacturer's specifications for the equipment;
- the basic mechanical and maintenance requirements of the equipment;
- loading and unloading the equipment if doing so is a job requirement; and
- the hazards specific to the operation of the equipment at the worksite.

Workers must use the equipment provided and must apply the training that they have received.


Adapting Heavy or Awkward Loads

In some situations, and with a particularly heavy or awkward load, it may not be reasonably practical for us to provide equipment as required by:

Section 208 of the *Alberta OHS Code*:

In such circumstances, we will:

- (1) adapt the load to make it easier for workers to lift, lower, push, pull, carry, handle or transport the load without injury. Examples of how to do this include:
 - (a) reducing the weight of the load by dividing it into two or more manageable loads;
 - (b) increasing the weight of the load so that no worker can handle it and therefore mechanical assistance is required ;
 - (c) reducing the capacity of the container;
 - (d) reducing the distance, the load must be held away from the body by reducing the size of the packaging; and
 - (e) providing handholds, or
- (2) Otherwise, minimize the manual handling required to move the load. Examples of how to do this include:
 - (a) team lift the object with two or more workers;

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- (b) improve the layout of the work process to minimize the need to move materials;
- (c) reorganize the work method(s) to eliminate or reduce repeated handling of the same object;
- (d) rotate workers to jobs with light or no manual handling; and
- (e) use mobile storage racks to avoid unnecessary loading and unloading.

Ergonomics Training


When there is a risk of exposure to musculoskeletal injuries, South East Alberta Watershed Alliance Society (SEAWA) will ensure that our workers are training in specific measures to eliminate or reduce that possibility. We will ensure that the training includes:

- Identification of factors that could lead to a musculoskeletal injury.
- The early signs and symptoms of musculoskeletal injury and their potential health effects
- Preventive measures including, where applicable, the use of altered work procedures, mechanical aids, and personal protective equipment.

LITTER PICK-UP

General Safety

- Wear high visibility clothing to ensure others know you are in the area
- Ensure any required PPE is being worn like gloves
- Watch for cars and other vehicles
- During cold weather months, dress warmly with layering clothing
- Be alert for snakes, stinging insects and poisonous plants
- Obey traffic regulations. Volunteers should obey all signals and traffic lights and use intersections and marked crosswalks, where available
- Handle dangerous refuse carefully. Dangerous refuse such as broken glass, razor blades, syringes, hazardous household products, dead animals, all unlabeled jugs, bottles and drums
- Volunteers must not handle hazardous litter. Objects containing corrosive chemicals (e.g. car batteries) or objects that may carry harmful bacteria or disease (e.g. dead animals, syringes, etc.) should not be touched.
- Never reach blindly to pick up an item. Use a tool or stick to identify the item before picking it up
- Work in pairs or teams. Working in pairs or a team is safer than working alone as it allows volunteers to look out for each other
- Avoid contact with noxious weeds and areas where herbicides were applied

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NEEDLE SAFETY / SHARPS

Discarded hypodermic needles have become a growing concern in the workplace as they can be found on worksites, parks, near playgrounds, and any type of public area. It is best to treat all sharps as contaminated and ensure they are disposed of properly.

If you Find a Needle

- Immediately contact your supervisor
- Do not pick it up
- Do not try to recap the needle
- Do not carry it from the area
- Contact one of the in town sites:
 - HIV Community Link Mon-Fri 10am-6pm: 403-866-4698
 - Outside of those hours call Medicine Hat Police at: 403-529-8481.

For more information on do's and don'ts if you find a syringe go to the following website:

- <https://myhealth.alberta.ca/Alberta/Pages/Getting-Rid-of-Needles-Safely.aspx>

Needlestick Injury

- Encourage bleeding immediately and place hand under running tap water to flush the exposure area
- Go to the hospital as soon as possible
- Report the incident to your supervisor

OFFICE SAFETY & ERGONOMICS

Despite common beliefs that the office provides a safe environment in which to work, many hazards exist, which cause thousands of injuries and health problems each year among office workers. The leading types of disabling incidents that occur within the office are:

- Slips, trips and falls.
- Strains and over-exertion.
- Being struck by or striking objects.
- Caught in or between objects.

Also, office workers are also injured as a result of foreign substances in the eye, spilled hot liquids, burns from fire, and electric shock. This section outlines the minimum standards for the protection of office workers.

Responsibilities

Supervisors are responsible and accountable for assessing the office environment, identifying any existing or potential hazards and controlling the hazards. Supervisors are also responsible for ensuring workers are aware of the hazards in the office and that steps are taken to reduce the risk to a level that is reasonable and practical for the work being done.

Implementation

General Office Safety

Workers are responsible for complying with office and other safety procedures and/or exercising sound judgement in their work practices. All office equipment shall be operated and maintained as required by the various laws, codes, regulations or manufacturer instructions. Surprisingly, there appear to be more incidents in the “safe offices” than there are in industrial plants. While it is just as easy, and just as dangerous, to trip over an unclosed file drawer as it is to trip over an object left on a plant floor, office workers are less careful because they think that the office is an entirely safe place to work. However, there are many opportunities to become injured in an office setting. Some of these include back injuries from lifting, falling from chairs or stepladders; tripping over open drawers, cords or objects on the floor; being pinched or cut on equipment and being cut by paper.

Housekeeping

Good housekeeping habits make work easier and conditions safer because the work area is clean, materials are correctly arranged, and used materials are properly disposed of.

- Place any shipping or packing materials in the proper garbage container.
- Store chemicals and flammables carefully. Ensure they are labelled and sealed in approved containers. Use WHMIS workplace labels if required.
- Put knives and shears away after use.
- Keep heavy cartons at floor level out of walkways.
- Store items in approved storage space. Take care not to stack boxes too high or too tight. Ensure that boxes are clearly labelled with their contents.
- Ensure that office lighting is adequate and available. Replace burned-out light bulbs, and have additional lighting installed as necessary.

- Ensure that electrical and phone cords do not cross walkways or otherwise pose a tripping hazard. If you cannot move a cord, have a new outlet installed or secure the cord to the floor with cord covering strips. Do not tape cords down as a long-term solution or run them underneath the carpet.
- Report or repair tripping hazards such as defective tiles, boards, or carpet immediately.
- Clean spills and pick up fallen debris immediately. Even a loose pencil or paper clip could cause a serious falling injury.
- Keep office equipment, facilities, and machines in good condition.

Preventing Stress

To reduce stress and prevent fatigue, it is crucial to take mini breaks (not many breaks) throughout the day. If possible, change tasks at least once every two hours. Stretch your arms, neck, and legs often if you do the same type of work for long periods of time. A tip for healthy eyes is to use the 20-20-20 rule. Every 20 minutes, look away from your monitor and stare at something 20 feet away for 20 seconds. An additional stress relief technique is to breathe deeply several times by inhaling through your nose and exhaling through your mouth. In addition, try to eat lunch somewhere other than your desk.


Workstation Arrangement

With the extensive use of computers and other automated desk devices in the workplace, workers must take special care to ensure proper workstation arrangement. For the purpose of this program, a workstation consists of the equipment and furniture associated with a typical desk job (i.e., desk, chair, and computer components).

Cumulative trauma disorders such as carpal tunnel syndrome may result from the stress of repetitive motion. Therefore, it is very important to arrange your workstation properly and to take breaks frequently.

By properly arranging your equipment, you can also help reduce the harmful effects of repetitive motion. Follow these guidelines for arranging office equipment:

- **Lighting:** Lighting around computer workstations should illuminate the work area without obscuring the VDT or causing glare. Position computer screens, draperies, blinds, and pictures to reduce glare during work hours.
- **Screen:** VDT images should be clear and well-defined. Adjust the screen's brightness, contrast and display size to meet your needs. If a screen flickers or jumps, have it repaired or replaced. Place the screen 20-28 inches away from your face. The center of the VDT should be approximately 15 to 25 degrees below your line of vision.
- **Keyboards:** Position computer keyboards so that the angle between the forearm and upper arm is between 80 and 120 degrees. Place the keyboard in an area that is accessible and comfortable.
- **Wrist Support:** Use wrist supports made of padded material. The support should allow you to type without bending your wrists.
- **Document Holders:** Keep documents at approximately the same height and distance from your face as the VDT screen.
- **Telephones:** Neck tension is a common problem caused by holding the telephone between the head and neck. Use a headset or speakerphone if using the telephone for extended periods of time.

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SEASONAL WORK – HEAT STRESS

Due to the nature of our work, workers are often exposed to the elements for long periods of time.

Spring & Summer

As the hotter weather approaches, all workers should be aware of the potential for illness and lost time from elements other than work.

- South East Alberta Watershed Alliance Society (SEAWA) will ensure that an adequate supply of drinking water is available to workers at the site.
- all workers must use some barrier crème to protect them from UV rays from the sun and prevent sunburns.
- all workers, no matter what the temperature must wear insect repellent and proper clothing, i.e. no shorts and preferred long-sleeved shirt, to prevent the potential of WEST NILE VIRUS from mosquito bites. Reference: WEST NILE VIRUS.
- be aware of the temperatures and allow breaks and prevent the amount of time the workers are in direct sunlight.

SLIPS, TRIPS, AND FALLS

In Canada, about 60,000 workers are injured on the job from slips, trips, and falls every year. This accounts for 15 percent of the lost-time injuries accepted by Workers' Compensation Boards (WCBs) across the country. Besides being a substantial financial loss, these injuries can cause people pain and suffering, and much too often, even death.

Toolbox Talks

South East Alberta Watershed Alliance Society (SEAWA) raises awareness of slips, trips, and falls in toolbox talks throughout the year. Topics of discussion include:


- Personal Protective Equipment: Footwear, use, care, and maintenance.
- Mental and Physical Conditions.
- Housekeeping: standards and expectations.
- Slipping – tripping – falling: Causes and Prevention.

Causes of Slips, Trips and Falls

Bumps and bruises, sprains and strains, tears and broken bones—these are all injuries you can get from slips, trips, and falls. But some more serious injuries can occur as well, such as head injuries and impalement.

Causes	Prevention
Slips	
Slips happen when you don't have enough traction or friction between your boots and what you're walking on. Surfaces can vary, so expect a slippery or loose surface only a few strides away.	Take your time and pay attention to where you are and where you are going.
Watch for substances on surfaces that can make them slippery such as	<ul style="list-style-type: none"> • Be aware of lighting issues such as poor light, blind spots, or shadows that hide objects. Also, schedule outdoor work during daylight hours. • Create temporary or permanent additional traction by spreading sawdust to absorb liquids and provide traction, or by coating floors with paint embedded with sand. • Replace floors, or use mats, pressure-sensitive abrasive strips, abrasive-filled paint-on coating, or metal or synthetic decking. • If needed, wear overshoes for better traction—especially over grippless dress shoes. • Shorten your stride to suit walking surfaces and tasks. • Point your feet outward slightly for extra balance. • Make wide turns at corners. • Keep one free hand (a "hand for yourself") when you're using stairs, ladders, or ramps.
<ul style="list-style-type: none"> • Frost or snow • Visible or black ice • Freshly waxed flooring • Oil or spills of any kind • Water or wetness, such as wet mud • Smooth, cold surfaces (e.g., cold metal stairs) 	
Look out for loose items on top of surfaces —these can cause slipping hazards (e.g., loose, unanchored mats that can slide out from under you, and small-diameter gravel). Other factors that can cause slips are poor lighting and lack of attention to hazards.	
Trips	
Trips occur when your foot hits something in your way so that you lose your balance and fall.	Take your time and pay attention to where you are and where you are going.

Causes	Prevention
<p>Watch for uneven surfaces such as</p> <ul style="list-style-type: none"> • Wrinkled rugs or carpet • Frozen vehicle ruts • Uneven steps, thresholds, or slopes <p>Look out for things in your path such as</p> <ul style="list-style-type: none"> • Materials, tools, or clutter on the ground or floor • Uncovered cables • Low cabinet drawers left open • Narrow or short steps <p>As with slips, some general factors contribute to trips: lack of attention, poor lighting, and any obstructions that limit your line of vision.</p>	<ul style="list-style-type: none"> • Be aware of lighting issues such as poor light, blind spots, or shadows that hide objects. Also, schedule outdoor work during daylight hours. • Make sure anything you're carrying, pushing, or moving doesn't stop you from being able to see tripping hazards. • Use the engineered devices that help you keep your balance, such as handrails on stairs. • Ensure good Housekeeping. • Point your feet outward slightly for extra balance. • Keep one free hand (a "hand for yourself") when you're using stairs, ladders, or ramps.
Falls	
<p>Since falls from low elevations or walking can cause serious injury and even death, falls from higher elevations can clearly be much more serious. The following situations may cause you to fall—whether it's a short distance while walking, or from relatively low elevations, or from higher up:</p> <ul style="list-style-type: none"> • Jumping from a platform to the ground or climbing from equipment to the ground • Falling off the side or edge of an area of construction or through a wall opening • Stepping into a floor hole, you didn't see • Falling off, or along with, an improvised stepping stool you're using for added reach • Unbalancing a ladder by leaning off it instead of getting down and moving it (These reaches are the source of most falls from short heights.) 	<p>Take your time and pay attention to where you are and where you are going.</p> <ul style="list-style-type: none"> • Be aware of lighting issues such as poor light, blind spots, or shadows that hide objects. Also, schedule outdoor work during daylight hours. • Use the engineered devices that help you keep your balance, such as properly maintained and used ladders and ramps. • Use barriers such as guardrails, and warning devices such as flagging tape, for unprotected/ open sides, edges, wall openings, and floor holes. • Remember the importance of using three-point contact when you're getting in and out of vehicles and equipment or climbing ladders. <p>How do you prevent falls from higher up?</p> <p>You'll need to learn about freefall limits, clear fall paths, and total fall distance. You'll also need to select appropriate personal protective equipment (PPE) and use it properly.</p>

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Mental and Physical Condition

Mental impairment can be from fatigue, drinking alcohol or taking drugs—either illegal drugs or some over-the-counter medications. Mental impairment increases the likelihood that you will slip, trip, or fall. If your mental condition is impaired, your ability to notice and react to hazards is reduced. And any loss of mental focus, such as daydreaming about your new pay raise or what you’re going to do next weekend, also takes your mind from your task.

If you’re in good physical condition, you will have quicker reflexes and limber, toned muscles to help you keep or recover your balance. And if you fall, being in good condition will help you recover faster. This becomes even more important when you get older because, as you age, your ability to recover from an injury slows down. If you’re an office worker, this still applies. Working in one place for long periods may reduce your ability to respond to a slip, trip, or fall and add to the severity of injuries. Basic stretching for mobility and flexibility can help protect you from injury.

Housekeeping


Poor housekeeping can cause injuries such as trips over loose objects; slips on greasy, wet, or dirty surfaces; impacts against projecting objects; and cuts or punctures on nails, wire, or steel strapping that is sticking out. Worksite housekeeping includes keeping work areas neat and orderly, maintaining unobstructed halls and floors, and removing waste from work areas. It should be an ongoing operation. The following must be done regularly:

- Mop or sweep debris from floors.
- Remove walkway obstacles and clutter.
- Secure mats, rugs, and carpets that do not lie flat.
- Regularly inspect, clean, and repair all tools and take any damaged or worn tools out of service.
- Close file cabinet or storage drawers.
- Cover cables that cross walkways.
- Clean up any spills immediately.
- Mark spills and wet areas, including just-cleaned floors.
- Keep working areas and walkways well lit.
- Replace burnt-out lights and faulty switches.

A fall can put you out of commission for a few minutes, a couple of hours, or the rest of your life. Most slips, trips and falls can be avoided if you recognize and avoid hazards.

When you have to work in wet or slippery conditions, it is essential to slow down and move deliberately. You need to be constantly aware of your footing and try to keep your distance from the operating equipment. Think ahead. If you were to fall, where would you land?

Always use extreme caution when working on icy or slippery surfaces.

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TOOLS, EQUIPMENT AND MACHINE SAFETY

Moving Parts

Any clothing, jewellery or hair that hangs down near the moving parts of machinery, equipment or tools creates a potential hazard.

A hazard assessment helps determine the risk of a worker's clothing, jewellery or hair being caught. Practices to decrease the risk of workers being caught in machinery may include:

- Wearing clothing that fits close to the body and cannot be caught on moving parts.
- Avoiding loose cuffs, belts, ties or protruding buckles that are easily caught on equipment.
- When long sleeves or pant legs are worn, elasticized, or closely buttoned cuffs, Velcro closures or ties should be used.
- Wearing coveralls to contain or control clothing.
- Wearing close-fitting leather or insulated work gloves that are less likely to become caught than loose-fitting handwear. In some circumstances, it may not be appropriate to wear gloves at all if there is a risk of them being caught in moving parts.
- Ensuring boots are laced using all eyelets and tucking in bootlaces.
- Tying back long hair and covering it with a hairnet that is snug to the head.
- Covering a long beard with a net to contain it.
- Not wearing jewellery and accessories when working around machinery.
- Removing a fall protection lanyard rather than wearing it draped over a shoulder.
- Rings can increase the damage to a finger or result in amputation when a hand is crushed. Rings should be removed if a hazard is present.

Starting Machinery

South East Alberta Watershed Alliance Society (SEAWA) will ensure that:


- Machines are operated only by a competent worker.
- Workers are informed of any risk associated with and trained in the safe use of the machines.

Operator Responsibilities

The machine operator is responsible for checking the machine and the surrounding area to ensure that both the operator and other workers are not at risk of being caught or struck by moving equipment. This may include such things as checking visually and verbally to ensure workers are not in the immediate vicinity of the machinery and activating warning alarms. Having a second worker check the area may be necessary for some situations. Convex mirrors may be used to allow the operator to see obstructed areas.

Safeguarding Controls

South East Alberta Watershed Alliance Society (SEAWA) will ensure that machinery and equipment are fitted with adequate safeguards that protect workers from hazardous parts, ensure that they cannot access a hazardous point of the operation and safely contain any material ejected by the work process that could potentially be dangerous to the worker.

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Most Effective	Elimination	<ul style="list-style-type: none"> • Eliminate human interaction in the process • Eliminate pinch points (increase clearance) • Automated material handling
	Engineering Controls (Safeguarding technology)	<ul style="list-style-type: none"> • Mechanical hard stops • Barriers • Interlocks • Presence-sensing devices • Two hand controls
	Enhancing worker awareness of hazards	<ul style="list-style-type: none"> • Lights, beacons, and strobes • Computer warnings • Signs • Restricted space painted on floors • Beepers • Horns • Labels
	Training & Procedures (Administrative Controls)	<ul style="list-style-type: none"> • Safe job procedures • Safety equipment inspections • Training • Lockout
Least Effective	Personal Protective Equipment	<ul style="list-style-type: none"> • Safety glasses • Earplugs • Face shield • Gloves • Hard Hat • Steel toe boots

Immobilization

South East Alberta Watershed Alliance Society (SEAWA) workers shall not leave a machine unattended or in a suspended position unless that machine has been:

- Immobilized and secured against accidental movement, or
- Enclosed by a safeguard to prevent access by any other worker to the machine or part.


Defective Equipment

Where a defect is found in equipment, South East Alberta Watershed Alliance Society (SEAWA) will ensure that steps are taken immediately to protect the health and safety of any worker who may be at risk until the defect is corrected and the defect is corrected by a competent person as soon as is reasonably practicable.

Hand Tools

Worker Responsibility

- Electrical tools must have three-wire (grounding) cord and plug, excluding double-insulated tools.

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- Grinder discs, buffers and stones are to be used only for their designed application and at rated speed.
- Stationary grinders must have properly adjusted tool rests and stones to be properly dressed.
- Angle grinders to have Original Equipment Manufacturer (OEM) guard.
- On/off switches must be functional and positioned, so the operator has access.
- Accessories can only be used that are designed for use with the tool specified.
- Saw blades must be designed for the product being cut, and at the rated speed, OEM guards must be in place and functional.
- Chisels, punches, hammer, wrenches, etc. are to have all burrs ground from the striking area.
- Chisels, punches, screwdrivers, etc. are to have tips adequately dressed.
- Cracked and/or splintered handles are to be replaced.
- All tools must be cleaned after use and repairs made before being properly stored.
- Tools must be used for designed purposes only.
- Repairs on tools must be performed by qualified personnel, using OEM parts or equivalent.

DRILL SAFETY

Power drills can be used for a number of jobs. Drills can be equipped with bits to accommodate a wide variety of projects, including drilling, cutting, grinding and sanding.

Safe Work Practices

Do:

- Read and follow the manufacturer's instructions and warning labels.
- Wear appropriate personal protective equipment such as safety footwear, safety glasses, hearing protection and respiratory protection.
- When unplugging equipment, pull on the plug, not on the cord.
- Keep power cords away from heat, water and oil.
- Only use extension cords that are in good condition with proper grounding.
- Ensure that the work area is clear of debris.
- Use only bits that turn true.
- Unplug any broken or unsafe equipment, attach a warning tag, take it out-of-service and advise your supervisor.
- Ensure there is adequate lighting in the work area.
- Use the drill, tool accessories, bits and battery charger in accordance with the manufacturer's instructions and in the manner intended.
- Keep the drill's air vents clear to maintain adequate ventilation.

Do Not:

- **Do not** wear gloves, loose clothing, jewellery or long loose hair while operating a drill.
- **Do not** remove the stock or any debris while the bit is spinning.
- **Do not** place your hands under the material/stock being drilled.
- **Do not** abuse the power cord. Never use the cord for carrying the drill.
- **Do not** carry the drill with your finger on the trigger switch.
- **Do not** use excessive force to push a drill bit into the stock.
- **Do not** use a bent drill bit.
- **Do not** use a hole saw without a pilot drill.
- **Do not** exceed the manufacturer's recommended maximum drilling capacity.
- **Do not** use power from the drill to tighten a keyless chuck; hand tighten only.
- **Do not** use a drill if the switch does not turn it on and off.
- **Do not** operate any equipment if you feel drowsy or unwell.
- **Do not** use a drill that vibrates or appears unsafe in any way.
- **Do not** operate a corded power drill while standing in water.

HAND TOOLS

Impact Tools

- Hammer-struck and striking tools shall be made of forged, hardened steel.
- Select a hammer that is comfortable and of the proper size and weight for the task.
- Hammers shall have securely wedged handles. The handle shall be smooth, shaped to fit the hand, and properly sized for the job.
- Any hammer with a mushroomed or chipped face, or with cracks in the claw or eye sections, shall be removed from service immediately.
- Ensure adequate clearance above and behind before swinging a hammer.
- Watch the object being struck.
- Hold the hammer with the wrist straight and the hand firmly wrapped around the handle.
- Do not grind, weld or heat-treat a hammerhead.
- Do not strike with the side or cheek of the hammer.
- Chisels shall be kept sharp and ground to a 60-degree angle.

Wrenches


- Use the correct size wrench for the job.
- Remove caked dirt and grime from inside sockets to allow them to seat fully.
- Use a pipe wrench to turn or hold a pipe. Never use a pipe wrench to bend, raise or lift a pipe.
- Keep pipe wrench teeth clean and sharp.
- Do not use a wrench as a hammer or strike it with a hammer.
- Do not use pipe wrenches on nuts and bolts.
- Do not use an extender for extra leverage. Get a larger pipe wrench.

Screwdrivers

- Screwdrivers shall not be used as punches, wedges, pinch bars or pries.
- Choose contoured handles that fit the shank tightly, with a flange to keep the hand from slipping off the tool.
- Keep the screwdriver handle clean.
- The tip shall be kept clean and sharp to permit a good grip on the head of the screw.
- The part being worked on shall not be held by hand. It should be laid on a flat surface or held in a vice.
- Do not lean or push on a screw-driver with any more force than necessary to keep contact with the screw.
- Do not hammer screws that cannot be turned.
- Do not try to use screwdrivers on screw heads for which they are not designed

Pliers and Nippers

- Pliers are meant for gripping and cutting operations. They shall not be used as a substitute for wrenches. The following safety precautions shall be followed:
- Choose pliers or wire cutters that have a grip span of 6-9 cm (2.5 -3.5 inches) to prevent a palm or fingers from being pinched when the tools are closed.
- Make sure that the cutting edges and toothed jaws are clean and sharp.

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- Pull-on, the pliers. Do not push away from you when applying pressure.
- Special cutters for heavy wire, reinforcing wire, and bolts shall be used as required.

Cutting Tools

- Cut materials straight across – keep the material being cut at right angles to the cutting edges of blades.
- The cutting stroke should be away from the body. If that is not possible, then keep the hands and body in the clear.
- Sharpen blades according to manufacturers' instructions.
- Knives shall be kept in sheaths or holders.
- Never attempt to catch a cutting tool when it falls. Let it drop to the ground and then pick it up by the handle.
- While cutting with a retractable knife, use a metal ruler with an integral finger guard.
- Ensure a retractable knife blade is retracted after use.
- Do not pry or twist the tool when cutting.
- Do not hammer on cutting tools.
- Do not expose cutting tools to excessive heat

Vices


- Vices are used for holding material while work is performed.
- The jaws of a vice shall be tightened with hands pressure only.
- A vice shall be mounted so that the stationary jaw projects slightly beyond the edge of the workbench.
- Check the vice for cracks or other damage before clamping a workpiece.
- Place the workpiece in the vice so that the full clamping surface of the jaw supports the workpiece.
- Do not weld the base of the vice to secure it or repair a vice by welding or brazing.
- Do not cut into the jaws.
- Do not unscrew or open the jaws of the vice wider than they were designed to be used.

Pry bars

- Use the proper size and type of pry bar for the specific task.
- The pry bar shall have a point or toe of such shape that it will grip the object to be moved, and a heel to act as a pivot or fulcrum.
- Use a block of wood under the heel as required, to prevent the pry bar from slipping

Saws

- Select the proper saw for each specific task.
- Use a cross-cut saw for cutting across the grain, use a ripping saw for cutting with the grain.
- Saws must be kept sharp, and the teeth kept well set to prevent binding.
- Hacksaws shall be adjusted in the frame to prevent buckling and breaking.
- Install blades with teeth pointing forward.

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Hydraulic Jacks

- Hydraulic jacks are to be used according to manufacturers' instructions.
- The rated load shall be legibly and permanently marked on every hydraulic jack.
- Hydraulic jacks shall be blocked when positioned on foundations that are not firm.
- After the load has been raised, it shall be cribbed, blocked or otherwise secured.
- A block shall be placed between the cap and the load where there is a possibility of slippage.
- All lifts should be vertical with the jack perpendicular, at a right angle to the load.
- The hydraulic jack operator shall ensure that the stop indicator is clearly visible.
- Hydraulic jacks shall be adequately maintained.

POWER SAWS

Circular power saws are widely used in construction and users should not become complacent in operating these tools. They can result in serious injuries if not used correctly and maintained in good working condition.

Hazards

- Cuts and amputations.
- High noise levels resulting in hearing loss.
- Contusions, flying objects/particles.
- Repetitive strain injuries, electrocution.

Do


- Wear all PPE, including gloves, safety eyewear and footwear, and hearing protection when required.
- Check the guard regularly to ensure it works freely and provides full coverage.
- Allow the saw to attain full power before cutting.
- Secure work being cut to avoid undue movement.
- Ensure that the blade that you have selected is sharp enough to do the job. Sharp blades work better and are safer.
- Check the saw for proper blade rotation.

Do Not

- Force the retracting lower guard in the open position.
- Place a hand under the guard of the saw.
- Force the saw during cutting.
- Cut materials without first checking for obstructions or other objects such as nails, etc.
- Carry the saw with a finger on the trigger switch.
- Overreach-keep proper footing and balance.
- Twist the saw to change, cut or check alignment.
- Use a saw that vibrates or appears unsafe.

General Safe Work Practices

1. Inspect the circular saw and ensure it is in good operating condition and is equipped with all proper functioning guards in place.
2. Make sure you are familiar with the safe operating procedures and any limitations on the use of the saw.
3. Wear all appropriate PPE for the task, such as gloves, safety eyewear and footwear, hearing protection, and a respirator (if necessary).
4. Use sharp blades designed for your work and recommended by the tool manufacturer.
5. Check the retracting lower blade guard frequently to make certain it works freely. It should enclose the teeth as completely as possible, and cover the unused portion of the blade when cutting.
6. Make sure the saw is connected to a suitable extension cord with a proper grounding connection. Conduct a daily pre-operating check and repair or replace damaged cords.

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7. Allow the saw to reach full power before cutting.
8. Make sure the lower blade guard is fully returned before laying down the saw.
9. Disconnect the power supply before adjusting or changing the blade.
10. Keep all electrical cords clear of the cutting path. Use both hands to operate the saw.
11. Keep the saw blade guards and motor clean and free of sawdust.
12. Secure the work while cutting.

TREE PLANTING

Precautions

- Prior to conducting work, apply sunscreen and bug spray.
- Put on required PPE.
- Inspect tools to make certain they are in good working condition.
- Assess area for underground hazards (e.g., power, sprinkler, gas).
- Plan route and remove obstructions where possible

Moving tree to planting location

- If available, obtain assistance.
- Stand close to the tree. Using a wide stance, bend knees, lift the tree as close to and as centred to the body as possible. If it's a two-person lift, communicate lifting plan prior to move.
- Lift smoothly without jerking or twisting, and place tree in wheelbarrow/cart. Secure the tree.
- Move the tree as close to planting location as possible to minimize the lift to the hole.

Digging hole

- Start digging by placing one foot on top of the spade; use leg muscles to push into ground.
- Use handle to pry the dirt free.
- Lift dirt when free from ground, keeping back straight and bend your knees.
- Straighten knees, keeping spade close to body and shifting weight to rear foot. Turn front foot in the direction where you wish to place the dirt.
- Repeat until desired hole size is achieved.

Placing tree in hole

- Stand close to the tree. Using a wide stance, bend knees, lift the tree as close to and as centred to the body as possible. If it's a two-person lift, communicate lifting plan prior to move.
- Lift smoothly without jerking or twisting, and turn body, moving feet in direction you need to go.
- Lower tree into hole by slowly bending knees, avoiding reaching or over exertion.
- Back fill hole, using proper shoveling techniques.

Health & Safety Hazards

- Musculoskeletal and repetitive strain disorders
- Exposure to the sun and extreme heat or cold
- Exposure to insects and wild life
- Uneven terrain which can lead to slips and falls
- Incidents in motor vehicles that were intended for pavement use, not rough and remove surfaces
- Working alone

WEED EATER SAFETY

One thing to bear firmly in mind is that string trimmers are powerful pieces of kit. Some are heavier than others but even the most lightweight of models can be highly dangerous if you don't take proper precautions.


This machinery can tear through thick grass and dense weeds and can cause debris to come flying up through the air so safety concerns cannot be emphasized strongly enough.

General Safety Tips

- Remove any loose debris like sticks and stones before you get started. This will minimize the chance of anything zooming upwards as you work.
- When you start up the weed eater, do so on firm and flat ground.
- Warn people away if they are too close to you as you trim the grass and weeds. Let them know what is a safe zone – surprisingly up to 60 feet – and remain vigilant. This is especially important if you have children. Think also of your pets and keep them well away from the action.
- Just as you should sidestep loose clothes, tie back your hair if it is especially long. Hair can easily become caught up in the moving parts with potentially horrific consequences.
- Do not rush and overwork the weed eater. Accidents happen in this way.
- They say that prevention is the best cure. This is particularly true with intricate machinery like weed eaters. Don't let this tool fall into a state of disrepair. With proper maintenance you can stop things like loose nuts and bolts from becoming a possible danger.

Protection

- Wear long pants or coveralls that are not loose fitting
- Wear steel toed boots to protect your feet
- Safety Glasses should be worn at all times
- Wear hearing protection

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WHMIS 2015

All hazardous products used by us will be used, stored, handled or manufactured at a worksite in accordance with WHMIS. Safety Data Sheets (SDS) information for these products can be found in the South East Alberta Watershed Alliance Society (SEAWA) SDS Manual.

Products that are entirely exempt from the requirements of WHMIS are:

- Wood or products made of wood
- Tobacco or tobacco product
- A hazardous waste
- A manufactured article

Inventory

South East Alberta Watershed Alliance Society (SEAWA) will keep and maintain a record of all hazardous substances that, in the workplace, are used, produced, handled, or stored for use in the workplace, and may either keep and maintain such a record in the workplace or keep and maintain a centralized record in respect of several workplaces, in one workplace.

Hazardous Waste

While hazardous wastes are exempt from WHMIS, it is still required to ensure that they are safely stored and handled at the worksite and that workers are appropriately trained. However, we may use discretion in selecting the method of storage and training, as long as workers are adequately protected. The key is to use a system that is appropriate to the workplace, and that is understood and followed by workers. Acceptable methods of identifying the waste include placards, coded labels or worksite labels as long as they clearly identify the contents of the product containers.

Safe Handling

South East Alberta Watershed Alliance Society (SEAWA) will ensure the safe storage and handling of hazardous waste generated at the place of employment through a combination of the identification of hazardous waste and worker training. The worker training will include all hazard information of which South East Alberta Watershed Alliance Society (SEAWA) is aware, or ought to be aware, concerning the hazardous waste.

Training

Worker education for hazardous products will be provided as an integral part of the WHMIS information delivery system. All workers must have a valid WHMIS certificate before commencing work. Worker education includes all those activities that provide knowledge and skills to workers so that they may work safely with or near hazardous products at the workplace. WHMIS requires that a program of instruction be established that not only provides training in specific work procedures, but also information about requirements for labels, SDSs and information of significance to worker health and safety.

Education and training will include all workers who:

- May be exposed to a hazardous product due to their work activities.
- Use, store, handle or dispose of a hazardous product.

- Supervise or manage workers who may be exposed, or use, store, handle or dispose of a hazardous product.
- May be involved in emergency response.
- Be in proximity to a hazardous product.
 - “In proximity” is the area in which the worker’s health and safety could be at risk during storage, handling, use or disposal of the product, maintenance operations or in an emergency situation such as a spill or fire. The physical area of risk depends on the quantity of product, its form, the extent of the enclosure during its use, scheduling of work activities and persistence of the product after its release.

South East Alberta Watershed Alliance Society (SEAWA) will, in consultation with the workplace committee or the health and safety representative, develop and implement a worker education program with respect to hazard prevention and control at the workplace. The worker education program will include:

- The instruction of each worker who is likely to handle or be exposed to a hazardous product with respect to:
 - the product identifier of the hazardous substance,
 - all hazard information disclosed by the supplier or by the employer on a safety data sheet or label,
 - all hazard information of which the employer is aware or ought reasonably to be aware,
 - previous exposure investigation results,
 - the information disclosed on a Safety Data Sheet (SDS) and the purpose and significance of that information, and
 - in respect of hazardous products in the workplace, the information required to be disclosed on a safety data sheet and on a label.

Refresher education and training will be provided by South East Alberta Watershed Alliance Society (SEAWA):

- As needed to protect the worker’s health and safety.
- If the conditions of the workplace have changed.
- If new products are introduced.
- If the products have changed and now have different hazards.
- When new hazard information becomes available.
- If there is new information about safe use, handling, storage or disposal.


South East Alberta Watershed Alliance Society (SEAWA) projects do not usually involved hazardous substances and materials. However, if there is such an occasion, all South East Alberta Watershed Alliance Society (SEAWA) employees are required to obtain/attend WHMIS training and will have a refresher training a minimum of every three years

Label Required

There are two different types of labels that can accompany a hazardous product:

Supplier Label

Each hazardous product in a workplace and each container in which the hazardous product is contained in a workplace will, if the hazardous product or the container is received from a supplier, have applied to it a supplier label. Through worker education, South East Alberta Watershed Alliance Society (SEAWA) will ensure that supplier labels are not removed, modified, defaced or altered.

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The supplier label must include the following information:

1. **Product identifier** - the brand name, chemical name, common name, generic name or trade name of the hazardous product.
2. **Initial supplier identifier** – the name, address and telephone number of either the Canadian manufacturer or the importer.
3. **Pictograms** – hazard symbol within a red "square set on one of its points."
4. **Signal word** – a word used to alert the reader to a potential hazard and to indicate the severity of the hazard.
5. **Hazard statements** - standardized phrases that describe the nature of the hazard posed by a hazardous product.
6. **Precautionary statements**– standardized phrases that describe measures to be taken to minimize or prevent adverse effects resulting from exposure to a hazardous product or resulting from improper handling or storage of a hazardous product.
7. **Supplemental label information** - some supplemental label information is required based on the classification of the product.

Labels will be required to be updated within 180 days of the supplier being aware of the new information. If you purchase a product within this 180-day time period, the supplier must inform South East Alberta Watershed Alliance Society (SEAWA) of the changes, and the date they became available, in writing.

Workplace Label

A label can be placed on a hazardous product that has not been accompanied by a supplier label. When we place the hazardous product in a container other than the container in which it was received from the supplier, South East Alberta Watershed Alliance Society (SEAWA) will apply to the container a workplace label. A workplace label is required when:


- A hazardous product is produced (made) at the workplace and used in that workplace.
- A hazardous product is decanted (e.g., transferred or poured) into another container.
- A supplier label becomes lost or illegible (unreadable).

Workplace labels must be prepared and applied to containers if an existing supplier label becomes illegible or is accidentally removed, and a replacement supplier label is not available. South East Alberta Watershed Alliance Society (SEAWA) will ensure that a hazardous product or the product's container contains a workplace label that discloses the following information in respect of the controlled product:

- The product identifier- matching the name of the SDS product name.
- The safe handling precautions and hazard information.
- A statement indicating that an SDS is available in the workplace.

Labels will be required to be updated within 180 days of the supplier being aware of the new information. If you purchase a product within this 180 day time period, the supplier must inform South East Alberta Watershed Alliance Society (SEAWA) of the changes, and the date they became available, in writing.

Decanted Products

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When we place the hazardous product in a container other than the container in which it was received from the supplier, South East Alberta Watershed Alliance Society (SEAWA) will apply to the container a workplace label.

SDS for Hazardous Products

Safety Data Sheets (SDS) are summary documents that provide information about the hazards of a product and advice about safety precautions. SDSs are usually written by the manufacturer or supplier of the product. In some circumstances, South East Alberta Watershed Alliance Society (SEAWA) may be required to prepare an SDS (e.g., when the product is produced and used exclusively in that workplace).

You can think of the SDS as having four primary purposes. It provides information on:

- **Identification:** for the product and supplier.
- **Hazards:** physical (fire and reactivity) and health.
- **Prevention:** steps you can take to work safely, reduce or prevent exposure, or in an emergency.
- **Response:** appropriate responses in various situations (e.g., first-aid, fire, accidental release).

Where a hazardous product is received in the workplace South East Alberta Watershed Alliance Society (SEAWA) will, without delay, obtain from the supplier of the hazardous substance a supplier SDS that

- Is for a hazardous substance that has the same product identifier:
 - discloses information that is current at the time that the hazardous product is received; and
 - is updated when the supplier becomes aware of significant new data regarding the hazard presented.

SDS Availability

When we acquire a hazardous product for use at a worksite, South East Alberta Watershed Alliance Society (SEAWA) will obtain a supplier Safety Data Sheet (SDS) for that hazardous product. South East Alberta Watershed Alliance Society (SEAWA) will ensure that the SDS is readily available at a worksite to workers who may be exposed to a hazardous product.

Hazardous Waste Label

Where a controlled product in a workplace is hazardous waste, South East Alberta Watershed Alliance Society (SEAWA) will disclose the generic name and hazard information in respect of the controlled product by:

- applying a label to the hazardous waste or its container, or
- posting a sign in a conspicuous place near the hazardous waste or its container.

Hazard Class

Hazard classes are a way of grouping together products that have similar properties.











List of Hazard Classes

Physical Hazards	Health Hazards
Flammable gases or aerosols	Acute toxicity
Oxidizing gases, liquids or solids	Skin corrosion/irritation
Gases under pressure	Serious eye damage/eye irritation
Flammable liquids or solids	Respiratory or skin sensitization
Self-reactive substances and mixtures	Germ cell mutagenicity
Pyrophoric gases, liquids or solids	Carcinogenicity
Self-heating substances and mixtures	Reproductive toxicity
Substances/mixtures emit flammable gases when contact with water	Specific target organ toxicity
Organic peroxides	Aspiration hazard
Corrosive to metals	Biohazardous infectious materials
Combustible dust	Health hazards not otherwise classified
Simple asphyxiates	

Pictograms

Pictograms are graphic images that immediately show the user of a hazardous product what type of hazard is present. Most pictograms have a distinctive red "square set on one of its points" border. Inside this border is a symbol that represents the potential hazard (e.g., fire, health hazard, corrosive, etc.). Together, the symbol and the border are referred to as a pictogram. Pictograms are assigned to specific hazard classes or categories.

The graphic below shows hazard pictograms. The bold type is the name given to the pictogram; the words in the brackets describe the hazard.

	Exploding bomb (for explosion or reactivity hazards)		Flame (for fire hazards)		Flame over circle (for oxidizing hazards)
	Gas cylinder (for gases under pressure)		Corrosion (for corrosive damage to metals, as well as skin, eyes)		Skull and Crossbones (can cause death or toxicity with short exposure to small amounts)
	Health hazard (may cause or suspected of causing serious health effects)		Exclamation mark (may cause less serious health effects or damage the ozone layer)		Environment* (may cause damage to the aquatic environment)
	Biohazardous Infectious Materials (for organisms or toxins that can cause diseases in people or animals)				

WILDLIFE

Be cautious when there is a possibility of encountering coyotes, moose, snakes, insects and other wildlife. Most animals will run at the sight of humans but may become unpredictable if they feel threatened, hungry or scared.

To avoid run-ins with wildlife, workers must always:

- Be aware of droppings tracks or other signs that they may be in an animal's territory
- Carry applicable repellents

Aminals, Insects, Rodents, Snakes

Although most insects are just a nuisance, some can cause serious health problems or allergic reactions. Wearing insect repellent is one way to protect yourself if you know that a site has a particular infestation. Nests of bees and wasps should be removed only by experts, not workers. Mosquitoes can carry the West Nile Virus, and in certain individuals, serious illness or even death can occur.

Skunks and foxes may carry the rabies virus. A bite from one of these may lead to serious medical conditions. Rodents such as certain types of mice carry the Hanta Virus. This virus, if contracted by a worker, could lead to illness and even death. Workers that handle or cleaning up waste, leaves or dust, which may contain mouse feces, should wear appropriate respiratory protection. The virus can become airborne with dust and taking into your lungs.

Employees should take precautions against insects, rodents and snakes. In warmer months, wear:

- Insect repellent
- Clothing that is tight-fitting at the neck, waist, wrists and ankles to prevent insect bites and Lyme Disease spread by ticks
- High cut boots to prevent against snake bites
- Gloves and face mask when handling soil and debris around mouse droppings

Also be aware that:

- Lyme disease is a serious illness that can be life-threatening. Along with wearing tight-fitting clothing when walking or working in tall grass, brush clothing off at regular intervals.
- Snakes hide in cool places during hot days. Do not put hands in dark holes without taking precautions.
- Deer mice droppings can spread Hantavirus, which can cause potentially life-threatening illnesses.

WINDY ENVIRONMENTS

Weather plays an important role in working safely. High wind is a component of weather that can pose many hazards for workers. Windy conditions, blowing dust, air pollutants, and other small particles in the air can also cause eye damage. When facing dusty or windy conditions, you should use eye drops or safety glasses to protect your eyes from damage.

Hazards


Hazards created by wind can include, but are not limited to:

- Potential for injury when wind moves objects
- Eye injuries from dust or debris in the air
- Sprains or strains when the wind forces workers to fall, when workers try to reach for an object that is moving away from them, or when the wind pulls objects/doors from their hands
- Exposure to skin, especially in the cold
- Loads, equipment or vehicles that fall, drop, or tip over
- Breaking of branches or uprooting of trees
- Collapse of building, roof, scaffolding, fencing, towers, etc.
- Broken power lines, leading to risk of electrocution and loss of electricity
- Reduced visibility (due to dust, snow, etc.)
- Spreading of fire from sparks or equipment

General Safety

- Eliminate the hazards by stopping a work task that poses a hazard due to wind conditions
- Jobs involving aerial lifts, cranes or working at heights must be properly assessed with wind conditions and determined safe before work continues.
- Different or additional PPE may be required (goggles vs. safety glasses against flying dust and debris).
- Park heavy equipment and light duty vehicles so that the wind is not blowing directly against the side used to enter/exit the vehicle.
- Do not react or reach for dropping objects (i.e. losing a hardhat in the wind). This can result in slips, falls and strain/sprains.

Preplanning a task is critical to reduce risk to workers. Weather is a major factor in what job tasks can commence on a daily basis and/or what precautions must be in place before starting a job. Be attentive to daily weather forecasts, in particular wind speeds, and plan each task accordingly.

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WORKING NEAR WATER

Commencing any work in and around standing or moving water will require a hazard assessment, prior to engaging any tasks or works.

Hazards


- Drowning
- Sunburn or sunstroke, heat exhaustion
- West Nile Virus due to mosquito bites
- Lightning strike

Personal Protective Equipment

- When working near the water wear an appropriate fitting personal flotation device (PFD)
- Before starting shift, apply sunscreen and insect repellent. Reapply as needed.
- Sun hat or cap
- Non-slip water shoes

When Working Around Water

- Be aware of soft shoulders on edge of the water and slipping or falling into the water.
- Walk with care and do not participate in horseplay.
- Do not work around water during a thunderstorm.

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WORKING ALONE

Definition

A worker is considered to be working alone if the worker works alone at a worksite in circumstances where assistance is not readily available when needed. Working alone applies when:

- a worker is working alone at a worksite,
- assistance is not readily available if there is an emergency or the worker is injured or ill.

Working Alone Hazards

When a worker is required to work alone, South East Alberta Watershed Alliance Society (SEAWA) shall first conduct a hazard assessment to identify existing or potential hazards arising from the conditions and circumstances of the worker's work and establish an effective means of communication between the worker and the persons capable of responding to the worker's needs.

Standard Procedures

Reporting

All incidents of working alone are considered **serious** and must be reported. The existing incident reporting process and report forms will be used. Reporting workers must not fear criticism, loss of privacy, penalties or judgement.

Report the incident to one or more of the following individuals:

- Your immediate supervisor
- South East Alberta Watershed Alliance Society (SEAWA) management

Investigating

Once a report is received, an investigation will be conducted immediately, and all appropriate and necessary actions are taken to resolve the problem. The existing incident investigation process will be used.

Risk Assessment and Preventative Measures

To effectively prevent the risks of working alone, a risk assessment will be conducted to determine workgroups that may incur exposure, the risk factors, and the measures to eliminate or minimize the risks. Determining the risk factors and prevention strategies, South East Alberta Watershed Alliance Society (SEAWA) will reference:

- Existing policies, systems, processes, procedures, statistics, managers and workers, and
- Federal and Provincial Regulations and Codes.


Control Measures

South East Alberta Watershed Alliance Society (SEAWA) has developed the following control measures:

- Safety Manual
- ERP Visitation Process

Training

South East Alberta Watershed Alliance Society (SEAWA) ensures that all workers have the skills and training needed to perform their work safely. All workers are made aware of any dangers on the job site.

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- Those workers who work alone, are trained and competent to work safely.
- Make sure workers are aware of the increased risk of carrying out hazardous work alone.
- Upon approaching a worksite- **STOP, LOOK** and **LISTEN** to address the site conditions. **Never** go on a site where no one is present-- call and leave a message.
- Employees are to have training in emergency survival (i.e. bear awareness training) when travelling alone to remote locations.
- All workers are to be aware of what they are doing- **YOU HAVE THE RIGHT TO REFUSE.**

Communication

South East Alberta Watershed Alliance Society (SEAWA) will, for any worker working alone, provide an effective communication system consisting of:

- radio communication,
- landline or cellular telephone communication, or
- some other effective means of electronic communication that includes regular contact by the employer or designate at intervals appropriate to the nature of the hazard associated with the worker's work.

An alternate form of Communication

If effective electronic communication is not practicable at the worksite, the employer must ensure that:

- the employer or designate visits the worker, or
- the worker contacts the employer or designates at intervals appropriate to the nature of the hazard associated with the worker's work.

Schedule for workers visiting those who work alone

These visits or contacts must be at intervals of time appropriate to the nature of the hazards associated with the worker's work.

Before/After Business Hours

The following are safe work procedures for workers working alone before or after business hours.

- Let your supervisor/co-worker/spouse know you are working late and when you expect to leave. Provide them with the office/shop number so they can contact you.
- Use established check-in procedures, as described in driving vehicles.

WORKING ALONE OR IN ISOLATION CONTACT FORM

Working Alone or in Isolation Contact Form

Employee: _____ Working Location: _____

Date: _____ Phone #: _____ Alternate Phone #: _____

Check-In Contact Person: _____ Supervisor: _____

Job Task: _____

The employee is to contact the Check-In Contact Person via the prescribed method, at the pre-determined check-in time(s):

☐ In Person ☐ By Phone ☐ Other: _____


☐ Every Hour ☐ Every 2 Hours ☐ Other: _____

Time	Contact Made	Comments / Employee Wellbeing
	<input type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	
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	<input type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	

In case of emergency, the Check-In Contact Person will contact:

Name/Agency	Phone	Name/Agency	Phone

Supervisor Signature: _____ Check-In Contact Person Signature: _____

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7. Inspections & Maintenance

The formal inspection process is used to proactively identify new potential hazards, as well as confirm the performance of controls in place.

Equipment that isn't working in optimal condition creates unsafe working conditions, which affects the safety of workers. Creating a successful preventative maintenance program will help improve equipment life and avoid downtime from unplanned maintenance activity

INSPECTION POLICY

To control unsafe working conditions in the workplace, and to maintain the necessary records, South East Alberta Watershed Alliance Society (SEAWA) will maintain a comprehensive program of safety inspections at all South East Alberta Watershed Alliance Society (SEAWA) worksites.


- Every worker shall inspect their work area daily, correct hazards if possible, and report any hazard not corrected to South East Alberta Watershed Alliance Society (SEAWA) management, immediately.
- All worksites, equipment, tools, and work methods shall be included in the inspection program.
- Informal inspections shall involve the workers in their areas of responsibility on equipment and hazard control, and findings will be reported to management.
- Formal inspections shall be conducted by management, who will involve workers in these inspections.
- Results of formal inspection reports shall be posted, including follow up inspection results.

Schedules & Responsibilities

- Worksite Safety Inspections
 - Worksite safety will be inspected as required by South East Alberta Watershed Alliance Society (SEAWA) management and supervisors, who will review overall worksite conditions, PPE usage, vehicle and equipment checks, housekeeping, and usage of safety signs.
 - Workers are encouraged to participate in all worksite safety inspections.
 - This will be documented on the **Worksite Safety Inspection Observation Form**.
- Office
 - The overall conditions of the office will be inspected quarterly to identify any concerns regarding upkeep, equipment or housekeeping.
 - The office inspection will be conducted by a supervisor with participation from workers in the office.
 - This will be documented on the **Office Inspection Form**.
- Fire Extinguishers
 - Fire extinguishers are to be inspected by workers monthly and will be inspected by a certified shop for recertification in accordance with manufacturer recommendations.
- Equipment & Tools
 - Workers will perform daily pre-use inspections on all South East Alberta Watershed Alliance Society (SEAWA) equipment and visual pre-use inspections on all tools.
 - Service inspections will be conducted on all equipment in accordance with manufacturer specifications.
 - Documenting formal equipment inspections can be recorded on the **Equipment Inspection Form**.
- Personal Protective Equipment
 - PPE will be visually inspected each day, or prior to each use by each individual worker. This can be recorded during the Hazard Assessment process.
 - Formal inspections will be conducted by a supervisor or designate in accordance with the manufacturer's specifications.

Senior Management

Date

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INSPECTION PROGRAM

Through regular inspections, South East Alberta Watershed Alliance Society (SEAWA) can effectively monitor workplace conditions and work procedures. Inspections enable us to ensure worker safety, regulatory requirements, and due diligence standards are being met. Inspections also identify hazards before they become incidents by revealing where improvements to equipment, job procedures, and worker training, are needed.

The result of these inspections provides us with a list of identified deficiencies and potential problems that require corrective measures. To ensure all workers support these measures, they should be involved in workplace inspections and decisions for corrective action.

Inspections are designed to acknowledge good, acceptable performances as well as unacceptable performances. Inspections will be conducted by a South East Alberta Watershed Alliance Society (SEAWA) supervisor who has received proper training in the areas that they are inspecting.

Workers are expected to identify substandard conditions, work practices and at-risk behaviour and to initiate prompt corrective action.

Types of Inspections

There are two types of inspections – *Ongoing (Informal) Inspections* and planned (formal inspections).


Safety problems do not wait for scheduled reviews. Ongoing inspections are essential to keep small problems from developing into major ones. Often these problems can be corrected simply with a brief instruction, other situations require additional actions, which South East Alberta Watershed Alliance Society (SEAWA) management will arrange and follow-up on (unplanned safety meetings, and corrective action).

Workers are encouraged to notify a South East Alberta Watershed Alliance Society (SEAWA) supervisor of any hazardous situations whenever they see them, who will take prompt corrective action in response to these concerns.

Informal inspections, however, are not enough. *Formal (planned) Inspections* will be conducted on a regular basis to provide a complete record of conditions in the workplace. To be effective, inspections need to be planned, conducted properly and followed-up with appropriate corrective action. An inspection should serve several purposes:

- Identifying existing and potential hazards.
- Identifying safety code violations.
- Determining the underlying causes of hazards.
- Monitoring hazard controls.
- Determining corrective action to minimize or eliminate hazards.
- Reinforcing and supporting safe work practices.

A good inspection program is essential to maintain workplace safety. It is a fact-finding rather than a faultfinding exercise. It is designed as a regular part of South East Alberta Watershed Alliance Society (SEAWA) Health & Safety and Maintenance Program, and proper records of all inspections are kept.

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Inspection Reports

Inspection reports will identify hazards and recommend appropriate control measures such as:

- Performing maintenance on equipment and vehicles
- Marking hazards with signs, flags, lights, alarms, or barricades
- Providing additional personal protective or other safety equipment to workers; and
- Informing workers of the hazards.

Wherever possible, hazards will be eliminated. If this is not possible, other control measures will be used, such as developing specific operational procedures and/or wearing appropriate PPE.

Follow-Up Action & Deficiencies

Deficiencies that have been noted in any inspection must be followed up by South East Alberta Watershed Alliance Society (SEAWA). Any serious (high potential to cause injury) deficiencies must be repaired immediately. Corrective actions are to be identified, assigned to individuals and target dates of completion are to be put in place.

Responsibilities

Management is responsible for following and enforcing the Inspection schedule as outlined in South East Alberta Watershed Alliance Society (SEAWA)'s Inspection Policy and additionally

- Ensuring any tool, equipment, vehicle, or PPE with inspected deficiency is tagged out, put in a designated area and not used until it has been repaired.
- Ensuring completion of corrective actions for hazards identified during inspections. This must be documented on the **Corrective Action Form**.
- Proper documentation of all inspections is completed and kept on file for a period of no less than 3 years.

Workers are responsible for:

- Immediately reporting unsafe conditions, hazards and near misses to a supervisor.
- Conducting all pre-use visual inspection checks on PPE, vehicles, tools and equipment, to ensure they are in safe working order.
- Tagging out any tool, equipment, vehicle, PPE with inspection deficiency and do not use until it has been repaired.
- Participating as requested in inspections and/or audits.

WORKSITE SAFETY INSPECTION & OBSERVATION FORM

Worksite Safety Inspection & Observation

Location: _____ Date: _____ Inspected By: _____

Description of Work: _____

Suggested Items To Observe:

- Pre-job / Tailgate meetings held and documented
- WHMIS labels on storage containers, MSDS's
- Emergency Wash Facilities (eye wash & showers)
- Proper lifting practices followed, use of tag lines
- Fire protection equipment present & maintained

- Warning signs, labels
- Electrical wiring, cords
- Buildings, structures, windows, floors, doors, stairs
- Guards in place
- Atmosphere testing (documented)

- Housekeeping, clutter, trip hazards
- Adequate lighting
- Scaffolds tagged
- Ladders tied off
- Hand & power tools general condition

- Exits, alarms, emergency lighting
- Procedures or Tasks being done properly
- Spotters for backing up vehicles/equipment
- PPE worn & in good condition
- Equipped locked out and or isolated

Priority Hazard Classification: (classification (1), (2) and (3) require follow-up action)

(1) Immediate Danger

(2) Serious

(3) Minor

(4) Positive Safety Observation

Item	Observation	Priority	Corrective Actions to be taken	Person Responsible for Corrective Actions	Expected Completion Date	Completion Action Date & Verified by
1						
2						
3						
4						
5						
6						

Inspectors Comments: _____

☐ Copy Posted on Safety Board

Manager Signature: _____ Date Inspection Reviewed: _____

OFFICE INSPECTION FORM



Office Inspection Checklist

Date: _____ Inspector: _____

Emergency/Fire/Hazards	Yes	No	N/A	Comments
Are aisles/doorways/entrances unobstructed and allow for visibility and movement?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Safety Manual, SDS information and OH&S Legislation are easily accessible by all staff?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are Emergency procedures and evacuation plans current & clearly posted?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are emergency exits/first aid kits/fire extinguishers in good condition and easily accessible?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are materials neatly and safely piled/stored?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Has any worn or damaged office furniture been removed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Good ergonomics throughout the office. (Keyboard elevation, chair adjustment, ect.)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are areas suitably lit?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Have burnt out bulbs been removed or replaced?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Corrective Action	Assigned To	Date Completed

Review Signature: _____ Date: _____

EQUIPMENT INSPECTION FORM

Daily Equipment Inspection Checklist

Make/Model/Year: _____

Use a check mark for all items listed below in good condition. Use an X for any items in need of repair, and provide comments

Equipment Inspection								
Item	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Comments
Date								
Engine Oil & Filter								
Fuel Filter								
Air Filter								
Hydraulic Filter								
Hydraulic Fluid Level								
Coolant Fluid								
Coolant/Antifreeze								
Final Drive Level								
Belts & Hoses								
Hydraulic Hoses								
Steering Components								
Fan								
Battery Connection								
U-joints Drive Line								
Tires								
Differential Oil Level								
Lights								
Horn								
Fire Extinguisher								
Gauges								
Windows								
Wiper Blades								
Initials of Person Performing Inspection								

Corrective Action Needed	Assigned to	Date Completed

Management Signature: _____

Date: _____

FIRE EXTINGUISHER INSPECTION RECORD

Fire Extinguisher Inspection

Extinguisher # and Location	Date	Type of Extinguisher/Suitable for Hazards	At Designated Location/Distance to Hazard	Seal Intact/Correctly Installed	Tag Current/Within 12 Months	Manufacturer's Instructions Legible/Face Out	Hose OK/Low Temp. if Outdoors	Nozzle OK	Shell OK	Pressure Gauge OK	Wheels OK	WHMIS Labels	Last Hydrotest Shell/Cylinder	Comments

Legend

Y Item OK

X Item Not OK, Corrective Action Required

N/A Not Applicable

DCC Dry Chemical Cartridge

DCSP Dry Chemical Stored Pressure

DCD Dry Chemical Disposable

WSP Water Stored Pressure


CDW Dry Chemical Wheeled

CO Carbon Dioxide

HA Halon

WPT Water Pump Tank

Reviewed by: _____

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MAINTENANCE PROGRAM

Preventative maintenance allows weaknesses to be corrected before becoming problems. Through preventative maintenance, incidents can be prevented, and equipment life can be extended. All tools, equipment, machinery, and vehicles shall be properly maintained, and all records on maintenance will be kept by South East Alberta Watershed Alliance Society (SEAWA).

Responsibilities

Management

Management shall ensure that a qualified person according to established schedules carries out all preventative maintenance and that records are maintained.

Workers

All workers shall check all tools and equipment that they are working with and shall take out of service any tools or equipment that poses a hazard due to a need for repair.

Removal from Service

Defects observed in tools, machinery, vehicles, or equipment shall be reported to South East Alberta Watershed Alliance Society (SEAWA) management and must be repaired or replaced before being used again.

Vehicles


When using a vehicle, daily visual pre-use inspections are to be carried out by the worker responsible for the vehicle. Any defects noted during the pre-use inspections are to be documented and reported to management. Service work is to be done by qualified personnel, with records maintained by South East Alberta Watershed Alliance Society (SEAWA).

Tools, Equipment and Machinery

All workers shall ensure that the tools, equipment, and machinery, they are working with are checked daily prior to use to ensure that they are maintained and in safe working condition. If a tool or piece of equipment is found to be defective, then it is to be taken out of use, and lockout/tag-out labelled, to reduce risk of injury to workers.

Maintenance

All maintenance is to be completed by a competent person and will be repaired/replaced before returning it to service. South East Alberta Watershed Alliance Society (SEAWA) will ensure that any paperwork on any piece of equipment is maintained for the lifetime of the piece of equipment.

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PREVENTATIVE MAINTENANCE PROGRAM

Preventive maintenance is predetermined work performed to a schedule with the aim of preventing the wear and tear or sudden failure of equipment components. Preventive maintenance helps to protect assets and prolong the useful life of the equipment, improve equipment/tool reliability, and reduce injury.

South East Alberta Watershed Alliance Society (SEAWA) maintains all tools, vehicles, and equipment in a condition that will maximize the safety of all workers. To accomplish this, a Preventative Maintenance Program shall be maintained and shall include the following components:


- Adherence to applicable regulations, standards, and manufacturer's specifications.
- Services of appropriately qualified maintenance personnel.
- Scheduling and documentation of all maintenance work. Maintenance is documented on the ***South East Alberta Watershed Alliance Society (SEAWA) Maintenance Record Form***.

Equipment Inventory

South East Alberta Watershed Alliance Society (SEAWA) owns a number of pieces of equipment, and tools that are tracked on an equipment Inventory list. A copy of this inventory list can be obtained from South East Alberta Watershed Alliance Society (SEAWA) management during normal business hours. The inventory also includes the schedule of required preventative maintenance, ensuring that it meets legislative and manufacturer requirements.


PREVENTATIVE MAINTENANCE SCHEDULE

Type of Equipment	Type of Inspection	Schedule
Vehicles	Complete Circle check, Visual inspection	<ul style="list-style-type: none"> Daily pre-use inspection before use
	Complete Formal Inspection	<ul style="list-style-type: none"> Initially Annually for CVIP
	Preventative Maintenance	<ul style="list-style-type: none"> As per manufacturer specifications
	Repair / Service	<ul style="list-style-type: none"> When failure occurs, and/or as per manufacturer specifications
Powered Mobile Equipment and any rented or non-company owned equipment	Complete Circle check, Visual inspection	<ul style="list-style-type: none"> Daily pre-use inspection before use
	Preventative Maintenance	<ul style="list-style-type: none"> As per manufacturer specifications
	Repair / Service	<ul style="list-style-type: none"> When failure occurs, and/or as per manufacturer specifications
Hand Tools/Power Tools	Visual Inspection	<ul style="list-style-type: none"> Initially and daily / before each use
	Repair / Service	<ul style="list-style-type: none"> When failure occurs, and/or as per manufacturer specifications
Office Equipment & Tools	Complete Visual inspection	<ul style="list-style-type: none"> Daily Visual inspection before use
	Repair / Service	<ul style="list-style-type: none"> When failure occurs, and/or as per manufacturer specifications
Fire Extinguishers	Visual Inspection	<ul style="list-style-type: none"> Monthly
	Certification	<ul style="list-style-type: none"> Annually, or after discharged
PPE- Basic & Specialized	Complete Inspection	<ul style="list-style-type: none"> Daily visual before use, As per manufacturer specifications.

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8. Emergency Response

Prevention, mitigation, preparedness, response and recovery are key components in an effective emergency response management system. Emergency response planning assists in preserving the safety and security of worker's, visitors and others in the surrounding areas in the event of an emergency or disaster. Training workers will enable appropriate and efficient actions to take place to reduce further impact.

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EMERGENCY RESPONSE POLICY

South East Alberta Watershed Alliance Society (SEAWA) will ensure that we have plans in place to deal with emergency situations particular to the types of hazards identified at the workplace. Affected workers must be involved when establishing the emergency response plan and South East Alberta Watershed Alliance Society (SEAWA) will ensure that the emergency response plan is kept current.

This information is to prevent confusion during an emergency situation; emergency procedures will also be documented and available to workers. Management has the accountability for emergency preparedness to ensure that emergency response plans are in place and that the appropriate resources are available to handle emergency situations at South East Alberta Watershed Alliance Society (SEAWA) worksites.

South East Alberta Watershed Alliance Society (SEAWA) is responsible for implementing the emergency response plan and confirm that all workers are familiar with the plan. It is policy that all workers are to be aware of the action required in the emergency response plans, but in the event of an emergency, they should follow the instructions of a South East Alberta Watershed Alliance Society (SEAWA) supervisor.

South East Alberta Watershed Alliance Society (SEAWA) will require all emergency response plans to be tested (Emergency Response Drill), a minimum of once annually. Identified deficiencies in the emergency response plans will be corrected immediately upon discovery.


South East Alberta Watershed Alliance Society (SEAWA) will ensure an emergency response plan is available and follows the guidelines set out in *Alberta OHS*, in regard to first aid and emergency response. The emergency response plans (ERPs) will include the following:

- Identification of potential emergencies.
- Procedures for dealing with identified emergencies.
- The identification of, location of, and operational procedures for emergency equipment.
- Emergency response training requirements.
- Location and use of emergency facilities.
- Fire protection requirements.
- Alarm and emergency communication requirements.
- First aid services required.
- Procedures for rescue and evacuation.
- Designated rescue and evacuation workers.

South East Alberta Watershed Alliance Society (SEAWA) clients or prime contractors may have an Emergency Response Plan in place and in that case, they shall supply all necessary information to be followed, including all required documentation.

Senior Management

Date

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EMERGENCY RESPONSE PLAN

The purpose of an emergency response plan (ERP) is to ensure a rapid recovery from a serious incident or harmful event. In the event that an emergency situation occurs on the worksite, it is essential to be familiar with how to respond to the emergency.

The emergency response plan (ERP) will address the emergencies identified in the worksite hazard assessment. Specified in the ERP are the followed procedures in the event of the emergency, and the personnel involved in the emergency response. All affected workers must be made aware of the plan and be familiar with the procedures.

South East Alberta Watershed Alliance Society (SEAWA) will ensure the ERP followed meets all legislative requirements, as outlined in South East Alberta Watershed Alliance Society (SEAWA) Emergency Preparedness Policy. All emergency preparedness information will be readily available, and workers are given worksite orientation to ensure they are aware of:

- Location of emergency equipment:
 - First Aid Supplies.
 - Fire Extinguishers.
 - Eyewash Station.
 - Rescue Equipment.
- Location of a communication device and contact numbers for contacting outside assistance.
- Location of SDS sheets.
- Escape route and muster point.
- Emergency phone numbers.


South East Alberta Watershed Alliance Society (SEAWA) has identified a number of situations, which would call for the use of an emergency response plan. These situations would include (but are not limited to):

1. Fire & Explosion
2. Serious injury or fatality (Medical Aid)
3. Emergency Transportation
4. Major weather activity
5. Motor Vehicle Incident

All workers will be responsible for ensuring that proper emergency response plans are followed. To ensure this, training and informing the workers of the procedures will consist of verbally reviewing the ERPs during orientation.

The primary objective for the implementation of an emergency response plan is to ensure the safety of the workers and contractors/visitors to the site at all times during an emergency situation. In addition, the plan must also:

- Reduce the potential for causing property damage or further losses from operation stoppage.
- Assist response personnel to determine and perform remedial actions quickly and effectively.
- Reduce any effect on the environment.
- Reduce recovery times and costs.
- Create confidence in the response of personnel.

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Emergency response plans are documented in the ***South East Alberta Watershed Alliance Society (SEAWA) Emergency Response Plan Form***.

Emergency Response Drills

To ensure workers understand and are able to respond safely, emergency situation practice drills will be conducted at least once per year.

These drills will be used to identify any deficiencies in the program and any corrective action(s) required to rectify the deficiency.


A written report will be completed immediately following any drill. The documentation will provide information as to the date and time of the drill, any deficiencies observed, and the corrective action(s) necessary as a result. These drills are recorded on the ***South East Alberta Watershed Alliance Society (SEAWA) Emergency Response Drill Form***. This information will be kept on file to serve as documentation that the drill occurred.

Definition of an Emergency

An emergency is defined as any unexpected, unplanned event which could result in serious injury, loss of life, property damage, environmental damage, and that demands immediate action.

Emergency Reporting

- It is the responsibility of every worker to report all situations that occur to their immediate supervisor.
- Emergency phone numbers are posted by all telephones to ensure an immediate response.
- The First Aid responders are first responders if the event is injury or health related.
- Evacuations of the facility will be directed and controlled by the managers on site.
- The managers and First Aid responders are responsible for ensuring the scene is controlled and appropriate emergency services are contacted if an outside source is required.
- Employees are not to re-enter an evacuated building until directed by a manager. If a rescue is required to leave it to the professionals, do not become another victim.

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EMERGENCY RESPONSE ACTION GUIDELINES

GENERAL EMERGENCY RESPONSE ACTION

STOP work, if safe to do so shut down all sources of ignition


1. LEAVE the hazard area. Proceed to the designated muster and await further instructions, ensuring you are across wind and away from any visible hazard.
 - If safe to do so, move vehicles and equipment to where they will not block access to fire hydrants, roadways, or emergency equipment.
2. SOUND an alarm. Initiate call for emergency services.
 - Do not make any unnecessary calls, keep phone lines and radio channels clear for emergency communications.
3. PERFORM a headcount. A headcount will be conducted by the designated rescue worker. If workers are not accounted for, the following details must be immediately communicated to South East Alberta Watershed Alliance Society (SEAWA).
 - Name of the worker(s)
 - Last known working location and whether they were working alone or with others
4. ASSESS the hazard.
 - Check for wind direction and any visible hazards such as fire, smoke, mists, etc.
5. ATTEMPT to control the situation. If safe to do so, SEARCH for and RESCUE victims.
6. PERFORM necessary First Aid.
7. SEND victims to medical aid.
8. COMPLETE an "Incident Report."
9. Prior to work recommencing the "All Clear" signal must be communicated.

Note: A Safety meeting MUST be conducted prior to returning to work.

Management Response to an Incident

When South East Alberta Watershed Alliance Society (SEAWA) management is contacted regarding an incident at any worksite, the following guide will be used:

1. Ask who is calling and obtain a callback phone number (in case the phone call is cut off).
2. Determine if there were any injuries and the extent of them. Do injuries involve workers, subcontractors, clients, visitors, or members of the public?
3. Were the injuries treated, and what is the current status?
4. Is the emergency continuing? If it is, determine what help is needed at the site and coordinate the appropriate resources.
 - a. If members of the public are currently being impacted or can be impacted, contact Alberta Public Safety Services (APSS) at 1-800-272-9600.
 - b. If members of the public are not impacted, determine what resources are needed and ensure they are made available.
 - c. Contact the client and apprise them of the situation.
5. Is the emergency over?
 - a. Determine if an incident investigation has been performed and a report written. If it has not been completed, ensure it is done.

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GRASS FIRE


A small fire can be quickly brought under control if you are prepared and know the following:

- Where the emergency response phone numbers are posted in your area.
- Where the fire extinguishers are located and the training of handling fire extinguishers.
- The location of the nearest fire exit.
- Where the muster point is, and the evacuation procedures.

A grass fire differs from other fires by its extensive size, the speed at which it can spread out from its original source, its potential to change direction unexpectedly and its ability to jump gaps such as roads, rivers and fire breaks. Windblown grass fires can spread at speeds up to 8.5 kilometres per hour

If you see a grass fire, ensure to alert the local fire department. If you hear an evacuation orders over the radio or through the media do the following:

- Let others in the area know
- Evacuate the area affected by the emergency exactly as directed
- Remain calm, do not speed and obey official directions as some roads may be closed (due to flooding or washed away) or rerouted
- DO NOT take shortcuts. Doing so might lead you to a blocked or dangerous area.
- Listen to media reports to stay informed about further announcements from your local emergency officials.


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INJURY OR DEATH

1. Assess the situation and ensure your own personal safety. Always approach an injured victim with caution- **DO NOT** become a victim yourself.
2. If necessary, call for help and/or sound the alarm. (If the injury is not “serious,” contact South East Alberta Watershed Alliance Society (SEAWA) management).
3. Ensure that emergency services are contacted.
4. Offer immediate First Aid according to applicable training and first aid supplies.
5. Cover Priorities:
 - A: Airway
 - B: Breathing
 - C: Circulation
 - D: Deadly Bleeding
6. Perform first aid or assist the first aider if trained.
7. If the victim requires transport, follow the emergency transportation plan.
8. Write down the history of the incident and record the first aid given to the victim.
9. Keep the victim warm to prevent shock until medical help takes over.
10. Complete all required incident reports.

If a fatality occurs, it is imperative that the scene is not disturbed until a representative of the RCMP or OHS completes their initial inspection unless:

- It is necessary to administer first aid to other workers.
- There is a continued danger to workers and/or the public.

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EMERGENCY TRANSPORT

In the instance that a worker or individual requires medical treatment that is above and beyond what can be treated at the worksite, South East Alberta Watershed Alliance Society (SEAWA) requires the following considerations are made to transport to a medical facility.

- Perform an Initial Assessment, make your transport decision.
- Continue on with your Collar, Load and Go OR Secondary (Time, Vitals etc.)

Collar, Load, Go

- For an emergency of this category, Air Ambulance or a Local Helicopter company must be contacted for transportation. Delegate someone to contact air transport and give coordinates/site ID.
- Have someone prepare a spot-on location for a landing zone if not allocated. Prepare the ambulance to meet at the landing point if unable to land directly at the site.
- Ensure the helicopter medical team has all the required information for preparing for their arrival/departure.
- Delegate tasks (preparing site, fetching of supplies, supporting broken limbs, holding c-spine) to those in the immediate vicinity.
- If you send someone to do something, always tell them to report back to you.
- When packaging: Left for land, Right for flight.


Stay and Stabilize

- Initial Assessment, Secondary Assessment, Collar (if necessary) Load and Transport.
- If you collar someone, they must be secured to a spine board for transport. They must be transported in an ambulance. Delegate tasks (driving, fetching first aid supplies, supporting a broken limb) to those in the immediate vicinity.
- Contact medical facility to brief on injury and estimated time of arrival.
- If you send someone to do something, always tell them to report back to you.

South East Alberta Watershed Alliance Society (SEAWA) requires that all onsite medical providers stay with the patient until someone of higher medical training takes over. If available/necessary, you may be required to accompany on flights. The following information is to be relayed to the health care facility prior to or upon arrival:


- Name of injured
- Health Care #
- Age and Date of Birth
- Gender
- How the injury occurred
- Nature of injuries
- Clinical examination
- Provisional diagnoses
- Medication administered
- Contact telephone number

Contact supervisor to notify arrival at a medical facility.

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MOTOR VEHICLE COLLISION

1. In the event of a traffic collision, REMAIN CALM.
2. If possible, and only if safe to do so, try to move the vehicle out of traffic (i.e. the side of the road). If the vehicle cannot be moved away from the road and traffic, then secure the area by setting up traffic cones. Activate hazard lights and lift the hood of your vehicle (if possible) to make motorists aware you are there.
3. Turn the vehicle off and remove the key from the ignition.
4. At no point should you put yourself between the vehicle and oncoming traffic.
5. Call 9-1-1 or send for emergency services if and when necessary.
6. When necessary, attend to affected victims by administering first aid.
7. Take pictures of the scene and obtain witness statements and information.
8. Exchange insurance, registration and licence information with the driver of the other vehicle (if applicable).
9. Contact South East Alberta Watershed Alliance Society (SEAWA) supervisor for further instructions.

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WORKING ALONE- MISSING OR OVERDUE EMPLOYEE

Procedure

In the event of a missing or overdue worker, the following procedure will be followed:

- A person in charge of assisting the worker who was working alone must immediately take charge or if informing another worker or management representative is deemed necessary or quicker, and then take charge of the situation.
- If there are any other available workers in the area, they may be transferred to assist in a search and rescue effort. These workers must be informed of all hazards that may be suspected. (i.e. H2S, poor road conditions, etc.)
- If no other workers in the area are available, and a third party is inaccessible; the person in charge may attend the area of interest him/herself.
- When the missing or overdue worker has been located, the person in charge must immediately be informed, so as he/she can address the situation appropriately. (I.e. call off the search, call emergency services, etc.)
- If the missing or overdue worker has been injured or emergency services have been called, South East Alberta Watershed Alliance Society (SEAWA) must be contacted.
- If the missing or overdue worker cannot be located in a timely manner, the local authorities, as well as upper management, must be contacted and informed of the matter.
- The situation must be investigated, documented in its entirety, and filed.

MAJOR WEATHER ACTIVITY

Tornados

A tornado is defined as a violently rotating column of air extending from a thunderstorm to the ground. The most violent tornadoes are capable of tremendous destruction with wind speeds of 250 mph or more. Damage paths can be in excess of one mile wide and 50 miles long.

Things to do in the case of a tornado:

- Be weather alert. Understand weather signs, keep an eye on the sky and monitor Environment Canada weather watches and warnings. Tornadoes can develop very rapidly.
- When a tornado threatens, take shelter immediately, preferably in the basement or lower level of a sturdy building at the center of the structure.
- Tornado winds that find their way into a building through open doors and windows can lead to large internal pressures and greater damage. When a watch is issued, that is the time to ensure all doors and windows are closed.
- Try to gather everyone in an interior room of any onsite building. Bring an accessible, working communication device and, if possible, a First Aid Kit.
- Complete a headcount to ensure all workers and visitors are accounted for.
- If caught outdoors with no shelter available, lie flat in a ditch, ravine or other low-lying area and shield your head with your arms.
- If outdoors and unable to get to shelter, try to gather all workers in one area.
- Never try to out drive a tornado. They can change direction very quickly and have the ability to lift and toss a vehicle easily. Get out of the vehicle and take shelter in a building or ditch away from the vehicle.
- Flying glass and other debris pose the greatest danger to human safety.
- Wait for the ALL CLEAR to be given before leaving the area.

Lightning Storms

The first and most important thing to remember is that if you can hear thunder, you are within striking distance of lightning. Take shelter immediately, preferably in a building or all-metal automobile (not the convertible top). Remember to shut down all equipment prior to departing from the area.

If caught outside far from a safe shelter, stay away from tall objects, such as trees, poles, wires and fences. Take shelter in a low-lying area. People who have been struck by lightning do not carry an electrical charge and are safe to handle. If you come across someone who has been struck, call for medical assistance immediately.

If caught outdoors:

- Avoid putting yourself above the surrounding landscape. Seek shelter in low-lying areas such as valleys, ditches and depressions but be aware of flooding.
- Stay away from water. Do not go boating or swimming if a storm threatens and get to land as quickly as possible if you are already on the water. Lightning can strike the water and travel a substantial distance from its point of contact.

- Stay away from objects that conduct electricity, such as tractors, golf carts, golf clubs, metal fences, motorcycles, lawnmowers and bicycles.
- Avoid being the highest point in an open area. Swinging a golf club or holding an umbrella or fishing rod can make you the tallest object and a target for lightning.
- You are safe inside a car during lightning but be aware of downed power lines which may be touching your car. You are safe inside the car, but you may receive a shock if you step outside.
- In a forest, seek shelter in a low-lying area under a thick growth of small trees or bushes.
- Keep alert for flash floods, sometimes caused by heavy rainfall, if seeking shelter in a ditch or low-lying area.
- Remember, there is no safe place outdoors during a thunderstorm. Once in a safe location, remain there for 30 minutes after the last rumble of thunder is heard before resuming your outdoor activities.

Indoor Precautions:

- Before the storm hits, disconnect electrical appliances including radios, computers, etc. Do not touch them during the storm.
- Do not go outside unless absolutely necessary.
- Keep as many walls as possible between you and the outside.
- Stay away from windows, doors, fireplaces, radiators, sinks, bathtubs, appliances, metal pipes, telephones, and other things, which conduct electricity.
- Do not handle electrical equipment or telephones. The electrical current from the lightning strike will travel through wires and cords, and if you are directly connected with them, you could be struck. Use battery-operated appliances only. (Cell phones and cordless telephones are safe, however).

Floods

- Be weather alert. Understand weather signs, keep an eye on the sky and monitor Environment Canada weather watches and warnings.
- If it has been raining hard for several hours, or steadily raining for several days, be alert to the possibility of a flood.
- Make your way to higher elevations. Try to stay away from low-lying areas.
- Avoid walking through floodwaters. Even shallow swiftly moving water can knock you off your feet.
- If you come upon a flooded area while driving, turn around and go another way.
- Stay clear of bridge crossings, rivers, creeks, water sources or areas with a history of flooding.
- Monitor the weather service on the radio, internet (if available), or television for weather warnings.

Wildfire

At any time, if you are advised to evacuate the area- do so immediately, following the designated route. Contact management and report in once you have reached a safe zone (or designated evacuation centre).

Driving through the Fire

- Wear your fire-retardant coveralls and boots to protect from flying sparks and ashes.
- Close all windows and vents, put air conditioning on recirculation.
- Keep your headlights on low beam and hazard lights when visibility is minimal.

- Watch for other vehicles and pedestrians- in rural areas, prepare to encounter fleeing livestock and wild animals.
- Use your horn if you feel people or animals are very close, but you cannot see them.
- Never attempt a pass in an evacuation route, as visibility is generally minimal and you cannot see what is ahead.

Trapped in a Building

- Stay calm; keep everyone together.
- Call 911 and inform of location.
- Fill sinks and tubs with cold water.
- Keep doors/windows closed, but not locked.
- Stay inside the building, but away from walls or windows.

Trapped in a Vehicle


- Staying in a vehicle while waiting for a fire to pass should be the last resort, as the interior of a vehicle can get very hot, and a person can overheat very quickly.
- Stay calm- fast rapid breathing can do more harm than good- call 911 and report location if possible.
- Park in an area clear of vegetation or low-lying ditch. If you have a trailer attached or any fuel/compressed gases in the back of the vehicle, try to rid of it if time allows.
- Leave the engine running and keep all windows and vents closed. Keep the air conditioning on to recirculate air within the vehicle.
- Cover yourself/passengers with a blanket (not made of synthetic fibre), coveralls, jacket, etc.
- Wet a piece of fabric to breathe through if possible, or alternatively, breathe through your own clothing.
- Lie on the floor of the vehicle and stay covered under the fire passes over.
- Immediately leave the vehicle once the fire passes. Watch for hot spots and tree limbs potentially still burning.

Blizzard

- Always check the weather and road conditions before departing.
- Each truck should have a winter survival gear that can be used.

Driving in a Blizzard


- Clear all the snow from the vehicle- especially the window, mirrors and all lights.
- Keep your wipers and headlights on at all times (low beam). For instances of minimal visibility, use hazard lights as well.
- Drive for the conditions, go well below the speed limit, keep in mind that your stopping distance will at least double in inclement weather.
- Snowplows always get the right of way, leave them plenty of room for stopping.
- Take extra caution maneuvering in a blizzard when you have a trailer attached, any quick movements on icy or slushy roadways can cause a jack-knife.
- Try to stay in any tire tracks on the roadway already established.
- Do not change lanes unless absolutely necessary.
- Black ice is very common on highways in Western Canada, especially under bridges and overpasses.

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- Never use your cruise control when driving in a blizzard or winter storm.
- Some roadways and routes in Canada require tires to be chained to travel in preferred conditions.

Stranded

- If you become stranded during a winter storm, contact emergency services, and management to advise of the situation and location.
- Using a shovel, clear away snow from all around the exhaust area.
- Place emergency triangles on the roadway if the trailer or back end of the vehicle may be protruding onto the roadway.
- Stay in the vehicle while waiting for help; there is a chance that other vehicles may steer off the roadway and strike you. It is also very common to get disorientated in a blizzard.
- To conserve fuel, run the engine occasionally to provide heat.
- Bundle up in layers, however, do not sweat. The added moisture can potentially cause cold-related illnesses.
- Make small movements in the vehicle to circulate blood flow.
- Stay hydrated,
- Do not fall asleep if alone- if there is a passenger, take turns resting.

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FIRST AID

Training Standards

Workers successfully completing an approved first aid course are issued a first-aid certificate by an approved training agency. This card will be photocopied and put in workers file during the orientation process.

Location of First Aid

In accordance with Part 11 of the *Alberta Occupational Health & Safety Code*, South East Alberta Watershed Alliance Society (SEAWA) will ensure that first aid services, equipment, and supplies are available at worksites. The type of first aid services that must be provided is based on three criteria:

1. How hazardous the work is
2. The time is taken to travel from the worksite to a health care facility
3. The number of workers on each shift

Equipment and Supplies Storage Requirements

First aid services, equipment, and supplies must be quickly and easily accessible during all working hours. Supplies will be:

- Maintained in a clean, dry, and serviceable condition.
- Contained in a material that protects the contents from the environment.
- Clearly identified as first aid equipment and supplies.

First Aid Providers


We will ensure that the number of first aiders at a worksite, their qualifications and training comply with the appropriate legislated requirements as indicated in the OH&S First Aid Tables. South East Alberta Watershed Alliance Society (SEAWA) will also keep a record of workers who are first aiders.

Posting Signs & Emergency Procedures

South East Alberta Watershed Alliance Society (SEAWA) will ensure that the location of a first aid station is clearly and conspicuously identified. South East Alberta Watershed Alliance Society (SEAWA) will also ensure that at a first aid station, an appropriate emergency procedure is prominently displayed that includes: an emergency telephone list or other instruction for reaching the nearest fire, police, ambulance, physician, hospital or other appropriate service and any written rescue procedure required. Signs posted, should be visible, easy to understand and appropriate to the workforce. Where signs are not practicable, workers must be informed of the location of the services, equipment and supplies by other means such as printed materials or verbal instructions. If members of the workforce have difficulty reading or understanding English, signs and printed materials (if they are used) should use easily understood symbols or include translations.

Transportation Plan

If an ambulance service *is not* readily available, or if the worksite is considered 'distant' or 'isolated,' South East Alberta Watershed Alliance Society (SEAWA) will ensure before work begins, that a transportation plan is in place.

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The transportation plan will consider the following factors:


- The types of injuries or illnesses likely to occur given the hazards inherent to the work and the ages and limitations of the workers.
- The number of workers at the worksite.
- The distance to be travelled from the worksite to the health care facility.
- The availability of a local ambulance service.
- Ambulance or emergency vehicle response times.
- The time(s) of day that the worksite is in operation.
- The means of transportation needed to get to the worksite.
- Transportation routes.
- Seasonal or weather changes that may affect the means or routes of transportation.
- Travel times.

Ideas to Consider When Building a Transportation Plan

The written plan must be available to all, including Occupational Health and Safety Officers upon request. Officers will look for the following in a transportation plan:

- Who to call — a list of the means of transportation that is to be used to transport injured or ill workers. The plan must specify whether an ambulance service is used, whether a means of transportation is summoned from a different location or whether on-site transportation is available.
- How to call — a clear statement of how the means of transportation will be summoned. List telephone numbers or radio channels as appropriate. South East Alberta Watershed Alliance Society (SEAWA) must ensure that telephone numbers are current and correct.
- Who makes the call — a clear statement of who may summon the emergency means of transportation.
- What to say — a listing of the information that the caller must give to the ambulance service so that the service can respond quickly. Location coordinates, for example, may be important when trying to reach a worksite in an isolated area.
- What to expect — a description of what will happen in the event that another worker becomes injured while the first one is being transported to a health care facility. Workers and first aiders remaining at the worksite must know what to do, whom to call if work continues and another worker becomes injured. The transportation requirements apply at all times while work is being performed at the worksite.
- Communication of the plan — evidence that the plan has been communicated to workers, including all designated first aiders. Officers may verify this by talking to workers and asking what the workers would do if they had to summon an ambulance.
- Date of plan completion — the plan should be dated to show when it was completed and how current it is.

Ambulance services should be contacted in advance to find out the processes involved in responding to a call and the expected response times. Response times to distant and/or isolated worksites may vary considerably depending on the type of day, the weather and other factors.

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Accompanying Hurt Worker

Where a worker is seriously injured or in the opinion of first aid attendant, needs to be accompanied during transportation, South East Alberta Watershed Alliance Society (SEAWA) will ensure that the worker is accompanied by a first aid attendant during transportation *if* travelling by means other than an ambulance.

Record of Injury or Illness

South East Alberta Watershed Alliance Society (SEAWA) will create and maintain an accurate written record of all work-related injuries or sudden occurrences of illness that workers experience while at work. This is documented on the ***South East Alberta Watershed Alliance Society (SEAWA) First Aid Record Form***.

If the cause of the illness or injury is unknown at the time treatment is provided, every effort should be made to determine the cause within a reasonable period of time and add this information to the First Aid Record Form. Workers must immediately report all injuries to South East Alberta Watershed Alliance Society (SEAWA). Even if no first aid is administered, any illness or injury reported by a worker must be recorded. A record will include the following:

1. The name of the worker.
2. The name and qualifications of the person giving first aid.
3. A description of the illness or injury.
4. The first aid given to the worker.
5. The date and time of the illness or injury.
6. The date and time, the illness or injury was reported.
7. Where the incident occurred.
8. The work-related cause of the incident, if any. South East Alberta Watershed Alliance Society (SEAWA) must retain the records for three years from the date the incident is recorded.

Workers will have access to blank First Aid Record Forms at the worksite(s). Completed forms must be sent to South East Alberta Watershed Alliance Society (SEAWA) supervisor, and all completed first aid records will be retained for a minimum of three years from the date on which the injury or illness occurred. Completed records must not be kept in the first aid kit.

FIRST AID RECORD FORM



First Aid Record

Date of Injury or illness:
dd/mm/yr _____

Time: _____

☐ AM

☐ PM

Date of Injury or illness reported:

dd/mm/yr _____

Time: _____

☐ AM

☐ PM

Name of injured worker: _____

Description of the injury or illness:

Details on location where the injury / illness occurred / began:

Cause of the injury or illness:

First Aid Provided: ☐ Yes ☐ No

Name of First Aider: _____

First Aider Qualifications:

☐ Emergency First Aider

☐ Standard First Aider

☐ Advanced First Aider

☐ Nurse

☐ Emergency Medical Tech

☐ Emergency Medical Paramedic

☐ Emergency Medical Responder

Describe First Aid Provided:

☐ Copy provided to injured worker

☐ Copy refused

Injured worker's initials: _____

Keep this record confidential and retain for at least 3 years from date injury/illness is reported.

EMERGENCY RESPONSE PLAN FORM

Emergency Response Plan

Date: _____

Location: _____

Potential Emergencies		
Emergency Procedures	Evacuate - turn off any equipment / sources of ignition Alarm - notify others of an emergency Assess - assess the situation Protect - protect yourself, is it safe to be in the area? Do I have protective clothing? Rescue - proceed with rescue only if capable Revive - CPR, First Aid Medical Aid - seek, wait for medical aid Wait - Wait from approval from emergency personnel & Site Supervisor before re-entering worksite or resuming work activities	
Location of Emergency Equipment	Fire Extinguisher:	
	First Aid Kit:	
	Emergency Exits	
	Muster Point:	
Location of Emergency Facilities	Fire Station:	
	Ambulance:	
	Police:	
	Hospital:	
	Other:	
Workers Trained in the use of Emergency Equipment	First Aid:	
	Fire Extinguisher:	
Emergency Response Training Requirements		
Alarm & Emergency Communication Requirements		
Safety Data Sheets	Location/Type:	
Procedures for Rescue and Evacuation		
Designated Worker(s) for Evacuation & Rescue		

Comments: _____

Signed: _____

EMERGENCY RESPONSE DRILL FORM



Emergency Response Drill

Date of Drill: _____ Location: _____

Time of Drill: _____ Drill Conducted By: _____

In attendance:

_____	_____	_____
_____	_____	_____
_____	_____	_____

Describe the type of emergency drill conducted:

Summary of completed drill (what worked well, what needs improvement, etc.):


Follow-up action required:

Management Sign-off: _____

EMERGENCY CONTACT LIST


Emergency Contact List	
Marilou Montemayor	403-488-8110
Gerry Lentz	403-548-1039
Ryan Davison	403-977-7499
Karen Safran	403-928-7734

Alberta Emergency Numbers	
Emergency Services	911
STARS Air Rescue	1-888-888-4567 or *4567 from a cell phone
Occupational Health & Safety	1-866-415-8690
Workers Compensation (WCB)	1-866-922-9221
Alberta Environment	1-800-222-6514
Fortis	403-310-9473
Epcor	403-310-4300
Telus	403-310-3100
Provincial Disaster Services	1-800-272-9600
Alberta Energy & Utilities Board	1-780-538-5138
Alberta 1- Call	1-800-242-3447
Poison Control Center	1-800-332-1414
Transportation of Dangerous Goods	1-800-272-9600
CANUTEC	(613) 996-6666 or *666 from a cellphone

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9. Investigations

Incident investigations are intended to determine the direct causes of an incident and recommend changes to the health and safety management system to prevent similar events.

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INVESTIGATION POLICY

Incident investigations are an integral component of South East Alberta Watershed Alliance Society (SEAWA)'s Health and Safety Program and shall be conducted to determine the cause of an incident in order to implement corrective action to prevent future occurrences. Investigations will be done on all loss, no-loss (near miss), occupational illnesses, work refusals and vehicle incidents.

All injuries or incidents must be reported immediately for appropriate treatment of the situation. An investigation will be conducted for any incident, and they will be documented on the ***South East Alberta Watershed Alliance Society (SEAWA) Incident Investigation Form***. Any safety concerns, near misses, hazards, unsafe acts, or noteworthy events will be recorded on the ***South East Alberta Watershed Alliance Society (SEAWA) Safety Concern Form***.

- All workers must report all incidents and near misses to South East Alberta Watershed Alliance Society (SEAWA) management.
- Management shall promptly conduct initial investigations.

Types of incidents to be investigated

- Personal injury requiring first aid
- Incidents that cause property damage or interrupt operations with potential loss
- Occupational Illnesses
- No-loss type (close calls/near miss)
- Work refusals


South East Alberta Watershed Alliance Society (SEAWA) will ensure that all reportable incidents are reported to OHS as legislated, as indicated in section 18(1) of the *Alberta OH&S Act*, Part III.

All incidents and the corrective action shall be discussed with workers at scheduled safety meetings.

A SUPERVISOR WILL GO TO HOSPITAL WITH INJURED WORKERS TO IDENTIFY IF THE INJURY IS ONE THAT WILL HAVE TO BE REPORTED TO WCB AND OH&S, AND TO COLLECT INFORMATION FROM THE ATTENDING DOCTOR

Senior Management

Date

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INCIDENT REPORTING

All health and safety incidents must be reported, no matter how small, and incidents must be documented and reported as soon as possible. Reporting an incident requires the worker to communicate to South East Alberta Watershed Alliance Society (SEAWA) management, documenting on the relevant form, and submitting the form.

Reporting an Incident

- Immediately verbally report to management, the details of the incident and the current status of the workers and the equipment.
- Depending on the severity of the incident, management will dispatch assistance as appropriate or recommend and coordinate corrective action.
- As soon as possible, start documenting on the ***Incident Investigation Report Form***.

Reporting Hazardous Conditions

If a hazardous condition is encountered, other than the ones identified during the Field Level Hazard Assessment at the workplace:

- Bring it to the attention of a supervisor immediately.
- Ensure that all workers are aware of the hazardous condition.
- Ensure that corrective measures are taken to either eliminate or control the hazard.
- Complete a ***Safety Concern Report Form*** and submit to management for review.
- Management will investigate and determine if a new policy or procedure is required, existing policies or procedures need to be revised, additional training is required, etc.
- The report will be reviewed at a safety meeting.


If a worker is involved in a near miss (“that was close” or “was I ever lucky”):

- Bring it to the attention of a supervisor immediately.
- If corrective action is required to prevent possible injury/damage, ensure that it is done immediately.
- Complete a ***Safety Concern Report Form*** and submit to a supervisor for review.
- Management will investigate to determine if a new policy or procedure is required.
- Existing policies or procedures need to be revised; additional training is required, etc.
- The report will be reviewed at a safety meeting.

Workers are required to comply with South East Alberta Watershed Alliance Society (SEAWA) health & safety incident reporting, and care will be taken at all times to ensure that the communication lines remain open.

All incidents and near misses will be investigated, and the investigation procedure is detailed in the following section of this program.


In the case of an OH&S report required incident, South East Alberta Watershed Alliance Society (SEAWA) will ensure to report to Provincial Occupational Health & Safety promptly.

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Incidents which must be reported to Provincial Occupational Health & Safety

Under the *Alberta OH&S Act*, injuries and incidents have to be reported if they:

- Result in death.
- Cause a worker to be admitted to hospital.
- Involved an unplanned or uncontrolled explosion, flood, or fire that causes or has the potential to cause a serious injury.
- The collapse or upset of a crane, derrick, or hoist, or involve the collapse or failure of any component of a building or structure necessary for the structural integrity of the building or structure.
- A notable near miss as defined by *Alberta OH&S* legislation.

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CONDUCTING INCIDENT INVESTIGATIONS

Purpose of Conducting Investigations

Incident investigations are intended to determine the direct causes of an incident and recommend changes to the health and safety management system to prevent similar events. An investigation will be conducted for all incidents and will be documented on the **South East Alberta Watershed Alliance Society (SEAWA) Incident Investigation Report Form**. A near miss, which could easily result in an injury or a fatality and will also be thoroughly investigated. The following is a basic guide for investigation, and each incident is unique, and therefore, the effort and detail required of an investigation will be dependent on the severity.


Types of Incidents to be Investigated

- Any incident or personal injury requiring first aid
- Incidents that cause property damage or interrupt operations with a potential loss
- Occupational Illnesses
- No-loss type (close calls/near miss) that have the potential for serious injury or major equipment damage.
- A worker's refusal to perform a job task due to unsafe work condition.
- Any incident involving costs for a Workers' Compensation claim.
- All vehicle and equipment damage.
- All significant spills, leaks and release of hazardous substances.

Investigation Procedures

In the event of any work-related incident that results in equipment or property damage or personal injury, the following procedures must be followed.

1. Immediately verbally report to South East Alberta Watershed Alliance Society (SEAWA) management the details of the incident and the current status of the workers and the equipment.
2. Depending on the severity of the incident, the supervisor will dispatch assistance as appropriate or recommend and coordinate corrective action.
3. The appropriate company and regulatory forms are to be fully and concisely completed and submitted to South East Alberta Watershed Alliance Society (SEAWA) management as soon as possible (within 12 hours of the incident).
4. Management will complete an investigation using the **South East Alberta Watershed Alliance Society (SEAWA) Investigation Report Form**, and do the following:
 - a. Ensure that any injured persons are cared for.
 - b. Ensure that no further injury or damage occurs.
 - c. Get the "big picture" of what happened.
 - d. Examine the equipment/materials involved.
 - e. Preserve the evidence - collect and safeguard any physical evidence. Where practicable, the scene of any incident should be left untouched, except for activity necessitated by rescue work or to prevent further failures or injuries, until the incident has been investigated.
 - f. Take photographs of the scene.
 - g. Interview witnesses and obtain written statements where appropriate.
 - h. Analyze all the available information to determine the causes.

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- i. Look for causes where "the system failed the worker" not only for those where the "worker failed the system."
 - j. Determine what corrective action will prevent a recurrence.
 - k. Complete the report.
 - l. Follow-up to ensure corrective action is completed.
5. Management will handle notifications and reports to appropriate client representatives and/or Government Agencies.
6. If a worker is injured, appropriate WCB forms must be completed and submitted to the Workers Compensation Board, by both the worker and by South East Alberta Watershed Alliance Society (SEAWA) management.

South East Alberta Watershed Alliance Society (SEAWA) will ensure that a competent, trained individual performs the incident investigation, and is familiar with the activities that relate to the incident.

All members of the investigative team will have received appropriate training, which will identify them as competent and qualified to investigate the incident. South East Alberta Watershed Alliance Society (SEAWA) will provide training on the appropriate investigation techniques that will be utilized during an incident investigation.

If the media arrives at the workplace, only an approved spokesperson from South East Alberta Watershed Alliance Society (SEAWA) is permitted to make any statements on behalf of the Company. Workers are not authorized to speak to the media.

Identification of Root Causes & Corrective Actions

After the investigation of any incident, South East Alberta Watershed Alliance Society (SEAWA) will complete in full the investigation report, which shall include the following:


- Description of the incident.
- Details of all evidence collected during the investigation.
- Causes (both direct and indirect) of the incident.
- Contributing factors or root cause of the incident.
- Corrective Actions:
 - Immediate corrective action.
 - Long-term corrective actions that will assist in the prevention of a reoccurrence.

Documentation

All incidents must be documented and provided to South East Alberta Watershed Alliance Society (SEAWA) management without delay. All incident investigation reports will be retained for a period of no less than three years after the incident investigation has been concluded.

Incident files will contain the following:

- Copy of the initial incident report.
- All investigation documents, such as interview notes, investigators report copies of all loss invoices.
- Proof that the agreed recommendation actions have been enacted.

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South East Alberta Watershed Alliance Society (SEAWA) will also keep records of each injury that affects a worker and is made known to the company. The record will contain:

- Date, time, location of the incident that resulted in an injury.
- Name of the worker affected.
- Brief description of the injury.
- Causes of the injury.
- First aid treatment received (if any).

Implementing Recommendations

All recommendations approved by South East Alberta Watershed Alliance Society (SEAWA) management will be documented and closed out through the following actions:

- Recommended changes will be communicated through safety alerts and/or safety memos.
- The corrective action process will be documented indicating the required time, to/by whom, what, etc.
- Follow-up inspections required to be performed by management.
- New procedures; and amendments of procedures/regulations.

Trend Analysis

Internal statistics will be kept on all incidents occurring within South East Alberta Watershed Alliance Society (SEAWA) to determine trends. Information on trends will be shared with internal workers through safety meetings, memos or alerts. Statistical analysis may be shared with external customers to verify safety program.

Through the analysis of past incidents and trending, a more proactive approach can be used to prevent incidents in the future.

Definitions


Incident: An event that results in an unintended loss, harm or damage. Incidents result from contact with a substance or source of energy above the threshold limit of the human body or object.

Direct Cause: direct causes of incidents may be attributed to substandard practices or conditions. These are the hazards that exist immediately prior to the incident. Immediate direct causes are the symptoms of deeper problems.

Fatality: A work-related incident or illness that results in death.

First Aid (FA): Any treatment of minor scratches, cuts, burns, splinters, and so forth, and any follow-up visits for the purpose of observation. The following are generally considered First Aid treatments:

- Application of an antiseptic during the first visit to a medic or physician.
- Treatment of first-degree burns.
- Use of elastic bandages.
- Removal of foreign bodies not embedded in the eye if only irrigation is required.
- Use of non-prescription medicine or the use of a single dose of a prescription medication on the first visit to a medic or doctor to treat a minor injury or discomfort.

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- Negative x-ray diagnosis (no fractures or broken bones detected).

Incident: An unplanned event or chain of events, which has or could have caused injury, illness and/or damage to assets, environment or third party. Incidents incorporate all near misses and incidents.

Indirect/Underlying Cause: are personal or job factors which contributed to the immediate direct cause. These are the causes behind the symptoms. They are not as apparent as the immediate direct causes.

Near Miss: An undesired event, which, under slightly different circumstances, could have resulted in harm to people, damage to property, or loss to process.

Root Cause: The purpose of investigations is to identify both the factors that contributed to an incident and the root causes behind those factors.

Substandard Condition: a substandard condition is any hazardous arrangement which, if left uncorrected, may lead to an incident.

Substandard Practice: a substandard practice of any individual is any departure from an accepted, normal, or correct procedure or practice that permits the occurrence of an incident

Unsafe Act: where the cause was a specific action or lack of action taken by the individual would be considered under the individual's control (i.e. general violation of safety rules, disregard of a hazard, etc.) would be considered an unsafe act unless specific criteria indicate a personal factor to be the cause.

Employee Participation

It is not an occupational requirement for all workers to actively participate in the incident investigation process. However, all workers need to be able to describe how workers at the company are participating in the investigation process. Employees at all levels, including workers, senior managers, management and supervisors should be involved in the investigation process.

Incident investigation is also to include the involvement of workers who conduct the type of work associated with the incident.

INCIDENT INVESTIGATION REPORT FORM

Incident Investigation Report Form

Date Report Started: _____ Police File Number (If Applicable): _____

Incident Specifics

Incident type: ☐ Injury/Illness ☐ Property Damage ☐ Fire ☐ Spill ☐ Other

Incident date: _____ Incident time: _____ ☐ AM ☐ PM

Location: _____

Injury/Illness (If not applicable, do not fill out)

Incident Type: ☐ First Aid ☐ Medical Aid ☐ Modified Work ☐ Lost Time

Name of injured: _____

Employee occupation: _____

Type of injury: _____

Equipment / object that caused injury: _____

Person in control of the equipment or object that caused injury: _____

Property Damage

Item damaged: _____

Description of damage: _____

Estimated cost: _____ Actual cost: _____

Equipment / object that caused damage: _____

Person in control of the equipment or object that caused damage: _____

Description of incident (including individuals involved)

Diagram				
<i>Not to Scale</i>				
Cause Analysis				
D I R E C T C A U S E S	Unsafe Practices		Unsafe Conditions	
	<input type="checkbox"/> Improper loading <input type="checkbox"/> Using defective equip./tools <input type="checkbox"/> Procedural deviation <input type="checkbox"/> Operating without authority <input type="checkbox"/> Improper manual lifting <input type="checkbox"/> Improper placement <input type="checkbox"/> Servicing equip. in operation <input type="checkbox"/> Inappropriate conduct <input type="checkbox"/> Unsafe position (line of fire) <input type="checkbox"/> Operating at improper speed <input type="checkbox"/> Using Equip./tools improperly <input type="checkbox"/> Micro breaks not taken Other: _____	<input type="checkbox"/> Failing to use PPE properly <input type="checkbox"/> Impairing/removing guards <input type="checkbox"/> Failure to warn <input type="checkbox"/> Failure to secure <input type="checkbox"/> Working unsafely on equip. <input type="checkbox"/> Trying to gain/save time <input type="checkbox"/> Inattentive to job hazards <input type="checkbox"/> Horseplay <input type="checkbox"/> Workplace Violence <input type="checkbox"/> Breach of rule <input type="checkbox"/> Improper body posture <input type="checkbox"/> Altering or modifying equip. Other: _____	<input type="checkbox"/> Inadequate guards/barriers <input type="checkbox"/> Inadequate/improper PPE <input type="checkbox"/> Chemical reaction <input type="checkbox"/> Congested work area <input type="checkbox"/> Defective equip./tools <input type="checkbox"/> Inadequate warning system <input type="checkbox"/> Fire/explosion hazards <input type="checkbox"/> Wildlife <input type="checkbox"/> Inadequate ventilation Other: _____	<input type="checkbox"/> Hazardous atmosphere <input type="checkbox"/> Radiation exposure <input type="checkbox"/> Insufficient housekeeping <input type="checkbox"/> Slip/trip hazards <input type="checkbox"/> Equip. design/arrangement <input type="checkbox"/> Adverse weather <input type="checkbox"/> Noise exposure <input type="checkbox"/> Inadequate illumination <input type="checkbox"/> High/low temp. exposure Other: _____
	Job Factors		Personal Factors	
	<input type="checkbox"/> Inadequate design <input type="checkbox"/> Inadequate Maintenance <input type="checkbox"/> Inadequate work standard <input type="checkbox"/> Inadequate Equip./tools Other: _____	<input type="checkbox"/> Inadequate communication <input type="checkbox"/> Inadequate purchasing <input type="checkbox"/> Inadequate supervision <input type="checkbox"/> Inspection oversight Other: _____	<input type="checkbox"/> Insufficient training <input type="checkbox"/> Inadequate skills/knowledge <input type="checkbox"/> Unfit for work <input type="checkbox"/> Insufficient planning Other: _____	<input type="checkbox"/> Excessive physical stress <input type="checkbox"/> Excessive mental stress <input type="checkbox"/> Distraction <input type="checkbox"/> Fatigue Other: _____
**Specify Corrective Action(s) to be taken, and due date for completion				
A C T I O N I T E M S	Action Item	Assigned to	Due Date	Completion Date
Witness statements attached? <input type="checkbox"/> Yes <input type="checkbox"/> No Drug & alcohol testing conducted? <input type="checkbox"/> Post Incident <input type="checkbox"/> Return to Work				
Investigated by:		Date:		
Follow-up review by:		Date:		
Management Signature:		Date:		

SAFETY CONCERN REPORT FORM



Safety Concern Report

Report of: ☐ Safety Concern ☐ Near Miss ☐ Hazard ☐ Unsafe Act ☐ Incident ☐ Noteworthy Event

Date: _____ Supervisor: _____ Job #: _____

Name: _____ ☐ Male ☐ Female Age: _____ Years of Experience: _____

Date of Incident: _____ Time: _____ Position: _____

Location: _____ Client: _____

Type of Event: (Check all applicable categories)

☐ Hazard ☐ Incident ☐ Near Miss ☐ Unsafe Act ☐ Security ☐ Illness ☐ Injury ☐ Behaviour

Weather:

Temp _____ Wind _____ Cloud Cover _____ ☐ Rain ☐ Fog ☐ Snow ☐ Ice ☐ Hail

Potential Risk:

Description of Event:

Signature of Employee

Signature of Supervisor

Supervisor's Comments

Findings - Causes

Direct: _____ Indirect: _____ Root: _____

Controls

Interim Action: _____

Remedial Action: _____

Remediation Completed By: _____ Date: _____

Management Review: _____ Date: _____

CORRECTIVE ACTION LOG




Corrective Action Log

Item #	Hazard or Deficiency	Date Reported d/m/yr	Corrective Action	Date Completed d/m/yr	By Whom (print name)

Manager's Signature: _____ Day/Month/Yr _____

Comments:

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10. Program Administration

RECORD KEEPING AND STATISTICS

Record keeping and statistics refer to the methods of recording, analyzing and tracking the safety performance of South East Alberta Watershed Alliance Society (SEAWA). Tracking statistics and measuring the performance of the safety program will help identify areas of concern that may indicate a need to modify worker performance, accountability and/or other aspects of the safety program. Trending past performance will allow for key learning's into what is working and what is not.

South East Alberta Watershed Alliance Society (SEAWA) shall maintain statistics and records as an aid in identifying trends, unusual conditions and problem areas.


The following information will be kept on file:

- Corrective Action Logs
- Emergency Response Drills
- Emergency Response Plans
- First Aid Records
- Hazard Assessments
- Hazard Reports
- Incident Reports & Investigations
- Inspections
- Maintenance Records
- An offer of Modified Work
- Orientations
- Right to Refuse Forms
- Safety Concern Reports
- Safety Meeting Forms
- Safety Summaries
- Training Records
- Worker Evaluation
- Worker Warning Report

All documentation pertaining to the safety tracking will be retained for a period no less than three years and for future reference.

Proactive Reporting

Proactive reporting consists of hazard identification, near miss reporting, incident reporting and all forms of inspections. It is essential that all workers participate in all forms of proactive reporting.

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Health and Safety Statistics

In order to measure the safety performance of South East Alberta Watershed Alliance Society (SEAWA), health and safety statistics will be prepared on a quarterly basis. Quarterly statistics will be addressed by management and communicated to workers at the corresponding quarterly safety meetings.

Understanding and communicating the impact and significance of health and safety statistics to all workers will heighten the awareness towards safe work behaviours.

Safety statistics are to be recorded on the ***South East Alberta Watershed Alliance Society (SEAWA) Safety Summary Form***, and injuries are to be summarized annually on the ***South East Alberta Watershed Alliance Society (SEAWA) Year-End Summary Form***.

In order to measure the safety performance of South East Alberta Watershed Alliance Society (SEAWA), the following methods will be used to calculate the various losses to health and safety:

Lost-time Incident Frequency Calculations

Definition: The number of lost-time injuries multiplied by the American National Standards Institute (ANSI) constant of 200,000 and divided by the total number of worker hours of exposure.

Total Recordable Injury Calculations

Definition: Total recordable injuries are the sum of the fatalities, lost time, restricted work injuries, and medical aid cases. The total recordable injury rate is the number of total recordable injuries per 200,000 exposure hours worked during the period.

Equipment Damage, Failure and Process Loss

South East Alberta Watershed Alliance Society (SEAWA) will track and trend various damages or failure to equipment and loss or potential loss. These statistics are a valuable tool in accessing a company's performance towards maintenance, inspections, processes and procedures.

Statistical Definitions


The following are some definitions of some of the keywords used in this program.

Incident: An event that results in an unintended loss, harm or damage. Incidents result from contact with a substance or source of energy above the threshold limit of the human body or object.

Fatality: A work-related incident or illness that results in death.

First Aid (FA): Any treatment of minor scratches, cuts, burns, splinters, and so forth, and any follow-up visits for the purpose of observation. The following are generally considered First Aid treatments:

- Application of an antiseptic during the first visit to a medic or physician.
- Treatment of first-degree burns.
- Use of elastic bandages.

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- Removal of foreign bodies not embedded in the eye if only irrigation is required.
- Use of non-prescription medicine or the use of a single dose of a prescription medication on the first visit to a medic or doctor to treat a minor injury or discomfort.
- Negative x-ray diagnosis (no fractures or broken bones detected).

Lost Time Incident (LTI): A work-related incident or illness that renders a worker unable to work in any capacity on his or her next regularly scheduled workday or shift (the day of the injury is not considered a lost day). **(NOTE:** Time spent travelling, undergoing evaluation, awaiting medical evaluation results, or otherwise seeking medical treatment should not be counted as a Lost-Time Incident when considering LTI classification.)

Medical Aid (MA): Any work-related injury or illness requiring medical care or treatment beyond First Aid (regardless of the provider of such treatment) that does not result in a Lost-Time or Modified Work.

The medical treatment does not include First Aid treatment even though provided by a physician or registered professional personnel. The following are generally considered medical treatments:

- Treatment of infection.
- Treatment of second and/or third-degree burns.
- Use of sutures or adhesive skin closure device.
- Removal of foreign bodies embedded in the body, including the eyes.
- Use of prescription medication beyond a single dose administered on a first visit to treat a minor injury or discomfort.
- Positive x-ray diagnosis of fractures, broken bones, etc.
- Admission to the hospital or equivalent medical facility for treatment.

Restricted Work Injury (RWI): A modified work injury occurs when a worker cannot perform at normal capacity in their regular duties but does not result in days lost from work. A Modified Work Injury occurs when, as a consequence of a work-related injury or illness:

- The worker is temporarily assigned to another job.
- The worker works his or her regularly assigned job but cannot perform all duties normally connected with it.

Total Recordable Injury (TRI): An incident or illness that is work-related and results in one of the following:

- Fatality
- Lost-Time incidents (LTI)
- Restricted Work Injuries (RWI)
- Medical Aid (MA)

Injuries should not be evaluated on the time spent seeking medical treatment or undergoing evaluation. If an examination reveals that no medical treatment is required, the case is not recordable.

Total Recordable Injury Frequency (TRIF): the frequency rate expressing the number of TRIs occurring per 200,000 hours worked. TRIF is calculated using the following:

$$\text{TRI} \times 200,000 / \text{total person-hours worked} = \text{TRIF}$$


DOCUMENT CHANGE FORM



Document Change Request

Document Name:		Revision #:	
Electronic File Name (Optional):			
Document Title:			
Change Description:			
Change Justification:			
Approvals			
	Print Name	Signature	Date
Author:			
Manager:			
Reviewer: (Optional)			

Distributed to	
Name	Date

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SAFETY SUMMARY FORM



Safety Summary

Date: _____

☐ Monthly
 ☐ Quarterly
 ☐ Annually

Number of Workers Hired: _____

Number Orientations Completed: _____

Number of Safety Courses Completed: _____

Number of Hazard Assessments Completed: _____

Number of Inspections:
 ☐ Shop
 ☐ Yard
 ☐ Office
 ☐ Worksite
 ☐ Equipment
 ☐ Vehicles

Total Emergency Response Drills: _____

Total Safety Meetings: _____ Total Toolbox Meetings: _____

Number of Total Incidents: _____

Damage Only: _____

Injury Only: _____

Damage + Injury: _____

Near Misses + Hazard ID's: _____

Fatalities: _____

Lost Time Injuries (miss 1 day of work or more): _____

Total Recordable (Medical aid + Light Duty + LTI): _____

Modified Work Cases and Total Days: _____

Vehicles: _____

Employee Hours Worked: _____

Approximate Kilometres Driven: _____

Comments:

Management Signature: _____ Date: _____

YEAR END INJURY SUMMARY REPORT FORM

Year: _____

	Personal Injury Cases				
Month	Lost Time Cases	Medical Referral	Days Lost	Frequency	Severity
January					
February					
March					
April					
May					
June					
July					
August					
September					
October					
November					
December					
Total					

Management Sign-off: _____

11. Additional Policies

PANDEMIC PREPAREDNESS

With globalization, the threats of new infectious diseases are a growing concern. When a new kind of virus spreads quickly from person to person throughout the world, it can become a pandemic. A pandemic is not a physical disaster. It has unique characteristics that require the implementation of activities to limit contact, including a restriction of services, movement, quarantine and closure of public areas.

The Public Health Agency of Canada (PHAC) states that during an outbreak, it would be appropriate for employers to plan for a total workplace absenteeism rate of between 20% and 25% during the peak two-week period with lower rates in the preceding and subsequent weeks. It is essential to know that a pandemic is expected to come in 2 or 3 waves about 3 to 9 months, separating each outbreak, and each wave is expected to last approximately 6 to 8 weeks.

Apart from employee absences, a pandemic may have other impacts on company operations that include:

- shortage or delay of materials/supplies, especially if imported by air freight or by boat,
- professional services unavailable (such as inspections, permits, etc.)
- availability of services from sub-contractors may be limited,
- demand for service increases or decreases.

Assign a Pandemic Disease Plan Coordinator

South East Alberta Watershed Alliance Society (SEAWA) has identified a pandemic disease plan coordinator, and they will be responsible for dealing with disease issues and their impact at the workplace. This will include contacting the local health department and health care providers in advance and developing and implementing protocols for response to ill individuals.

Respiratory Hygiene


Personal hygiene can effectively minimize the transmission of influenza and other illnesses and should include:

- Covering the nose and mouth when sneezing or coughing
- Disposing of used tissues immediately
- Washing hands frequently
- Keeping hands away from eyes, nose and mouth

Hand Washing & Hygiene

Hand washing (with warm soap and water, alcohol-based hand rub, or antiseptic handwash) is the single most effective measure to reduce the risks of transmitting infections. Handwashing prevents the spread of infectious diseases, including influenza. The influenza virus is readily inactivated by soap and water. Waterless alcohol-based hand sanitizers can be used as an alternative to hand washing and are useful when sinks or warm running water is limited.

South East Alberta Watershed Alliance Society (SEAWA) will ensure that proper hand washing and the use of hand sanitizers be encouraged by supervisors. Handwashing facilities, hand sanitizers, tissues, no-touch trash cans, hand soap and disposable towels will be provided by South East Alberta Watershed Alliance Society (SEAWA).

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Training

Employees will be trained on health issues of the pertinent disease to include prevention of illness, initial disease symptoms, preventing the spread of the disease, and when it is appropriate to return to work after illness. Disease containment plans and expectations will be shared with employees. Communicating information with non-English speaking employees or those with disabilities has been considered and will be available if required.

Monitoring External Communications

The pandemic disease plan coordinator will actively monitor the following information sources to identify any emerging public health issues, including pandemics:

- World Health Organization (www.who.int)
- US Department of Health & Human Services (<http://www.hhs.gov>)
- Centre for Disease Control (<http://www.cdc.gov/>)
- Pandemic Flu (www.pandemicflu.gov)
- Public Health Agency of Canada (www.phac-aspc.gc.ca)
- Alberta Health Services (www.albertahealthservices.ca)

Triggers for Plan Activation

In a pandemic situation, it is critical that South East Alberta Watershed Alliance Society (SEAWA) triggers the contingency plan as soon as possible. When 15% of employees are affected and off work, the pandemic contingency plan will trigger, and essential controls measures will be put into place. This will include controls such as:

- Flexible work options
- Alternative staffing arrangements
- Cross-training


Cross-Training

All employees with potential occupational exposure that are considered key employees will require another worker to be cross-trained in their role. This approach will provide more flexibility in managing the workforce, and it is beneficial for employees as it helps them learn new skills and help critical positions that can directly be negatively affected by a Pandemic.

In a worst-case scenario where cross-trained employees are also affected by the pandemic, South East Alberta Watershed Alliance Society (SEAWA) will plan for possible requirements of new staff to maintain critical services.

Pandemic Operations

Pandemic influenza presents a new biological hazard in the workplace. South East Alberta Watershed Alliance Society (SEAWA) estimates that in a pandemic situation that operations and business functions will continue for one month more less. This is based on the assumption that absenteeism will be higher than 35%.

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Work at Home

Flexible work policies have been developed and will be available to works in the event of a pandemic. Workers are encouraged to stay at home when ill, when having to care for sick family members, or when caring for children when schools close, without fear of reprisal.

Telecommuting, working at home, and the use of offsite locations are valuable tools that South East Alberta Watershed Alliance Society (SEAWA) will use to contain the spread of illness at work sites during a public health emergency.

Continuation Plan

A pandemic business checklist is available in the appendix of this plan and will be prepared so that if significant absenteeism or changes in business practices are required, business operations can be effectively maintained.

Immunization

Workers are encouraged to obtain appropriate immunizations to help avoid disease. South East Alberta Watershed Alliance Society (SEAWA) will grant time off work to employees so that they can obtain vaccines when they become available in the community. Also, annual influenza vaccinations help build resistance to influenza strains and prevent illness and access will continue to be supported by South East Alberta Watershed Alliance Society (SEAWA).

Isolation during Illness

Employees should stay home if they are unwell

Isolation of individuals during an illness prevents the spread of disease through the workplace. Isolation periods would be based on government guidance or recommendations from Health Services.


Management of Cases at Work

If an employee feels ill, or if someone observes that a person is exhibiting symptoms associated with a public health emergency, the Pandemic Disease Plan Coordinator will need to be contacted. The coordinator will then:

- Avoid direct contact with the person by managing the process over the phone if possible
- Confirm symptoms with the employee to determine if it is a suspect case
- Assist the employee to leave the worksite, avoiding the use of public transportation if possible, and contact a health professional as appropriate
- Consider identifying other individuals who have had recent contact with the suspect case and consider requiring these employees or contractors to return home
- Ensure the employee's work station is cleaned and disinfected
- Continue to monitor the health of co-workers in the work area
- Check with the suspect case employee during a work absence and confirm appropriate criteria for return to work

Travel

During a public health emergency, Pandemic Disease Plan Coordinator will review travel plans within their departments and regions and limit travel as appropriate. The Pandemic Disease Plan Coordinator will monitor travel advisories

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associated with public health concerns. Travel advisors will be communicated to employees to avoid the potential for travellers to be stranded overseas.

For employees returning from a restricted area, appropriate health monitoring and quarantine measures may be implemented. The Pandemic Disease Plan Coordinator will assist in this process.

Internal Communication

Key contacts, a chain of communications and contact numbers for employees, and processes for tracking business and employee status will be developed. The Business continuity plan in the appendix will be used to identify internal communication systems.

External Communication

A procedure has been developed to notify key contacts, including both customers and suppliers, in the event of an outbreak that has impacted South East Alberta Watershed Alliance Society (SEAWA)'s ability to perform services. This procedure includes notification to customers and suppliers when operations resume.

Social Gatherings

Social distancing, including increasing the space between employee work areas and decreasing the possibility of contact by limiting large or close contact gatherings, will be considered. In addition to protecting our employees, South East Alberta Watershed Alliance Society (SEAWA) will minimize employee contact with others. This will be achieved by:

- Staffing the office with two members that will utilize separate entrances and communicate electronically.
- Utilizing phones, video conferencing, email, and the internet to conduct business as much as possible.
- Avoid unnecessary travel
- Arrange for work at variable hours (staggered shifts) and working alone to avoid unnecessary exposures
- Putting any projects on hold that are directly related to facilities treating individuals that are recovering from the illness/influenza pandemic.


Cleaning

Clean all areas that are likely to have frequent hand contact (like doorknobs, faucets, handrails) periodically and when visibly soiled. Work surfaces will also be cleaned frequently using normal cleaning products. South East Alberta Watershed Alliance Society (SEAWA) ultimately desires to minimize the spread of pandemic influenza or illness. Our strategies will include:

- Practice good personal hygiene and workplace cleaning habits,
- If an employee becomes ill, we will clean the employee's workstation and sanitize all materials, tools, surfaces that may have been contacted. All clean up must be completed with appropriate PPE to prevent further infection to others.


Plan Review & Testing

The plan and emergency communication strategies will be periodically tested at least annually to ensure it is effective and workable.

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Lessons Learned

Following a pandemic event, the person responsible for the implementation of the plan will identify learning opportunities and take action to implement any corrective actions. These corrective actions will also be shared with all employees at the next company safety meeting.

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SAFE RETURN TO WORK

In order to maintain a safe working environment, it is essential that workers, contractors and subcontractors are able to perform their duties associated with the assigned tasks. This is to ensure that all are physically fit to safely perform the duties without risk or harm to themselves or others.

South East Alberta Watershed Alliance Society (SEAWA) prefers to offer modified work to workers who have suffered a workplace injury and/or have limited physical restrictions rather than having a lost time injury. South East Alberta Watershed Alliance Society (SEAWA) has a Modified Work Policy, and modified work will be offered to any worker who has been injured on the job.

South East Alberta Watershed Alliance Society (SEAWA) reserve the right to have a worker's duties and/or have the worker removed from the worksite if the worker's actions or behaviours are creating a position where they may be placing harm on themselves or others.

Training and Qualifications

South East Alberta Watershed Alliance Society (SEAWA) will strive to ensure that workers are trained in all matters that are necessary to protect the health and safety which begins work at commencement of employment or when he/she is moved from one work activity or worksite to another that differs with respect to hazards, facilities or procedures.

South East Alberta Watershed Alliance Society (SEAWA) will ensure that no worker is permitted to perform work unless the worker has the knowledge, has been trained, and has sufficient experience to perform the work safely and in compliance with the OH&S Act and Regulations; or is under close and competent supervision.


Training will include:

- Procedures to be taken in the event of a fire or other emergency.
- The location of first aid facilities.
- Identification of prohibited or restricted areas.
- Precautions to be taken for the protection of the worker from physical, chemical or biological hazards.
- Any procedures, plans, policies and programs that the employer is required to develop pursuant to the act or any regulations made pursuant to the act that applies to the worker's work at the place of employment.
- Any other matters that are necessary to ensure the health and safety of the worker while the worker is at work.

South East Alberta Watershed Alliance Society (SEAWA) will ensure that all workers are informed of our policy, and appropriate training is conducted and communicated to workers prior to commencing work.

Physical Demands Analysis

A physical-demands analysis (PDA) is a systematic procedure to qualify and evaluate the physical, cognitive, and environmental demands of the essential and non-essential tasks of a job. Often a PDA may be used for a worker that is returning to work from leave for an injury or medical reasons. The analysis will identify the essential and non-essential physical components relating to a job task to ensure that workers are placed with appropriate duties, especially when returning from an injury or medical leave. Benefits of a PDA include:

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- Evaluation of a job task or duty.
- Identifies areas for risk of injury or illness, or safety concerns.

Monitoring & Support

South East Alberta Watershed Alliance Society (SEAWA) will advise local health care providers or clinics specializing in Occupational Health by providing them with the necessary documents stating that we are able to support injured workers who are unable to perform regular duties with modified work.

South East Alberta Watershed Alliance Society (SEAWA) will work with the healthcare provider and worker to ensure that any modified work is consistent with the medical restrictions as advised by the healthcare provider.

South East Alberta Watershed Alliance Society (SEAWA) will monitor all workers for any unsafe behaviour on the worksite. If South East Alberta Watershed Alliance Society (SEAWA) feels that an worker exhibiting unsafe behaviours, is not fit for duty or an worker expresses concerns regarding restrictions for job-specific tasks/duties, discussions and arrangements will be made to find suitable alternative duties for the worker. Employee Assistance programs and access to objective professional advice may be offered for those with limitations. A leave of absence for rehabilitation purposes can be discussed with South East Alberta Watershed Alliance Society (SEAWA) as well.

South East Alberta Watershed Alliance Society (SEAWA) reserve the right to implement a possible future requirement for all workers, contractors and/or subcontractors to participate in a formal Fitness for Duty program that would include a physical agility-testing component.

Documentation

South East Alberta Watershed Alliance Society (SEAWA) will strive to keep records of each incident that affects a worker regarding any modified work. This information will be kept confidential and only be accessible by persons required to perform their job. The records will contain:

- Date, time, location of the incident that resulted in an injury.
- Name of the worker affected.
- Brief description of the injury.
- Causes of the injury and first aid treatment received (if any).
- Any communication between South East Alberta Watershed Alliance Society (SEAWA) and worker.
- Workers compensation and medical records.

OFFER OF MODIFIED WORK FORM



Offer of Modified Work

Employee Name: _____

Case Number: _____

In keeping with our policy to consider suitable employment to employees unable to perform their regular duties, we are offering the following modified work placement.

The Modified Position (name of position and department): _____

The duties that you will be required to perform are as follows:

The Modified position hours of work. Start time: _____ End time: _____

The Length of the modified position. Start date (dd/mm/yr): _____ End date (dd/mm/yr): _____

Your rate of pay will be _____. The length of this modified work placement will be for the authorized period. We will continually review your progress and adjust the length of this placement as required, based on relevant medical information.

During this modified work placement, you will be supervised by (name of supervisor): _____

If you have any concerns or difficulties please notify your supervisor or myself immediately.


_____, will also ensure that you are only performing the duties as outlined above.

We also request that you meet with _____, Case Coordinator, once a week to review your progress.

☐ Offer Accepted Date: _____

☐ Offer Rejected Date: _____

Supervisor Signature: _____ Case Coordinator: _____

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NOTICE OF MODIFIED WORK AVAILABLE



Notice of Modified Work Available

Date: _____ Date of Injury: _____

Employee Name: _____

Our Company is pleased to support a formal injury management program and Return to Work Program. As part of our program, we have modified or alternate duties available for our injured employees.

Your support in defining any temporary restrictions or functional limitations is key and will help us provide the most suitable duties during the employee's recovery. Attached is a **Healthcare Provider Evaluation and Return to Work Recommendations** form that we ask you kindly complete to define these restrictions/limitations.

Under your direction, we will ensure that the Modified Work offered to the injured employee is achievable, safe, constructive and productive to our Company.

Modified Duties that the Company can offer to the injured worker, depending on your assessment and instructions, may include:

Our Company will work collaboratively with an assigned WCB Case Coordinator to ensure that the injured employee's rehabilitation back into their regular duties and progress is tracked.

Any costs incurred with completing the attached Evaluation is to be invoiced to the Company directly.

If you have any concerns or difficulties please contact the injured employee's Supervisor or overseeing Safety Representative immediately.

Supervisor or Safety Representative: _____

Phone Number & Email: _____

Company Billing Address: _____

Additional Comments/Notes:

Supervisor/Safety Rep. Signature: _____ Date: _____

HEALTH CARE PROVIDER EVALUATION- RETURN TO WORK RECOMMENDATIONS

Healthcare Provider Evaluation and Return to Work Recommendations

Employee's Name (Last)	First Name	Middle Initial
Department	Supervisor's Name	Date of Injury/Illness

THE FOLLOWING IS TO BE COMPLETED BY ATTENDING PHYSICIAN / HEALTHCARE PROVIDER

I saw and treated this patient on _____ date _____ and based on the patient's current medical problem:

- ☐ a. He/She is totally incapacitated at this time. Patient will be re-evaluated on : _____ date _____
- ☐ b. Recommend his/her return to work with no limitations on: _____ date _____
- ☐ c. He/She may return to work on _____ date _____ based on the following restrictions:

SECTION 1

In an average work day the patient may:

Please indicate the **ABILITIES** that apply, include additional details in section 3:

Walking	Standing	Sitting	Lifting from Floor to Waist	Lifting from Waist to Shoulder
<input type="checkbox"/> Full Abilities	<input type="checkbox"/> Full Abilities	<input type="checkbox"/> Full Abilities	<input type="checkbox"/> Full Abilities	<input type="checkbox"/> Full Abilities
<input type="checkbox"/> Up to 100 m	<input type="checkbox"/> Up to 15 mins	<input type="checkbox"/> Up to 30 mins	<input type="checkbox"/> Up to 5 kg	<input type="checkbox"/> Up to 5 kg
<input type="checkbox"/> 100-200 m	<input type="checkbox"/> 15 - 30 mins	<input type="checkbox"/> 30 mins - 1 hour	<input type="checkbox"/> 5 - 10 kg	<input type="checkbox"/> 5 - 10 kg
<input type="checkbox"/> Other (specify below):	<input type="checkbox"/> Other (specify below):	<input type="checkbox"/> Other (specify below):	<input type="checkbox"/> Other (specify below):	<input type="checkbox"/> Other (specify below):
Stair Climbing	Ladder Climbing	Crouching/Kneeling	Notes:	
<input type="checkbox"/> Full Abilities	<input type="checkbox"/> Full Abilities	<input type="checkbox"/> Full Abilities		
<input type="checkbox"/> Up to 5 steps	<input type="checkbox"/> 1 - 3 steps	<input type="checkbox"/> Up to 5 mins		
<input type="checkbox"/> 5 - 10 Steps	<input type="checkbox"/> 4 - 6 steps	<input type="checkbox"/> 5 - 10 mins		
<input type="checkbox"/> Other (specify below):	<input type="checkbox"/> Other (specify below):	<input type="checkbox"/> Other (specify below):		

SECTION 2

Please indicate the **RESTRICTIONS** that apply, include additional details in section 3:

Bending and twisting	Work at or above shoulder	Limited use of wrist(s)	Limited use of hand(s)	
<input type="checkbox"/> Repetitive motion of (specify body part)	<input type="checkbox"/>	<input type="checkbox"/> Left <input type="checkbox"/> Right	Left	Right
			<input type="checkbox"/> Gripping	<input type="checkbox"/>
			<input type="checkbox"/> Pinching	<input type="checkbox"/>
			<input type="checkbox"/> Other	<input type="checkbox"/>

SECTION 3

Additional instructions or limitations due to prescribed medications, psychological or environmental conditions:

The above limitations are in effect until : _____ or until the patient is re-evaluated on : _____


Physicians Name (Print) _____ Physicians Signature _____ Date _____

Patients Authorization to Release Information

I hereby authorize my attending physician and/or hospital to release pertinent information acquired in the course of my examination or treatment for the above injury/illness to my employer or his representatives.

Patient's Name (print) _____ Patient's Signature _____ Date _____

To assist in the successful rehabilitation of injured/ill workers. We offer modified duties available. Please contact the Supervisor listed on the aforementioned page if you have any questions or concerns.
Any costs incurred to complete this form is to be invoiced to the Company directly.

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