

TOWN OF STETTLER

<u>Prepared by:</u>	Town of Stettler Foremen	<u>Number:</u>	XIII-1
<u>Adopted by:</u>	Town of Stettler Council	<u>Original Policy:</u>	1986 04 15
		<u>Revised Policy:</u>	2001 02 02
		<u>Current Policy:</u>	2002 03 05

Title: **Safety**

Purpose: To outline provisions concerning health and safety requirements for all employees.

To ensure that at all times "Safety First" is the primary guideline and that the onus of safety is on the Employee.

Policy Statement:

A. **GENERAL RULES**

- a. (i) Consuming or being in possession or under the influence of illegal drugs on municipal premises, or any job-site is prohibited and will result in immediate suspension.
- (ii) Consuming or being in possession or under the influence of alcohol during regular work hours on municipal premises (excluding special events) or any job-site is prohibited and will result in immediate suspension.
- b. Fighting, horseplay, practical jokes or other actions that may affect the safety of other workers is prohibited.
- c. All unsafe acts and conditions, including "near miss" incidents, are to be reported so they may be discussed at the next Safety Meeting. These are valuable learning tools.
- d. All incidents that result in damage or injury are to be reported to your supervisor immediately.
- e. All vehicles and mobile equipment must be operated in accordance with site rules and highway regulations.
- f. Employees required to wear protective equipment in their employment will have such provided by the Town of Stettler without cost to the employee, as specified in Section B of this policy.

- g. All employees are responsible to follow safe work practices. The Foremen, Pool Manager and Department Heads will conduct overall enforcement of this policy. Any employee not following a Safety Officer's directive will be subject to discipline according to the policy violation section.
- h. It is the right of the employee to refuse any unsafe task. No employee will be reprimanded in any way for refusing to work in unsafe conditions.
- i. The general housekeeping of the work areas and all equipment is the responsibility of all staff. Equipment and tools should be properly stored when not in use. When a tool is no longer in use, it should be put away in a ready-to-use condition. Only tools that are in good repair with all guards and safety devices in place shall be used.

B. PERSONAL SAFETY

- 1. **Head Protection** – Hard hats must be with each employee at all times, except when inside a building where a hazard from above does not exist. Hard hats must be worn at all times when:
 - a. A hazard exists from above.
 - b. When working around operating equipment.
 - c. When operating equipment without (R.O.P.'s) rollover protection.

WHEN UNSURE OF HAZARDS THAT EXIST – WEAR YOUR HARD HAT.

- 2. **Eye Protection:**
 - a. Safety glasses must be worn by employees when using tools such as the jackhammer, grinder, weed eater, mowers, tree-trimming equipment, crack filling or when handling any type of chemical. Appropriate eye protection CSA Approved must be worn whenever a hazard to the eyes exists. For example, when working near flying objects or splashing liquids.
 - b. Welding helmets and protective dark glasses must be worn when the employee is welding or using a cutting torch.

- 3. **Ear Protection:**

Rule of thumb: Use hearing protection whenever you can't carry on a conversation at a normal volume of voice when 3 ft. apart. (85db).

- a. Approved protective earmuffs or earplugs must be worn (when near diesel generators or while operating any piece of equipment that has a high noise frequency) whenever a hearing hazard exists.

4. **Hand Protection:**

- a. Safety approved gloves must be worn by employees while welding or handling corrosive or toxic chemicals.
- b. Rubber gloves must be worn by employees handling sewage equipment and materials, or when the task exposes the employee to human bodily fluids.

5. **Breathing Protection:**

- a. Appropriate breathing apparatus must be worn by all employees (while spraying weeds with pesticides or herbicides, handling) exposed to chemicals (entering manholes), poisonous gases, or as required by WHMIS.
- b. Employees must not enter a confined space such as a manhole without conducting the proper poisonous gas tests and determining the oxygen presence. Two employees must be present when a manhole is being entered or when noxious or dangerous chemicals such as chlorine are being handled. Ventilation fans should be used before entering confined spaces. Refer to Confined Spaces Code of Practice.

6. **Protective Footwear:**

- a. CSA Class I footwear shall be worn at all times. Arena Operators, Pool Operators and Office Staff are not required to do so unless a hazard exists. The employee is responsible to provide their own CSA Class I footwear.
- b. The Town of Stettler will supply rubber boots for employees who require them.

7. **High Visibility Clothing:**

- a. High visibility clothing must be worn at all times. Exceptions to this general are:
 - (i) Arena Operators, Pool Operators and Office Staff where no hazard exists. (When inside office type buildings including lunchroom, Recreation Centre and Community Hall).
 - (ii) While inside a vehicle or equipment in a fully enclosed cab.

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Note: “For this policy the Alberta Occupational Health & Safety Act and Regulations will be the minimum standard of safety. Supervisors and/or safety information in this policy may exceed O.H. & S. requirements”.

All employees should be familiar with the O.H. & S. Act & Regulations. These safety regulations will be enforced through education, warnings and disciplinary action. Any abuse, harassment or refusal to follow orders will result in disciplinary action.

POLICY VIOLATION:

1. 1st time – Verbal Warning
2. 2nd time – Written Warning
3. 3rd time – Two-day Suspension
4. 4th time – Dismissal

Note: In consultation with the Town Manager and depending upon the severity of the incident, the Foreman or Directors may start the discipline process at Step 2, 3 or 4.

Past disciplinary notices will be removed from the employees personnel file after a period of 36 months.