1. Health and Safety Commitment
   - Health and Safety Policy Statement P.2.12
   - Corporate Leadership Team Commitment - Policy 2
   - Continuous Improvement Plan – Policy 3

2. General Health & Safety Policies
   - Individual Responsibilities and Duties – Policy 4
     - General Responsibilities and Duties-page 1
     - Employer Responsibilities and Duties-page 2
     - Management Responsibilities and Duties-page 4
     - Supervisor Responsibilities and Duties-page 6
     - Workers Contract/Temporary Workers Responsibilities & Duties-page 7
     - Contractor & Subcontractors Responsibilities and Duties-page 9
     - Designated Health and Safety Officer Responsibilities and Duties-page 9
     - Visitors and General Public Responsibilities and Duties-page 10
   - Posted Documents – Policy 5
   - Work Refusal – Policy 6
   - Progressive Discipline – Policy 7

3. Hazard Identification, Assessment and Control
   - Hazard Reporting Procedure – Policy 8
   - Hazard Reporting Procedure Form 8a
   - Job Hazard Assessment – Policy 9
   - Job Hazard Assessment Form 9a

4. Joint Occupational Health and Safety Committee (JOHSC)
   - JOHSC - Policy 10
   - JOHSC Recommendations Form 10a
   - Terms of Reference for Joint Occupational Health and Safety Committee
   - Workplace Inspection Forms 10b
5. **Training**
   - Safety Orientation – Policy 11
   - New Employee Checklist – Form 11a
   - Health and Safety Training – Policy 12
   - Training Matrix Form -12b

6. **First-Aid Requirements – Policy 13**
   - First Aid Log Sheet 13a

7. **General Workplace Inspections by CAO/Directors/Managers/Supervisors**
   - Workplace Inspections and Observations – Policy 14
   - Workplace Inspection Form 10b

8. **Incident/Injury Investigation**
   - Incident/Injury Investigation Procedure 15
   - Incident/Injury Investigation Form 15a
   - Critical Injury Procedure 16
   - Critical Injury Report Form 16a

9. **Equipment Purchase, Inspection and Preventive Maintenance**
   - Health & Safety Equipment Purchase & Replacement – Policy 17
   - Equipment Inspection and Preventive Maintenance – Policy 18

10. **Early and Safe Return to Work – Policy 19**

11. **Constructor Health and Safety Program – Policy 20**

12. **Contract Administration – Policy 21**

13. **Standards and Procedures (SP)**

   - **SP-1** General Safety Rules
   - **SP-2** Housekeeping
   - **SP-3** Emergency Procedure
   - **SP-4** Personal Protective Equipment
   - **SP-4.1** Prescription Safety Eyewear
   - **SP-5** WHMIS Compliance
   - **SP-6** Working Alone & Personal Safety
   - **SP-7** MSD Prevention/Ergonomic
   - **SP-8** Non-Routine Work
   - **SP-9** Confined Space Entry Program
   - **SP-10** Traffic Control Program
   - **SP-11** Fuel Handling
   - **SP-12** Fall Protection
SP-13   Lock-Out
SP-14   Lightning Safety
The Corporation of the City Of Stratford

Health And Safety Policy (H.1.12)

The Corporation of the City of Stratford recognizes the need for a Health and Safety Policy applicable to all of its operations which focuses on the workplace(s) as safe and injury free as possible for all its employees.

It is the policy of the Corporation to provide a safe work environment for all employees by promoting safe practices, educating employees to be aware of possible dangers which may cause injury or illness to themselves or to co-workers, and by actively inspecting the workplace to identify and correct potentially hazardous situations before they become serious. The responsibility for safety is equally placed upon all employees regardless of their position in the City. Employees are considered partners in creating and maintaining a workplace that safeguards the individual against injury or damage to health.

Supervisory personnel will insure that employees are aware of safe operating procedures and these are used by staff at all times. Failure to follow safe practices can result in worker injury and suffering which could be avoided.

Safety is an attitude that each individual carries with them on and off the job. Safety then is a part of everyone's job and the development of a positive attitude towards it will enrich work opportunities for tomorrow.

Administration:

Administration of this Policy shall be the responsibility of the Chief Administrative Officer.

Occupational Health and Safety is considered to be a shared administrative responsibility. Each department head, manager or supervisor is responsible to insure that a safe workplace is established and maintained, and that accidents are reported promptly whether or not there is any lost time. Supervisors are responsible to check that the cause or hazard is reduced or eliminated and the proper action is taken to avoid a re-occurrence.

Dated at Stratford, Ontario this 7th day of January, 2013.

Ronald R. Shaw
Chief Administrative Officer
City of Stratford – Health & Safety Program

Purpose

The purpose of this document is to provide a framework to help Corporate Leadership Team reduce injuries and occupational disease at the City of Stratford. Numerous studies have shown that senior management commitment is crucial in reducing injuries and occupational disease in the workplace.

Definitions

Corporate Leadership Team: Consists of the CAO, Directors and/or their designate(s).

Roles and Responsibilities

The Corporate Leadership Team will lead the City of Stratford by showing commitment and action toward the reduction of injuries and disease.

Standards/Procedures

The Corporate Leadership Team will improve health and safety at the City of Stratford by ensuring the following actions are carried out annually.

1. Produce a health and safety continuous improvement plan.
2. Review internal and external health and safety trends regularly.
3. Respond promptly to JOHSC recommendations.
4. Establish a program to regularly communicate health and safety information to employees.
5. Integrate health and safety into all aspects of the organization.
6. Encourage health and safety off-the-job activities for all employees.
7. Perform regular workplace inspections.
Objective

To develop and implement a formal Health and Safety Program in 2006/07.

Target Dates

- The recommendations from the Municipal Health and Safety Association (MHSA) Audit will be addressed by developing a Corporate Health and Safety manual by September 30, 2007.
- A Job Hazard Assessment process will be initiated in the last quarter of 2007.
- Distribution and orientation training on the new requirements of the Health and Safety manual will be completed by December 31, 2007.

Responsibilities

- MHSA has been retained to develop the Health and Safety Manual and assist with its implementation.
- Human Resources will assist MHSA in orienting staff to the new requirements in the Health and Safety Manual.
- Joint Occupational Health and Safety Committee members with the support of Corporate Leadership Team will assist in the implementation of the Health and Safety Manual.

Resources

- People: as above
- Time: development and training time
- Money: $22,000 will be spent in 2006/2007 to address recommendations from the health and safety audit

Corporate Leadership Team Involvement

- Review, approve and sign off
<table>
<thead>
<tr>
<th>Distribution of Progress Reports</th>
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<tbody>
<tr>
<td>- Progress reports will be presented to Corporate Leadership Team</td>
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<tr>
<td>- Progress reports will be posted on the employee notice board and intranet.</td>
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<tr>
<th>Celebration of Successes</th>
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<tr>
<td>- An annual luncheon will be held for JOHSC members to recognize all the additional work and duties of JOHSC members.</td>
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City of Stratford – Health and Safety Program

SUBJECT: Individual Responsibilities and Duties

SCOPE: All Staff

Purpose
To provide a guideline which outlines the health and safety responsibilities of various workplace parties.

Scope
These responsibilities reflect the requirements from the Occupational Health and Safety Act (sec. 25 and 26) and the specific company responsibilities for management as outlined in the Workwell audit guidelines.

Roles and Responsibilities
The City of Stratford in its capacity as the employer is responsible for carrying out the responsibilities and duties outlined through the delegation of these functions to individuals in the corporation.

All individuals in the workforce, at all levels and functions, are responsible for understanding and carrying out the responsibilities and duties outlined.

Standards/Procedures
General
- Responsibility is defined as an individual's obligation to carry out assigned duties.
- Responsibility and authority can be delegated to subordinates, giving them the right to act for their supervisors.
- The supervisor remains accountable for seeing that duties are carried out.
Prescribed refers to a section of the Occupational Health and Safety Act and Regulations for Industrial Establishments, Construction Projects or Mines and Mining Plants.

** Corporation/Employer **

Ensure that:

- Equipment, materials and protective devices as prescribed are provided.
- Equipment, materials and protective devices are maintained in good condition.
- Prescribed measures and procedures are carried out.
- Equipment, materials and protective devices are used as prescribed.
- All areas of the workplace capable of supporting all loads to which it may be subjected without causing the materials therein to be stressed beyond the allowable unit stresses established under The Building Code Act.
- Provide information, instruction and supervision to a worker to protect the health and safety of the worker.
- When appointing a supervisor, appoint a competent person.
- Acquaint a worker, or person in authority over a worker with any hazard in the work and in the handling, storage, use, disposal and transport of any article, device, equipment or a biological, chemical or physical agent.
- Afford assistance and co-operation to a committee and a health and safety representative in the carrying out by the committee and the health and safety representative of any of their functions.
- Only employ in or about the workplace a person over such age as may be employed.
Not knowingly permit a person who is under such age as may be prescribed in or about a workplace.

Take every precaution reasonable in the circumstances for worker protection.

Post in the workplace, a copy of the Occupational Health and Safety Act and any explanatory material prepared by the Ministry, both in English and the majority language of the workplace, outlining the rights, responsibilities and duties of workers.

Establish an occupational health service for workers as prescribed.

Where an occupational health service is established, maintain the same according to the standards prescribed.

Keep and maintain accurate records of the handling, storage, use and disposal of biological, chemical or physical agents as prescribed.

Accurately keep and maintain and make available to the worker affected such records of the exposure of a worker to biological, chemical or physical agents as may be prescribed.

Notify a director of the use or introduction into a workplace of such biological, chemical or physical agents as may be prescribed.

Monitor at such time or times or at such an interval or intervals the levels of biological, chemical or physical agents in the workplace and keep and post accurate records thereof as prescribed.

Comply with a standard limiting the exposure of a worker to biological, chemical or physical agents as prescribed.

Where so prescribed, only permit a worker to work or be in a workplace that has undergone such medical examinations, tests or x-rays as
prescribed and who is found to be physically fit to do the work in the workplace.

- Where so prescribed, provide a worker with written instructions as to the methods and procedures to be taken for protection of the worker.

**Management**

This level of the organization includes the Chief Administrative Officer and the Department Heads.

The health and safety responsibilities attached to this level include the following:

- Ensure the working environment is maintained in a healthy and safe condition.

- Establish and maintain a written health and safety program, with objectives and standards consistent with applicable legislation as a minimum.

- Provide ongoing safety education through training and safety meetings, including but not restricted to WHMIS and First Aid.

- Provide standard operating procedures that include safe work practices.

- Evaluate the health and safety performance of subordinates and divisions.

- Provide first aid facilities as required.

- Ensure that personal protective equipment, where required is provided and used.

- Investigate and report accidents/cases of occupational disease to appropriate authority.

- Investigate and report incidents to appropriate authority.
| Responsible for ensuring that workplace inspections are performed apart from those conducted by the JHSC. |
| Responsible for correcting substandard acts or conditions. |
| Responsible for commending good health and safety performance. |
| Responsible for performing employee safety observations. |
| Accountable for health and safety and for annual employee reviews. (i.e. performance appraisals) |
| Responsible for performing regular crew or work site visits. |
| Set a good example by always wearing the appropriate PPE when required. |
| Ensure that all senior management, departmental, or labour/management meetings have health and safety as a topic on the agenda. |
| Ensure that managers regularly attend staff meeting where Health and Safety is on the agenda. |
| Ensure that health and safety reference materials readily available to supervisors and workers. |
| Ensure that safety is a component of your hiring criteria. |
| Ensure that physical capabilities are evaluated for new or transferring employees, where appropriate. |
| Ensure that a pre-placement medical is done for new hires, where required. |
- Ensure that a contract administrator is assigned to larger projects.

- Ensure that there is a progressive discipline system that includes health and safety infractions.

**Supervisor**

This level of the organization includes all those individuals who supervise the work of other employees, from the front line supervisor up and could include the department heads and or directors.

The health and safety responsibilities attached to this level include the following:

- Taking care of the occupational health and safety of the employees within their respective area.

- Be familiar with the applicable requirements of the Occupational Health and Safety Act and the Regulations, and ensure compliance.

- Understand and enforce the City of Stratford Health & Safety Policies and Procedures.

- Responsible for ensuring that workplace inspections are performed apart from those conducted by the JHSC.

- Ensure that employees wear the appropriate personal protective equipment.

- Advise each worker of the existence of any potential or actual danger to the health and safety of the worker, of which the supervisor is aware.

- Investigate and determine the causes of all incidents/accidents and initiate or recommend corrective action.

- Take every precaution reasonable in the circumstance for the protection of a worker.
City of Stratford – Health and Safety Program

SUBJECT: Individual Responsibilities and Duties

SCOPE: All Staff

- Ensure workers receive proper instruction and training, through training programs and/or safety meetings prior to the commencement of work.
- Identify and inform your employer of occupational health and safety concerns.
- Responsible for correcting substandard acts or conditions.
- Responsible for commending good health and safety performance.
- Responsible for performing employee health and safety observations.
- Held accountable for health and safety which is assessed during performance appraisals.
- Responsible for performing regular crew and work site visits.
- Set a good example by always wearing the appropriate PPE when required.
- Ensure that they regularly conduct and attend health safety meetings.
- Ensure that health and safety reference materials readily available to and workers.
- Ensure that health and safety is a component of your hiring criteria.

Workers, Contract/Temporary Workers

This level of the organization includes all workers in the workplace, up to and including the Chief Administrative Officer, as well as those individuals on the Municipal payroll on a contract basis.

The health and safety responsibilities attached to this level include the following:
Learning, understanding and practicing standard operating procedures.

Responsible to work safely, work in compliance with the Act, wear PPE, report hazards, not remove guards and not engage in pranks or other dangerous conduct.

Comply with City of Stratford health and safety policies and procedures.

Take every possible precaution to protect themselves and fellow workers from health and safety hazards and unsafe situations.

Report unsafe acts or conditions to their supervisor or health and safety committee.

Report any near-miss incident or loss immediately to their supervisor.

Report any occupational injury or illness immediately to their supervisor.

Use personal protective equipment, where required.

Report any contraventions of the Occupational Health and Safety Act or Regulations to their supervisor or employer.

Participate in annual performance appraisals that include health and safety.

Recognised for ongoing initiatives to improve safety performance.

Included as part of special study teams to review new equipment purchases or workplace design changes and new or existing work procedures.

Included in the development of new policies and procedures.
Contractors and Sub-Contractors

This classification is external to the City of Stratford and includes all those individuals or organizations working on a contract for the City of Stratford.

The health and safety responsibilities attached to this classification include the following:

- Demonstrate the establishment and maintenance of a health and safety program, with objectives and standards and will provide qualified workers and meet all applicable legislation as well as City of Stratford health and safety policy and procedures

- Are held accountable for their health and safety performance

- Provide a WSIB clearance certificate or equivalent insurance

- Ensure the workers in their employ are aware of the hazardous substances that may be in use at the workplace and wear the appropriate personal protective equipment required for the area

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

Designated Health & Safety Officer

This level of the organization includes all those individuals who have health and safety as a part-time, or full-time responsibility or function.

The health and safety responsibilities attached to this level include the following:

- Formulate and implement the City of Stratford health and safety programs.
Establish and implement policies and procedures to ensure compliance with provincial legislation. (Occupational Health & Safety Act and Workplace Safety & Insurance Act)

- Co-ordinate activities with joint health & safety committee.
- Represent City of Stratford when meeting with MOL.
- Co-ordinate and deliver safety training and education for workers.
- Assist in conducting accident/incident investigations.
- Has training in safety legislation, incident investigation, and workplace inspections, or basic certification.
- Report directly to a top management official.

Visitors and General Public

This classification is external to the City of Stratford’s organization and includes all those individuals or organizations not identified in the above classifications.

- Where appropriate, signs will be posted at entrances to inform visitors and the general public about restricted access or the requirement to report to a receptionist before proceeding further.
- Visitors and general public will not be allowed to wander unescorted, through areas that are normally restricted to employees.
- In the event that a visitor is required to enter a work area that is normally restricted to employees:
  - The supervisor will be responsible for ensuring that the visitor is aware of the relevant workplace safety rules and is under the supervision of a regular employee.
o Any and all required personal protective equipment will be used by the visitor.

**Communication**

Health and Safety responsibilities will be communicated to all management during the health and safety orientation training program. Each management person is required to communicate any revisions to their staff at the beginning of each staff meeting.

Management must keep minutes of their staff meetings for a period of 2 years.

All management staff will attend a Health and Safety for Management training session within the first year of hire.

**Training**

All management requires training on their legislative and internal health and safety responsibilities. This training will include training on how to find information in the Occupational Health and Safety Act and regulations, hazard recognition and controls, accident investigation and workplace specific health and safety training.

**Evaluation**

A review of the management responsibilities will be done on an annual basis. This evaluation will measure each health and safety responsibility. The performance evaluation system must be formalized and measure each health and safety responsibility.

**Reference Materials**

Ontario legislation – OSHA Section 25 and 26
### City of Stratford – Health and Safety Program

| SUBJECT: Posted Health and Safety Documents | Policy No: 5 |
| SCOPE: All Staff | Page 1 of 1 |

**Purpose**

To ensure legal requirements are met regarding required posted documents and to reduce injuries and occupational disease at the City of Stratford by providing access to health, safety and wellness information for all staff.

**Standards/Procedures**

The following up to date documents must be posted in a conspicuous high traffic location (reception, lunch room, change rooms, health and safety boards):

- City of Stratford Health and Safety Policy
- Occupational Health and Safety Act and the Consolidated Regulations which include any applicable regulations (e.g. Industrial Regs, Construction Regs), First Aid Regulations (WSIB Reg 1101), WHIMS regulations and applicable Designated Substance Regulations
- All applicable MSDS’s (less that 3 years old)
- WSIB Form 82 (“In Case of Injury at Work” poster) at First Aid stations
- Emergency telephone numbers (e.g. police, fire, ambulance, MOL, Poison Control)
- Ministry of Labour orders
- Health and Safety assessment (e.g. noise levels, IAQ)
- JOHSC workplace inspection reports and meeting minutes
- Workplace incident/accident report summaries

**Roles and Responsibilities**

Managers and supervisors for each department and designated JOHSC members shall ensure the documents listed below are posted and remain up to date.

**Communication**

This policy will be made available to all staff in the Health and Safety Manual.

**Evaluation**

This policy will be reviewed annually.
Purpose

The goal of this procedure is to ensure the prompt, effective, and correct handling of "work refusal situations (section 43) of the Occupational Health and Safety Act, and to encourage the quick resolution of these situations.

Scope

In most workplaces Section 43 of the Occupational Health and Safety Act is not invoked. Most workers and supervisors can control substandard and unsafe conditions. There are several groups of workers in the Municipal sector which has a limited right to refusing work:

- A person employed in, or a member of, a police force to which the Police Services Act applies
- A firefighter as defined in subject 1(1) of the Fire protection and Prevention Act, 1997
- A person employed in the operation of a nursing home, home for the aged, an ambulance service

If the situation does arise that a work refusal happens, please ensure that all parties follow the steps.

A worker may refuse to work or do particular work where he or she has reason to believe that:

- Any equipment he is to use or operate is likely to endanger himself or another worker.
- The physical condition of the workplace is likely to endanger himself.
- Any equipment he is to use, or the physical condition of the workplace, is in contravention of the Occupational Health and Safety Act and such contravention is likely to endanger himself or another worker.
City of Stratford – Health and Safety Program

SUBJECT: Refusal to Work

SCOPE: All Staff

Roles and Responsibilities

General Responsibilities

The worker is responsible for immediately informing the supervisor of any unsafe work conditions and following the proper procedures.

The supervisor is responsible for investigating any reports of unsafe work conditions and resolving the concern, as defined by these procedures.

Employee:

Report hazards immediately when you become aware of them.

When you feel that you must refuse a work assignment, notify your supervisor right away and state clearly that the reason is safety.

When completing the “Work Refusal Form”, be as precise as possible about the reason for your concern. Consult with your Joint Health and Safety Committee member if you are having difficulty expressing the exact nature of the concern.


Joint Occupational Health and Safety Committee Member:

Observe to see that the requirements of the law and this procedure are adequately followed.

Assist the employee where possible in identifying the nature of the concern, and the management action necessary to address the concern.

Supervisor:

Ensure that this procedure is correctly followed.

Complete documents clearly and precisely.
Be open to the concern and supportive of the employee to help the employee identify the specific problem, recognizing that it is in the best interest of the City of Stratford to resolve the situation without having to involve the Ministry of Labour. (Internal Responsibility System)

Where re-assigning an employee, ensure that the new assignment is consistent with the person’s normal duties.

Ensure that no action, comment or process is initiated that may be considered by the employee as a threat, intimidation or coercion.

Maintain records of all work refusal situations.

**Designated Heath and Safety Officer/HR Office:**

Maintain records of all work refusal situations in a central file.

Record all actions agreed to but not completed, as a result of the work refusal on the Work Refusal form. Confirm completion of other items. Confirm resolution of the matter and corrective action.

Where possible, attend the Ministry of Labour Inspector’s investigation. Report on the situation to department heads.

Report work refusals and corrective action to the Chief Administrative Officer, Corporate Leadership Team and Joint Occupational Health and Safety Committee.

**Standards/Procedures**

**Right to Refuse Work**

Under the *Occupational Health and Safety Act*, an employee may refuse to work where he/she has reason to believe that:

- Any equipment, machine, device or thing he/she is to use or operate is likely to endanger himself/herself or another employee.
The physical condition of the workplace is likely to endanger himself/herself or another employee.

Any equipment he/she is to use, or the physical condition of the workplace, in which he/she works is in contravention of the Occupational Health and Safety Act, and such contravention is likely to endanger himself/herself or another employee.

A. **First Stage Refusal:**

Upon refusing to work, the employee shall promptly report the circumstances of his/her refusal to his/her supervisor.

The supervisor must immediately investigate the report in the presence of the employee and a worker representative from the Joint Occupational Health and Safety Committee. The worker representative must be made available and must attend the investigation without delay; time spent by this representative is deemed to be work time, for which the person shall be paid at his/her regular or premium rate, as may be proper. If these employees are not available, an employee selected because of his/her knowledge, experience and training should be involved.

NOTE: The worker representatives from the Joint Occupational Health and Safety Committee to be contacted for a work refusal should preferably be a certified member.

If action can be taken to resolve the complaint without need for further investigation, the supervisor will carry out the action and complete the “Work Refusal Form”.

Until the investigation is completed, the employee must remain in a safe place near the workstation.

During the investigation, the supervisor must record as many details as possible regarding the refusal, using the “Work Refusal Form”.

If the employee is satisfied with the corrective action he can return to work and sign the “Work Refusal Form”.
The Ministry of Labour is only called if the refusal progresses to the second stage.


B. Second Stage Refusal:

If the employee is dissatisfied with the results of the investigation and has reasonable grounds to believe that the circumstances are still such that the work is dangerous, then he/she may continue to refuse work.

Upon the continuance of the employee’s refusal to work, the supervisor should notify the designated Health and Safety Coordinator and the Director of HR, who will immediately notify a Ministry of Labour Officer. Until the Ministry is notified, the work cannot be reassigned to another employee and the employee who refused work must remain near the workstation.

The Ministry of Labour Officer will investigate the work refusal in the presence of the supervisor, the employee, the worker’s representative and the Occupational Health and Safety/Loss Control Officer.

Pending the investigation and decision of the officer:

The employee must continue to remain at a safe place near the workstation during his/her normal working hours unless the supervisor assigns the employee reasonable alternative work during those hours, or, if such an assignment is not practicable, the supervisor may give the employee directions (which may include being sent home).

No other employee shall be assigned to the work that is being investigated unless that employee has been advised of the other employee’s refusal and reasons for it, in the presence of the worker representative, and has signed a statement of being advised of the refusal.

Supervisors will not penalize any employee for exercising, or seeking to exercise their rights under the Act.

After the investigation, the Ministry of Labour officer will decide whether the machine, device, thing or workplace is likely to endanger the employee or another person. This
decision will be given in writing, as soon as practical, to the employer, the employee and the worker's representative.

If the Ministry of Labour inspector does not consider that the work is likely to endanger, the employee is expected to return to work. If, however, the employee maintains that he/she has reasonable grounds for refusing such work, the Ministry of Labour inspector cannot order a return to work. If however, no reasonable grounds exist for such further refusal, the employee may be subject to disciplinary action by the supervisor.

During the investigation the supervisor must record all matters relating to the work refusal and ensure these are maintained on file.

If the employee is satisfied with the corrective action, he/she can return to work and sign the “Work Refusal Form”.

**Forms**

Work Refusal Record Form

**Reference Materials**

*Occupational Health and Safety Act, Section 43*

Flow chart attached
Worker refuses to work because he or she has reason to believe work endangers health or safety

Worker reports problem to supervisor

Worker representative called in

Supervisor investigates in the presence of worker and worker representative

Worker to remain in a safe place near workstation

Does supervisor agree that the situation endangers health or safety?

No

Worker returns to work

Yes

Inspector called in

Inspector investigates in presence of employer, worker and worker representative

Written decision

Corrective action if ordered

No

Does worker have reasonable grounds to believe work endangers health or safety?

Yes

Inspector investigates in presence of employer, worker and worker representative

Written decision

Corrective action if ordered

Worker not satisfied with corrective action

Supervisor takes corrective action
**Work Refusal Record Form**

**Name:** ___________________________  
**Date:** ___________________________

**Supervisor:** _______________________  
**Time Reported:** ___________________

**Health and Safety Representative:** _______________________

Describe the job, process or act, which you are refusing and the safety issue associated with it:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

**Supervisor’s Response (CHOOSE ONE OF THE FOLLOWING ONLY):**

1. The job is not safe (employee reassigned and machine/area tagged out pending completion of recommendations listed below)

   Signature: ___________________________

2. The job is not safe (To be made safe by completion of recommendations listed below)

   Signature: ___________________________

3. Job is felt to be safe

   Signature: ___________________________

**Recommendations:**

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

If you’ve chosen answer 1 or 2 above the employee will sign one of the following:

1. I agree that my health and safety concern has been addressed
<table>
<thead>
<tr>
<th>JOHSC Member</th>
<th>Employee</th>
<th>HR</th>
<th>Department</th>
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<th>Supervisor</th>
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Purpose

The following is a policy providing for a Corrective Action Process on Health and Safety related issues within the City of Stratford. This standard is developed to provide and communicate an effective corrective action mechanism that will assist in reducing the risk of personal injury and to ensure that statutory obligations are met under the Occupational Health and Safety Act and Regulations as well as the City of Stratford’s Health and Safety Program. The use of such a Disciplinary Process will ensure a fair, just procedure in dealing with almost all types of discipline whenever the need arises.

Scope

It is expected that whenever an employee is to be disciplined for a health and safety reason, his/her immediate supervisor in consultation with the HR Department will discipline the employee. This Procedure will be applicable to all employees, including management, contract personnel, supplied labour, part-time personnel, seasonal personnel and temporary personnel.

Roles and Responsibilities

The enforcement of this procedure will rest in the hands of the supervisor or Director. Consultation with the HR Department will be used to help determine the severity of the infraction and will ensure that the supervisor or HR Department is supported in the disciplinary process.

Procedure

Enforcement

The enforcement of this procedure will rest in the hands of the supervisor or HR Department. Consultation with the HR Department will be used to help determine the severity of the infraction and will ensure that the supervisor or HR Department is supported in the disciplinary process.
Discipline Process

In the event that discipline becomes necessary, the following process is to be followed:

1. The employee's supervisor shall investigate the alleged infraction.

2. The supervisor shall meet with the employee, (and if applicable his/her union/department steward, or in his/her absence, a union steward) to discuss the alleged infraction in specific terms. The employee shall be encouraged to provide his/her perspective on the matter.

3. After a full investigation, and upon determining that an infraction is deemed to have occurred, the supervisor shall meet with the employee and the applicable union representative to discuss the infraction and confirm findings in writing to the employee, HR Department and the Union, if applicable.

4. If discipline is to be applied the level and type of discipline will be clearly stated to the employee, in writing, noting the reason for the discipline and an indication that further discipline will follow if further infractions occur. A copy shall be sent to the HR Department for inclusion in the employee's file and to the Union, if applicable.

5. Written advisement of the discipline applied shall be hand delivered to the employee in a meeting held by the employee's supervisor or (a union/department steward shall be present if applicable). When impossible to hand-deliver the letter, it shall be sent to the employee's last known address via registered mail.

6. Where the alleged infraction involves an employee other than a bargaining unit employee, the employee may request a meeting from his/her supervisor. Failure to settle the dispute within the employee's department may cause the employee to request a meeting with the Chief Administrative Officer.
Level of Discipline

The following levels of discipline are to be considered as guidelines only. Each disciplinary situation will be dealt with on a case-by-case basis and the appropriate level of discipline will be decided upon at that time. The City of Stratford reserves the right to adjust the level of discipline or infraction number based on the severity of the infraction.

1. First Infraction: Verbal Warning
2. Second Infraction: Letter of Warning
3. Third Infraction: One-day suspension without pay
4. Fourth Infraction: Two-day suspension without pay
5. Fifth Infraction: Three-day suspension without pay
6. Sixth Infraction: Dismissal

Please Note OMERS Broken Service due to discipline cannot be purchased.

Accountability

1. No employee will be held accountable for any act, neglect or failure to act if the employee has not been made aware of:

   (a) A danger or hazard;

   (b) A contravention of the Act or Regulations;

   (c) The applicable standards and procedures under the program; or
(d) If the employee has not received the appropriate training/instruction/information.

2. Employees are responsible and will be held accountable for acts, neglect or failures to act once the appropriate training/instruction/information has been given.

3. Accountability will be governed and enforced through progressive discipline.

4. Progressive Discipline may include any or all of the above Levels of Discipline, and may include, but not be limited to:

   (a) Re-training; and

   (b) Review of safety standards and procedures

---

**Training**

- Appropriate training/instruction/information will be provided to comply with those duties outlined in the Act.

- Employees “authorized” to carry out and apply standards and procedures under the program are expected to comply with and properly carry out and apply their respective assigned responsibilities.

- Safety Talks are not considered training but rather reminders of safe habits in the workplace and at home. However, procedures reviewed as safety talks will be deemed as training in the applicable task.
# Purpose

To provide a procedure to follow for reporting hazardous situations that may endanger the health and safety of employees.

## Definitions

**Hazard:** Any practice, behaviour, condition or circumstance or combination of these that can cause injury or illness in people or damage to property.

Examples of unsafe acts:

- Using equipment in an unsafe or careless manner
- Not using personal protective equipment as required
- Not following proper procedures
- Contravening the OHS Act and applicable regulations

Examples of unsafe conditions:

- Inadequate, improper or lack of guarding
- Working at heights without training
- Working in confined spaces without assessments
- Electrical grounding requirements not observed
- Containers that are not labelled are being used in the workplace

Health Hazards include chemical agents (solids, liquids or gases), physical agents (forms of energy or force such as sound, heat or electricity), biological agents (micro organisms from plant, animal or human tissue), and ergonomic hazards (poor equipment, workstation design or work activity design).

Safety hazards have the potential to cause injury or death. They include machinery and equipment related hazards, energy hazards (falls, struck by...
incidents, kinetic, released energy), confined space hazards and material handling hazards.

Major Hazard: High risk (immediately dangerous to life or health)

Moderate Hazard: Medium risk (medium potential for non-life threatening injury)

Minor Hazard: Low risk (potential for slight injury or illness)

HAZARDS THAT CAN BE ADDRESSED AND RESOLVED IMMEDIATELY DO NOT REQUIRE THE FORM TO BE FILLED OUT. Supervisor must document these issues in their logbooks/daily journals.

**Standards/Procedures**

Major hazards will be immediately reported verbally to your direct supervisor. The direct supervisor will deal with the hazard immediately and then fill out the hazard report form with the worker.

Upon observation or discovery of a moderate or minor hazardous situation the following procedure will be followed:

1. The employee will complete a "Hazard Reporting Form" and forward the form to his or her supervisor.

2. The supervisor will correct the hazard or put in place a plan to correct the hazard and complete the corrective action portion of the "Hazard Reporting Form". The supervisor will forward the form to the Manager.

3. The form must be completed and sent/faxed to Human Resources within 24 hours of being reported.

4. The form is to be signed by the supervisor and the JOHSC upon completion.
Roles and Responsibilities

Employee:

- Report all hazards to the immediate supervisor.
- If no action is taken report the hazard to the Manager when necessary.
- Complete the first part of the "Hazard Reporting Form" and provide to supervisor if the hazard has not been resolved immediately, if the problem has not been resolved immediately

Supervisor:

- Complete the second part of the "Hazard Reporting Form" by the end of next business day. Outline recommendations to control the identified hazard(s) and initiate response(s) within the supervisor's area of responsibility.
- If unable to resolve hazard, he/she shall bring it to the attention of the Manager.
- Encourage employees to report hazards.
- Maintain a record keeping system to document all reported hazards.
- Confirm completion of all recommendations.
- Provide completed "Hazard Reporting Form" to Human Resources and the JOHSC.
- Advise the employee of the progress or resolution of the matter.

Human Resources:

- Receive all "Hazard Reporting Forms", review for completeness, forward to the Joint Health and Safety Committee and Department Heads/managers for review.
If the hazard has not been resolved within 21 days of reporting, the CAO or designate will be advised and take appropriate actions, within 5 days.

**Joint Occupational Health and Safety Committee:**

- Review completed "Hazard Reporting Form" at meetings. Make recommendations as required.

**Communication**

This policy will be made available to all staff in the Health and Safety Manual.

**Training/Implementation**

Employees will receive information and/or training on the importance and procedures for reporting hazards initially during orientation training.

This policy will be reviewed with staff on an annual basis by the supervisor or lead hand using either documented tool box talks or in house training sessions.

**Evaluation**

This policy will be reviewed annually or as needed through the use of this procedure.

**Forms**

Hazard Reporting Form

**Reference Materials**

Occupational Health and Safety Act and Regulations
WSIB Certification Training manual
HAZARD REPORT FORM 8a

SECTION ONE: WORKERS INFORMATION

Date of report: __________________  Worker completing form: ____________________________
(DD/MM/YY)  (Print first and last name)

Time report was written and submitted by: ____________________________________________

Location of the hazard: ___________________________________________________________

Description of the hazard or safety concern: __________________________________________

List your recommendations to correct the above hazard: (3 recommendations if possible)

1. ___________________________________________________________________________

2. ___________________________________________________________________________

3. ___________________________________________________________________________

Workers Signature: ___________________________  Date: ________________________

**** Once you complete Section One, forward copy of this report to your supervisor for his/her comments ****

SECTION TWO: SUPERVISORS COMMENTS

Supervisors Comments: __________________________________________________________

Action Taken  Person Responsible  Completion Date

1. ____________________________________________________  ______________________  __________

2. ____________________________________________________  ______________________  __________

3. ____________________________________________________  ______________________  __________

Supervisors Name (print): ___________________________  Date: ______________________

Supervisors Name Signature: __________________________  Time: __________________

Distribution:

***Once you complete Section Two, forward a copy to the worker who completed Section one and the original copy to your Manager and Department Head. The Supervisor receiving the form must respond back to the worker within 1 business day***

***A copy must also be forwarded the Joint Occupational Health and Safety Committee Co-Chair and HR office***
Purpose

Job Hazard Analysis (JHA) provides an enhanced approach to the examination of safe performance of work. This is done by:
- Studying and recording each step of a job or task
- Identifying existing or potential hazards
- Determining the best way to reduce or eliminate those hazards.

Benefits
- Increased awareness of job hazards and acceptance for the need to implement controls
- Supervisors learn about the job they supervise
- Increased employee participation in workplace health and safety
- Positive attitudes about health and safety
- Improved safety behaviour
- Improved communication between workers and supervisors
- Source of information for training and group meetings
- Identification of possible improvements to traditional job procedures

Scope

Applies to all staff who examine job task in detail, and together recommend controls for the hazards identified. The JHA is intended to be performed by supervisors, Joint Occupational Health and Safety Committee members and workers as a team effort.

Standards and Procedures

Stop 1: Identify all Jobs and/or Main Activities
Ideally a JHA should be performed for all jobs. However, there are practical constraints on time and resources. For these reasons it is usually necessary to set priorities. Factors to be considered in assigning priorities include:

1. Frequency of Accidents, Illness and Injury. A job that has repeatedly caused accidents is a candidate for JHA. The greater the number of accidents associated with the job, the greater its JHA priority.
2. Rate of Disabling Injuries and illness. Every job that has disabling injuries or illness should be given a JHA. Signs and symptoms of harmful exposures should be considered for a JHA.

3. Severity Potential. Some jobs may not have a history of accidents but may have the potential for a severe injury. Jobs that are done infrequently can be at a higher risk for accident or injury.

4. New or modified Jobs. A JHA of every new job should be made as soon as possible. Analysis should not be delayed until accidents or near misses occur.

5. Near Misses. Jobs where near misses or close calls have occurred also should be given priority.

6. Working Alone and Violence in the workplace. Jobs were employees are required to work alone in isolated workplaces are at a higher risk of injury. If there is potential for violence in the workplace a JHA should be considered.

After the job has been selected, the three basic steps in making a JHA are:

- Break the job down into successive steps or activities.
- Identify the hazards and potential accidents.
- Develop safe job procedures to eliminate the hazards and prevent the potential accidents.

**Step 2: Identify "Job Steps"**

For the purposes of the JHA, a job step is defined as a segment of the operation necessary to advance work. Care must be taken not to make the steps too general, thereby missing steps and associated hazards. Conversely, too many steps will make the JHA too detailed. Generally, jobs can be divided into ten steps or less. It is important to record each step in the correct sequence. Steps recorded out of order may miss potential hazards.

To begin, make notes about what is done, rather than how it is done. Each step must start with an action verb. e.g. "climb", "turn", "lift", etc.
The example below is for the job "Apply Handbrake".

<table>
<thead>
<tr>
<th>Main Activities (Tasks) of Each Job or Common Hazard (1) (2) (3) etc.</th>
<th>Identify Specific Type of Health &amp;/or Safety Hazard for Each Main Activity</th>
<th>Loss Potential/Risk Level Rating for Each Hazard (√)</th>
<th>Controls - How Each of the Hazards Can Be Controlled</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Climb up on side ladder</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Move from side ladder to end ladder</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Turn handbrake wheel until resistance is felt</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Tighten handbrake wheel</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>And so on…….</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

This part of the JHA usually involves watching the worker do the job. The worker observed should be experienced, capable and cooperative. Explain the reason for the exercise and the benefits of the JHA to the worker. The JHA should be done under normal conditions. For example, if the job is routinely done at night, it should be observed at night.

When complete, the job should be discussed by all participants, including the worker, to make sure all the basic steps have been recorded and are in the correct order.

**Step 3: Identify Potential Hazards**

Once the job steps have been recorded, potential hazards must be identified based on observation, personal experience and accident and injury causes. List all the things that could possibly go wrong for each step by asking "What if…?". At this stage, no attempt is made to solve any problems.
To help identify potential hazards, use the PEMEP principle and ask questions such as:

- What are the actions that People take?
  - Can the worker slip, trip or fall?
  - Are workers alone during the process?
  - Do workers come in contact with the public?
  - Is speed an issue?
  - Can the worker suffer strain from lifting, twisting, reaching, bending, pushing or pulling?

- What Equipment is being used (tools, vehicles etc.)?
  - What if the equipment is defective?
  - Can any body part get caught in or between objects?
  - Can the worker be struck by an object or equipment?
  - What if the equipment is not secured?

- What raw Materials are being used?
  - Is there exposure to any harmful substances or chemicals such as compressed gases or flammables?

- What is the Environment like:
  - Can weather conditions affect safety?
  - Is lighting a problem?
  - Is noise, vibration, heat or cold a problem?
  - Is the air quality an issue?
  - Are biological hazards encountered such as blood, insect bites, poisonous plants?

- What is the Process that takes place (combination of PEME)?
  - Are ergonomic issues such as repetitive motion and incorrect work station design a problem?
  - Are there specific safety hazards associated with the task such as housekeeping, inadequate machine guarding, materials handling and energy?

Potential hazards are recorded for each job step in our "Apply Handbrake" example below.
## City of Stratford – Health and Safety Program

**SUBJECT:** Job Hazard Assessment  
**SCOPE:** All Staff  
**POLICY NO:** 9  
**APPROVED BY:**  
**ISSUE DATE:** 10/01/2007  
**REVISED DATE:** 00/00/0000  

<table>
<thead>
<tr>
<th>Main Activities (Tasks) of Each Job or Common Hazard (1) (2) (3) etc.</th>
<th>Identify Specific Type of Health &amp;/or Safety Hazard for Each Main Activity</th>
<th>Loss Potential/Risk Level Rating for Each Hazard (✓)</th>
<th>Controls - How Each of the Hazards Can Be Controlled</th>
</tr>
</thead>
</table>
| **1. Climb up on side ladder** | a) defective safety appliance  
b) equipment moving at excessive speed  
c) slip and fall due to grease, ice or oil |  |  |
| **2. Move from side ladder to end ladder** | a) slip and fall due to slack action or unexpected coupling  
b) defective safety appliance |  |  |
| **3. Turn handbrake wheel until resistance is felt** | a) resistance may be encountered sooner than expected  
b) slip and fall  
c) defective safety appliance |  |  |
| **4. Tighten handbrake wheel** | b) slip or fall |  |  |

And so on......
Step 4: Rate the Risk

Once the hazards have been identified the risks must be rated according to the following process.

1. Use the following equation to rate the risk:

   \[ \text{Risk}(R) = \text{Frequency}(F) \times \text{Probability}(P) \times \text{Consequence}(C) \]
   
   (X = multiplied by)

2. Determine Frequency, Probability and Consequence from the following:

   Frequency (F): 3 = Frequent (hourly/daily) 2 = Occasional (weekly/monthly) 1 = Rare (once a year)

   Probability (P): 3 = happens often 2 = unusual but possible 1 = happens rarely

   Consequence (C): 10 = Fatality/Catastrophic 9 = Permanent Disability/Serious threat 8 = Serious Injury/External agencies involved 7 = Minor Injury/Reportable occurrence 6 = First aid or less/Minor

3. Use the Risk total to determine the class of risk and put that number into the JHA table.

   Class A – Critical Risk (54-90) – Imminent danger, immediate potential for death or serious injury &/or extensive damage of major equipment

   Class B – Serious Risk (36-53) – Potential for injury or illness, resulting in temporary disability, or property damage that is disruptive to the operation

   Class C – Marginal Risk (19-35) – Potential for minor injury or illness that does not result in temporary disability, or property damage

   Class D – Minimal Risk (6-18) – Potential for minor loss but does not present a significant injury or damage potential
<table>
<thead>
<tr>
<th>Main Activities (Tasks) of Each Job or Common Hazard (1) (2) (3) etc.</th>
<th>Identify Specific Type of Health &amp;/or Safety Hazard for Each Main Activity</th>
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</tr>
</thead>
<tbody>
<tr>
<td>1. Climb up on side ladder</td>
<td>a) defective safety appliance</td>
<td>F 1 7 14 D</td>
<td></td>
</tr>
<tr>
<td></td>
<td>b) equipment moving at excessive speed</td>
<td>P 1 10 20 C</td>
<td></td>
</tr>
<tr>
<td></td>
<td>c) slip and fall due to grease, ice or oil</td>
<td>C 3 7 42 B</td>
<td></td>
</tr>
<tr>
<td>2. Move from side ladder to end ladder</td>
<td>a) slip and fall due to slack action or unexpected coupling</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>b) defective safety appliance</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Etc.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Turn handbrake wheel until resistance is felt</td>
<td>a) resistance may be encountered sooner than expected</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>b) slip and fall</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>c) defective safety appliance</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Tighten handbrake wheel</td>
<td>b) slip or fall</td>
<td></td>
<td></td>
</tr>
<tr>
<td>And so on………</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Step 5: Recommend Controls**

The final stage is to recommend a control or preventive measure for each hazard identified. Controls should be considered in the following order:

**1) Eliminate the hazard at the source**
- Modify or provide alternate process
- Substitution
- Improve environment
- Modify equipment or tools
2) Contain the hazard along the path
   - Enclosures
   - Guards

3) Revise work procedures
   - Modify steps
   - Change sequence of steps
   - Add additional steps (e.g., lock out)

4) Control at the worker
   - Reduce the exposure by minimizing the number of times it is encountered
   - Provide personal protective equipment
   - Use specific statements about what action should be taken and how it is to be performed. Avoid using general statements like "be careful", or "use caution".

<table>
<thead>
<tr>
<th>Main Activities (Tasks) of Each Job or Common Hazard (1) (2) (3) etc.</th>
<th>Identify Specific Type of Health &amp;/or Safety Hazard for Each Main Activity</th>
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<th>Controls - How Each of the Hazards Can Be Controlled</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Climb up on side ladder</td>
<td>a) defective safety appliance</td>
<td>2 1 7 14 D</td>
<td>a) inspect safety appliance before using. Report defects.</td>
</tr>
<tr>
<td></td>
<td>b) equipment moving at excessive speed</td>
<td>2 1 10 20 C</td>
<td>b) slow or stop movement before entering</td>
</tr>
<tr>
<td></td>
<td>c) slip and fall due to grease, ice or oil</td>
<td>2 3 7 42 B</td>
<td>c) maintain three points of contact at all times</td>
</tr>
<tr>
<td>2. Move from side ladder to end ladder</td>
<td>a) slip and fall due to slack action or unexpected coupling</td>
<td></td>
<td>a) maintain three points of contact at all times</td>
</tr>
<tr>
<td></td>
<td>b) defective safety appliance</td>
<td></td>
<td>b) do not move to end ladder while car is being moved by a locomotive</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>c) inspect safety appliance before using. Report defects.</td>
</tr>
</tbody>
</table>
### City of Stratford – Health and Safety Program

**SUBJECT:** Job Hazard Assessment  
**POLICY NO:** 9  
**SCOPE:** All Staff  
**Page 9 of 11**

3. Turn handbrake wheel until resistance is felt  
   - a) resistance may be encountered sooner than expected  
   - b) slip and fall  
   - c) defective safety appliance  
   
   a) keep hand on outside of wheel and turn deliberately  
   b) do not operate handbrake while car is being moved  
   c) inspect safety appliance before using. Report defects

4. Tighten handbrake wheel  
   - b) slip or fall  
   
   a) keep back straight and use legs while tightening.  
   b) do not apply handbrake when there is risk of slack action or coupling

And so on……

### Roles and Responsibilities

**Supervisors**  
- Communicate this standard to all affected employees.  
- Document dates of reviews and the names of staff that were in attendance  
- Be familiar with the Occupational Health & Safety Act and the regulations that apply to the work being assessed.  
- Assist in conducting JHAs.  
- Implement Recommended Controls.  
- Assist in development of Procedures for identified hazardous tasks or jobs.  
- Review JHAs with affected workers.

**Employer**  
- Provide resources or options to implement recommended controls.  
- Provide Job Hazard Analysis training.

**Workers**  
- Read and understand this standard.  
- Participate in the JHA procedure.

**Joint Occupational Health and Safety Committee**  
- Review existing JHAs prior to conducting a workplace inspection.
Communication

This standard will be made available to all staff in the Health and Safety manual.

Supervisors shall communicate the requirements of this standard to all affected staff.

Some tips on how to make the information available:

1) Use the information as the basis for tailgate and safety talks
   Go over the recommendations with workers performing the jobs. Their ideas about the hazards and proposed recommendations may be valuable. Be sure they understand what they are required to do and the reasons for any changes in the job procedures.

2) Use the JHA for training new employees

3) Develop a narrative work procedure based upon the JHA

Training and Implementation

All staff who conduct Job Hazard Analysis will receive any training or information they require to make them competent in performing this task.

All jobs that are rated Class A will have a Standard and control measures developed immediately.

All jobs that are rated Class B will have a Standard developed and will implement controls as soon as possible.

All jobs that are rated Class C will have a timetable for development of standards where deemed necessary by the Supervisor and JHSC designate in the area.

Evaluation

Management will review this standard and existing JHAs annually to ensure they remain current and effective.
Any suggestions for changes shall be forwarded to the JOHSC and Human Resources Office for review.

Forms

JHA Form

Reference Materials

*Industrial Establishments Regulation 851, Section 26*
*Workwell Requirement*
*Previous Accident Reports*
*Workplace Inspection Reports*
### Job Hazard Assessment Form 9a

Name of Job or Occupation: ________________________________

Date: ____________________  Contact ____________________  # / Extension ____________________

Dept.: ____________________  Prepared By: ____________________

<table>
<thead>
<tr>
<th>Main Activities (Tasks) of Each Job or Common Hazard</th>
<th>Identify Specific Type of Health &amp;/or Safety Hazard for Each Main Activity</th>
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</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>F  P  C  R  Class (ABCD)</td>
<td></td>
</tr>
</tbody>
</table>

### Risk (R) = Frequency (F) X Probability (P) X Consequence (C)

- **Frequency (F):** 3 = Frequent (hourly/daily) 2 = Occasional (weekly/monthly) 1 = Rare (once a year)
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- **Class D** – Minimal Risk (6-18) – Potential for minor loss but does not present a significant injury or damage potential

Please return a copy of the Hazard Identification to Human Resources upon completion.
## Definitions

<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Common Hazards</td>
<td>Hazards that are common to different activities/jobs/occupations.</td>
</tr>
<tr>
<td>Lost Time</td>
<td>A work related injury that results in the injured employee missing scheduled time from work resulting in a wage loss.</td>
</tr>
<tr>
<td>Main Activity</td>
<td>All of the activities of a workplace that make up a job or process. (Tasks that happen occasionally, are not attached to a process or job and pose little hazard are not included as a main activity.)</td>
</tr>
<tr>
<td>Minor Hazard</td>
<td>Any activity or biological, physical or chemical hazard that has the potential to cause injury requiring first aid or no treatment injuries.</td>
</tr>
<tr>
<td>Moderate Hazard</td>
<td>Any activity or biological, physical or chemical hazard that has the potential to cause injury requiring medical services but not so great as to cause a lost time injury.</td>
</tr>
<tr>
<td>Major Hazard</td>
<td>Any activity or biological, physical or chemical hazard that has the potential to cause death, critical injury, or lost time.</td>
</tr>
</tbody>
</table>
PURPOSE

The purpose of this standard is to provide a written commitment to the duties and responsibilities of the City of Stratford to the Joint Occupational Health and Safety Committee (JOHSC).

DEFINITIONS

The JOHSC is a forum for workers and management to work together to address and resolve health & safety concerns of the workplace. It is an opportunity for members to share their knowledge and experience of the work process and management skills for the improvement of health & safety. The JOHSC is an advisory body that participates in the identification of hazards and implementation and monitoring of programs, which will ensure and promote the maintenance of the physical, mental and social well being of the employees of the City of Stratford.

ROLES AND RESPONSIBILITIES

The City of Stratford recognizes and supports the JOHSC Committee as a key participant in an effective health and safety program. All management and workers will co-operate with the JOHSC in the carrying out of their duties and functions.

STANDARD AND PROCEDURES

The City will establish a JOHSC as required by the Occupational Health and Safety Act and support and assist them in carrying out their responsibilities on an ongoing basis. The roles of the JOHSC are as follows:

- Develop and post, at the beginning of each calendar year, a schedule for the monthly workplace inspections for that year.

- Attend JOHSC meetings every 3 months as a minimum or as outlined in the meeting schedule.
City of Stratford – Health and Safety Program

SUBJECT: Joint Occupational Health and Safety Committee
POLICY NO: 10

Applies to: All Staff
Page 2 of 3

- Conduct workplace inspections monthly by trained workers; document all substandard acts and working conditions on "WORKPLACE AUDIT REPORT", with one copy:
  - Posted in each workplace location
  - Forwarded to the area supervisor and department head for review and signature
  - Attached to the JOHSC minutes
  - Forwarded to the JOHSC co-chairs

- The designated JOHSC worker member may investigate any accident in which a worker is killed, or critically injured as defined under Reg. O. 834/90.

- Review all completed "ACCIDENT/INCIDENT REPORTS"; analyze information and make recommendations to management to reduce recurrences.

- Investigate issues regarding:
  - Hazardous materials, processes, or equipment
  - Designated substances and the respective control program reports
  - Workplace testing, which is being, carried out for health and safety purposes

- Review any "HAZARD REPORT FORM" received.

- The co-chairs are responsible for ensuring the written recommendations are forwarded to the employer using the JOHSC recommendation form.

- The employer shall respond to the recommendations, in writing within 21 days, with:
  - Timetable for implementation, if the employer agrees with the recommendation
  - Reasons for disagreement, if the recommendation is not acceptable

- Encourage fellow workers to work safely and to report hazardous or unsafe conditions immediately to their supervisors.

- Provide recommendations to the employer on health and safety programs in general.

APPROVED BY: | ISSUE DATE: 10/01/2007 | REVISION DATE: 00/00/0000
| Identify areas of health and safety training for all workers by reviewing specific Department Training Matrices. |
| Be present for, or assist in, work refusal investigations. |
| Be available to accompany a Ministry of Labour Officer on workplace inspections. |
| Review Job Hazard assessments prior to conducting a workplace inspection. |

**MEMBERSHIP**
Committee membership shall always comprise of at least an equal number of management and union representatives as defined by the Terms of Reference. Members of the committee will select the committee chairpersons on an annual basis.

**MEETINGS**
The JOHSC shall meet every three months, unless it decides otherwise, but under no circumstances shall more than three consecutive months elapse without a meeting.

**MINUTES** of the meeting will be taken and maintained for review by the Ministry of Labour on request.

**COMMUNICATION**
This standard will be made available to all staff in the Health and Safety manual.

**EVALUATION**
This standard will be evaluated by the JOHSC on an annual basis.

**FORMS**
JOHSC Recommendation Form

**REFERENCES**
For additional information refer to the Joint Occupational Health and Safety Committee Terms of Reference.
**RECOMMENDATION FORM 10a**

**JOINT OCCUPATIONAL HEALTH & SAFETY COMMITTEE**

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**Summary of Issue:**

**JOHSC Recommends:**

| Signed Worker Co-Chair | Signed Management Co-Chair |

**Please respond by the following date:**

**Approved or proposed alternative Action:**

Please attach extra pages if necessary.
TERMS OF REFERENCE FOR THE STRUCTURE AND FUNCTION OF
THE JOINT OCCUPATIONAL HEALTH AND SAFETY COMMITTEE

AS AGREED BETWEEN

CITY OF STRATFORD
STRATFORD, ONTARIO

-AND-

C.U.P.E LOCAL 197
C.U.P.E. LOCAL 1385
I.B.E.W. LOCAL 636
NON-BARGAINING EMPLOYEES
PREAMBLE

1. It is a requirement of the *Occupational Health and Safety Act* to establish a policy which should encourage the active participation of all employees in the prevention of accidents and the promotion of occupational health and safety in the workplace.

2. The Corporation of the City of Stratford and CUPE Local 197, CUPE Local 1385, IBEW Local 636 and non-bargaining employees have established a Joint Health and Safety Committee under the *Occupational Health and Safety Act* and have reached an understanding as to the terms of reference for the composition, practice and procedure thereof. It is our firm belief that through joint education programs, joint investigations of problems, and joint resolution of those problems, just rewards will be enhanced for all, and the workplace will be made safe and healthy for all employees.

3. The parties acknowledge that the proper functioning of the Joint Health & Safety Committee can only be carried out where the representatives of the employer and of the workers are committed to these responsibilities. Therefore, the parties undertake to cooperate in ensuring that these Terms of Reference and the full intent of the *Occupational Health and Safety Act* will be carried out by their respective organizations.

4. The parties hereto adopt these Terms of Reference in good faith and agree to promote and assist the Joint Health and Safety Committee and committee members by providing such information, training and assistance as may reasonably be required for the purpose of carrying out their responsibilities.
GENERAL

1.0 This document respecting the Joint Health and Safety Committee Terms of Reference provides a framework for the effective function of the Joint Health and Safety Committee, however, does not limit the function of the Committee.

1.1(a) This document is mutually developed and agreed to by the noted workplace parties and is submitted to the attention of the Minister of Labour for sanction and approval, pursuant to Section 9(3.1) of The Occupational Health and Safety Act.

(b) The Minister of Labour reserves the right to withdraw the sanction of this arrangement if deemed appropriate for any reason after consultation with the workplace parties.

1.2 The Joint Health and Safety Committee (referred to hereafter as the “Joint Committee”) will not be empowered to amend, alter, subtract from or add to, any of the terms of the Collective Bargaining Agreements.

1.3 All employees will be encouraged to discuss their Health & Safety concerns with their immediate supervisor before bringing them to the attention of the Joint Committee.

1.4 Joint Committee members will ensure the factual basis of all unresolved health and safety concerns brought to their attention. All resolutions will be reported in the meeting minutes.

1.5 The Joint Committee shall review this document annually and recommend revisions as required to ensure continued compliance with The Occupational Health and Safety Act and applicable legislation as amended.

1.6 Any amendments, deletions or additions to this document which affect composition or function of the committee must have the consensus of the Joint Committee and shall be set out in writing and forwarded to the non-bargaining representatives, Presidents of CUPE Local 197, 1385, IBEW Local 636, and the Director of Human Resources for comment and Ministerial approval prior to being attached as an Appendix to these Terms of reference.
STRUCTURE OF THE JOINT COMMITTEE

2.1 The Joint Committee shall consist of 10 members. C.U.P.E. Local 197 will select 3 members, C.U.P.E. Local 1385 will select 2 members, I.B.E.W. Local 636 will select 2 members (1 Transit and 1 Water employee) and 3 non-bargaining employees will be appointed by the City of Stratford. Joint Committee Members from C.U.P.E. Local 197 will represent the divisions of Cemetery, Parks, and Public Works. Joint Committee Members from C.U.P.E. Local 1385 will represent various employees working in City Hall, 82 Erie Street, 47 Downie Street, and Community Services Department locations. Joint Committee Members from I.B.E.W. Local 636 will represent the divisions of Transit and Water.

2.2 The Joint Committee shall meet quarterly in January, April, July and October of each year. The Joint Committee will meet on the 1st Wednesday, at 10:00 a.m. of the above mentioned months or as determined by the Joint Committee. Actual dates, times and locations will be determined in advance and agreed by the Co-chairpersons. Emergency or additional meetings may be called at the request of the Co-chairpersons.

2.3 There shall be two Co-chairpersons, one (1) from the employer and one (1) from the workers; appointed for a period of two years who shall alternate the chair at the meetings.

2.4 A. Co-chairperson may, with the consent and approval of his/her counterpart, invite any additional person(s) to attend the meeting to provide additional information and comment, but such invited person(s) shall not participate in the regular business of the meeting.

2.5 The Joint Committee shall have a minimum of two (2) certified members; one (1) representing the employer and one (1) representing the employees. Should a member leave the Committee, the replacement member will receive the appropriate certification training within three (3) months of being appointed to the Joint Committee.
FUNCTIONS OF THE JOINT COMMITTEE

3.1 Worker and management members selected to the Joint Committee should serve a minimum of two (2) years. Certified worker and management members should be prepared to serve a minimum of three (3) years.

3.2 In addition to the functions outlined in the applicable sections of The Occupational Health and Safety Act and to comply with the spirit of the Act the functions of the Joint Committee shall include but are not limited to:

(a) identification, evaluation and recommendation of resolutions to all matters pertaining to health and safety in the workplace to appropriate management;

(b) recommendation of adequate education and training programs in order that all employees are knowledgeable in their rights, restrictions, responsibilities and duties under The Occupational Health and Safety Act;

(c) addressing matters related to all Regulations under The Occupational Health and Safety Act including WHMIS, Designated Substances and workplace smoking restrictions where applicable;

(d) to deal with any occupational health and safety matter that the Joint Committee deems appropriate.

INSPECTIONS

3.2 The members of the Joint Committee who represent workers shall designate a worker in each workplace to inspect the physical condition of the workplaces accompanied by a Management Designate. Workplace Inspections shall be conducted in accordance with a schedule to be drafted annually and approved by the Joint Committee. The Committee shall ensure all workplaces are inspected by certified representatives at least once a year. Extra inspections may be scheduled if deemed necessary by the Joint Committee.

3.3 All health and safety concerns raised during the physical inspection will be recorded on an appropriate workplace audit form and signed by both members of the inspection team.

3.4 Copies of the workplace audit form will be forwarded to the Joint Committee, and the appropriate Department Head and noted in the meeting minutes. Management will inform the Committee of the status of the outstanding items by the next Committee meeting.
3.5 Management will communicate in writing directly to the Co-chairpersons with regard to written recommendations of the Joint Committee by giving their assessment of the problem, and outlining who is responsible for resolving the matter, along with a timetable for implementation of the recommendation. If the employer disagrees with or does not accept a recommendation, reasons for the disagreement will be stated.

INCIDENTS / ACCIDENTS

3.6 The Joint Committee will designate members and alternates if required, to investigate all serious workplace accidents, and incidents that have the potential to be a serious accident. Critical injuries or death shall be reviewed by certified members so chosen, and investigated if deemed warranted by mutual determination of the Co-chairpersons. The inspection team will be responsible for overseeing that the requirements prescribed in Sections 51 and 52 of The Occupational Health and Safety Act are carried out.

OTHER

4.0 The Joint Committee will designate two members and alternates if required, chosen by those they represent, to accompany the Ministry of Labour Inspector while carrying out Ministry inspections of the workplace.

4.1 The members of the Committee representing workers shall designate a certified member and alternates from the Committee if required, to investigate work refusals. A list will be posted in the workplace, of the names of the worker(s) so designated.

4.2 The Joint Committee shall be consulted concerning proposed workplace testing strategies related to occupational hygiene. A member who represents workers shall be entitled to be present at the beginning of such testing, or the beginning of testing any equipment, machine, device, article, thing or material, or biological, chemical or physical agent in or about a workplace; and when possible it shall be the certified member.
JOINT COMMITTEE MEETINGS

AGENDA

5.1 The Co-chairpersons will prepare an agenda and forward a copy of the agenda to all Committee members at least one week in advance of the meeting.

5.2 The Committee may accept any item as proper for discussion and resolution pertaining to health and safety, except to amend, alter, subtract from or add to, any terms of the Collective Bargaining Agreements.

5.3 All items raised from the agenda in meetings will be dealt with on the basis of consensus rather than by voting. Formal motions will not be used.

5.4 All items raised will be reported in the minutes. Outstanding items will be placed on the agenda for the next meeting for follow-up and to ensure their resolution.

QUORUM

6.1 The Joint Committee shall have a quorum of 6 members present in order to conduct business. One Co-chairperson must be present in order to conduct business. If a Co-chairperson is absent, the other Co-chairperson will chair the meeting. The number of employer members shall not be greater than the number of worker members.

MINUTES OF MEETINGS

7.1 The employer will provide or designate a secretary to take the minutes of the meeting and be responsible for having the minutes typed, circulated and filed within two calendar weeks of the meeting, or as the Committee may from time to time instruct. Minutes of the meeting will be reviewed, and edited where necessary by the Co-chairpersons, then signed and circulated to all Committee members and Management. Minutes of a Joint Committee meeting will be posted on a bulletin board in each department.

PAYMENT FOR ATTENDANCE AT MEETINGS

8.1 All time spent in attendance at Committee meetings or in activities relating to the function of the Joint Committee will be paid for at the member’s appropriate rate of pay for performing work in accordance with The Occupational Health and Safety Act, and the time spent is to be considered as time at work.
Signed at Stratford, Ontario,
this 10th day of June, 2002

For the Employer

For C.U.P.E Local 197

For C.U.P.E. Local 1385

For I.B.E.W. Local 636

For the Ministry of Labour

Non-bargaining Employees

For the Ministry of Labour
Order under Subsection 9 (3.1)
The Occupational Health and Safety Act
R.S.O. 1990, c.O. 1

Whereas subsection 9(3.1) of the Occupational Health and Safety Act provides that the Minister may, by order in writing, require a constructor or an employer to establish or maintain one or more Joint Health & safety Committees for a workplace or a part thereof, and may, in such order provide for the composition, practice and procedure of any committee so established.

And whereas The City of Stratford and the staff association have, in an executed document between them stated a desire to have the Joint Health & safety Committee represent the workers of the staff association, and have the Minister approve such arrangements.

NOW THEREFORE BE IT ORDERED that pursuant to S.9 (3.1) of the Occupational Health and safety Act, The City of Stratford as employer, is hereby required to establish and maintain the Central Joint Health Safety Committee to be governed as to composition, practice and procedures by the provision of the executed document, dated Monday, June 10, 2002 between The City of Stratford and C.U.P.E Local 197 and Local 1385 and I.B.E.W. Local 636 and the Non-Bargaining Employees.

Dated at Hamilton this 8th day of July 2002.

Sophie Dennis, Director
Western Region
May 31, 2012

NOTICE: TO ALL EMPLOYEES

SUBJECT: JOINT HEALTH & SAFETY COMMITTEE MEMBERS

The Joint Health and Safety Committee operates to promote workplace health and safety practices and to identify, inform, and help eliminate hazards to employees by recommending changes and improvements to management.

The Committee is responsible for conducting safety inspections of locations where City employees regularly work. Each member of the Committee has a responsibility to listen to safety and health concerns expressed by employees and to bring specific concerns to supervisors and managers for their attention. The Joint Committee has Certified* worker representatives and Certified* management members.

Joint Committee members are:

Management:  
*Lyndon Kowch (co-chair) - Engineering (Public Works)
*Jim Bryson - Community Services (Facilities)
*John McKeough - Engineering (Water)
*Marilyn Pickering - Corporate Services (Tax)

CUPE 197  
*Trish Lawson - Community Services (Parks)
*Mike Baker - Engineering (Public Works)
 Brad Feltz - Engineering (Public Works)

CUPE 1385  
*Jamie Tuffnail (co-chair) - Community Services (Facilities)
*Geoff Grimes - Engineering (82 Erie - 2nd Floor)
 Cindy Carlberg - Ontario Works (Social Services)

IBEW 636  
*Garry Tyler - Water (82 Erie - Second Floor)
 Vacant - Community Services (Transit-60 Corcoran)
 *Gary Horst - Community Services (Parallel Transit-60 Corcoran)

Dianne Stewart  
Manager of Health & Safety
**WORKPLACE INSPECTION FORM**

<table>
<thead>
<tr>
<th>DEPARTMENT:</th>
<th>LOCATION:</th>
<th>LOCATION #:</th>
<th>INSPECTION TEAM:</th>
<th>DATE:</th>
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**PRINT NAME:** ____________________________ **INITIAL:** ______________

**TYPE OF HAZARD**

- **A - CRITICAL** Immediate action required.
- **B - URGENT** Action within one week.
- **C - IMPORTANT** Action for next inspection.

**PLEASE ENTER TYPE A, B OR C**

**ITEMS NOT COMPLETED BY NEXT MONTH’S INSPECTION DATE ARE TO BE CARRIED FORWARD**

<table>
<thead>
<tr>
<th>ITEM #</th>
<th>AREA</th>
<th>DESCRIBE HAZARD AND ACTION NEEDED (Please print clearly)</th>
<th>HAZARD CLASS</th>
<th>ACTION TAKEN</th>
<th>BY WHOM</th>
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**Inspection Team Findings**

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<th>AREA</th>
<th>DESCRIBE HAZARD AND ACTION NEEDED (Please print clearly)</th>
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**Distribution of Report:**

- **White copy** - Worksite Health and Safety Notice Board
- **Canary copy** - Management responsible for corrective actions and return to HR when hazards corrected
- **Pink copy** - Joint Health & Safety Committee (HR)
- **Goldenrod copy** - Department Head file copy

**Priority Rating**

1. > Hazard is likely to cause permanent disability, loss of body parts, loss of life and/or extensive loss of or damage to property. When encountered, the inspection team shall immediately advise the workers, and report findings to the workplace supervisor on duty.
2. > Hazard is likely to cause serious injury or illness resulting in temporary disability, and/or property damage that are disruptive to the work.
3. > Hazard is likely to cause a non-disabling/non-loss time injury, or non-disruptive property damage.
Are all dangerous machine parts adequately guarded?
- Are there any missing guards on gears, belts, pulleys and shafts?
- Grinding wheels guarded and tool rests adjusted?
- Pinch points guarded against inadvertent contact?
- Are covers or guardrails in place around open pits, tanks and ditches?
- Are covers or guardrails in place around open pits, tanks and ditches?
- Are there any exposed sharp edges?

TOOLS AND MACHINERY
- Are manufacturers’ manuals kept for all tools and machinery?
- Are employees trained in the proper use of tools and machinery? Is this documented?
- Does the machinery have effective emergency stop devices?
- Are all machines regularly inspected and maintained? Is this documented?
- Do mechanical lifting devices have load ratings clearly marked?
- Are chain hoists, ropes and slings adequate for the loads and marked?
- Are ladders inspected regularly for damage or cracks? Is this documented?
- Ensure wooden ladders are not painted?
- Are non-slip safety feet provided on each ladder?

EMERGENCY EQUIPMENT
- Are all extinguishers secured, easily accessible and conspicuously marked?
- Do all extinguishers have up-to-date servicing?
- Are workers trained in the use of fire extinguishers?
- Have employees been trained in evacuation procedures?
- Are regular practice drills held for emergency evacuation?
- Is emergency lighting adequate and regularly tested?
- Is alarm system checked on at least an annual basis?

EXIT OR EGRESS
- Are all emergency exits marked and illuminated?
- Are emergency exits unobstructed and unlocked?
- Are the directions to exits, if not immediately apparent, marked with visible signs?

GUARDS AND SAFETY DEVICES
- Are all dangerous machine parts adequately guarded?
- Are any missing guards on gears, belts, pulleys and shafts?
- Grinding wheels guarded and tool rests adjusted?
- Pinch points guarded against inadvertent contact?
- Are covers or guardrails in place around open pits, tanks and ditches?
- Missing hand rails and platform guardrails?
- Are there any exposed sharp edges?

MATERIAL STORAGE
- Is stored material stable and secure? Heavy items on the bottom
- Are storage areas free from tripping hazards?
- Are all containers clearly marked as to contents?
- Are there adequate devices to ensure safe lifting and handling of materials?
- Are materials stacked so they are blocking sprinkler heads?

SAFETY TALKS
- Are safety/tailgate talks held on a regular basis?
- Is there documentation to verify this?
- What was the date of the last meeting?

LOCKOUT
- Are there lockout procedures available?
- Have employees been trained on these procedures and is it documented?
- Does each employee have his/her own locks?

RESPIRATORS
- Is respiratory protection needed for this work area? (i.e. chlorine, ammonia, spraying, dusts, flames)
- If respirators are being used, have the employees been fit-tested?
- Do respirator canisters have a valid date and are the tabs intact?
- Is the respirator canister of the approved type for the hazard/chemical?

EMERGENCY SERVICES
- Are there signs posted marking the location of first aid?
- Is there first-aid coverage at the time of inspection?
- If there is an eyewash station?
- Has the water been changed recently?

FIRST AID SERVICES
- Are there signs posted marking the location of first aid?
- Is there first-aid coverage at the time of inspection?
- If there is an eyewash station?
- Has the water been changed recently?

PROTECTIVE EQUIPMENT
- Appropriate signage for hazards that are in work area?
- i.e. noise, hard-hat, eye protection
- Are signs clean and readable?
- Is personal protective equipment used by employees: hard hats, eye protection, ear protection, safety vests, protective footwear, gloves, fall restraint equipment?

WORKPLACE HAZARDOUS MATERIAL INFORMATION SYSTEM - WHMIS
- Are Material Safety Data Sheets available for product?
- Are the MSDSs updated every 3 years?
- Are containers properly labeled?
- Have employees received WHMIS training recently?
- Do workers know what to do in case of a spill or accident?

TRAINING
- Is training provided for each person newly assigned to a job?
- Are training records kept on site?
- Are the Health and Safety Committee minutes posted?
Purpose

All new, returning, contract, student, supplied labour employees must be provided with a Health and Safety Orientation and shall receive the necessary information to perform their assigned tasks in a safe and healthy manner. Employees that are transferred or promoted must receive workplace specific orientation training, if their duties have changed.

Orientation ensures that individuals are familiar with the:
- City’s expectations for health and safety
- Role that employees have in the health and safety program
- Hazards of their particular worksite.

Operations that are governed under specific legislation such as the Day Nurseries Act and Section 21 Guidelines will abide by the strictest standard.

Procedure

1. Safety orientation consists of a two-part process (general and workplace specific) which will be arranged or delivered by the supervisor:

2. The following topics shall be covered in the General Safety orientation within 1 month of commencing work, ideally within the first week:
   - Health and Safety Policy
   - Roles and Responsibilities
   - Injury/illness/Near Miss and Hazard Reporting
   - Early and Safe Return to Work Procedures
   - Personal Protective Equipment
   - Joint Health and Safety Committees
   - Work Refusal Procedures
   - General Emergency Procedures
   - Generic WHMIS – MSDS
   - Ergonomics and MSD prevention
   - Hazard Reporting
   - Environmental Hazards – spills clean-up, idling
3. When workers report to their supervisor they shall be given site-specific orientation prior to conducting the specific task. This shall include:
   - WHMIS chemical specific information
   - Personal protective equipment requirements and training
   - Job specific hazards
   - Standard operating procedures
   - Location of first-aid facilities
   - Specific emergency procedures
   - Proper lifting techniques and ergonomic hazards
   - Other pertinent information required to perform the work in a healthy and safe manner.

3. New employees will be provided with a checklist after the classroom orientation that must be completed with their supervisor. The checklist must be signed by both parties and returned to Human Resources to be placed in the employee's personnel file.

4. All transferred or promoted employees will be required to complete the on-site safety checklist with their supervisor for their new work location.

5. An Initial Job instruction form must also be completed with the employee.

6. Where possible, new workers will be assigned to a long term employee for mentoring.

Roles and Responsibilities

**Supervisor**
- Ensure that all employees receive a safety orientation.
- Forward a copy of the checklist to HR.

**Employees**
- Participate in orientation training.
- Not conduct any work until proper training is received.
Communication

This standard will be made available to all staff in the Health and Safety Manual.

Evaluation

This standard will be reviewed annually. Evaluation of learning will be conducted after three months by the employee’s Supervisor/Manager.
NEW EMPLOYEE CHECKLIST Form 11a

Date Started: ________________________________
Date Completed: ________________________________
Department: ________________________________
Supervisor: ________________________________
Employee Name: ________________________________

☐ I read and understand the Health and Safety Policy and the Health and Safety Manual.

☐ I read and understand the Workplace Violence Policy.

☐ I read and understand the Workplace Harassment and Discrimination Policy

☐ I have received WHMIS specific instructions from my supervisor on the hazardous materials I use or handle in the workplace. I know where the material safety data sheets (MSDS’s) are located.

☐ I know the location of the spill kits in my area and procedures for using them.

☐ I have been introduced to the JHSC member rep in my work area.

☐ I have been shown where I can find: a copy of the Occupational Health & Safety Act, minutes of the Joint Health & Safety Committee meetings and a list of committee members.

☐ I know how to report all accidents/incidents, near misses and hazards and understand the importance of reporting.

☐ I have been informed of my rights as a worker. (Right to Know, Right to Participate, Right to Refuse Unsafe Work).

☐ I know how to get first aid or medical treatment and how to report them and the location of the first-aid stations.

☐ I have been informed of the Return to Work Program and understand the purpose of the program.

☐ I have received instructions on the equipment I will be using and understand I shall not operate any equipment/machinery that I have not been trained or authorized to use.

☐ I am familiar with the personal protective equipment (PPE) I am required to wear. I have received instruction in the use and care of this equipment and how to obtain the PPE I need.

☐ The specific hazards of the work I am to perform have been reviewed with me.

☐ I have been shown proper lifting techniques and have been instructed in how to reduce Musculoskeletal Disorders (MSDs).

☐ I understand the general safety rules and the requirement to comply with them.
I understand the importance of health & safety in the workplace and the requirement to contact my supervisor or manager at anytime for assistance or direction.

I understand the fire evacuation and other applicable emergency plans and what to do in an emergency. I understand that I can be accommodated should I have a disability related need.

I have been shown the location of fire extinguishers and have received training on proper use.

I know where the fire exits and extinguishers are located.

I understand my obligations with regards to vehicle & equipment inspection and safe operation.

I have been instructed on the Workplace Substance Abuse Policy.

I have been instructed on the Accessible Standard Customer Service Policy.

I have received the Drinking Water Quality Management System awareness training (WATER DIVISION ON LY).

I have been made aware of the Section 21 Committee and to whom it applies (FIRE DEPARTMENT ONLY).

I___________________________ have reviewed the above with my supervisor.

Employee Signature

I______________________________ have reviewed the above with my employee.

Supervisor’s Signature

| APPROVED BY: | Joint Health and Safety Committees | ISSUE DATE: 10/01/2007 | REVISION DATE: 09/01/2009 05/16/2012 |
Purpose

The goal of the training standard is to ensure that all employees requiring training in order to complete their duties safely are provided with that training.

The success of a sound health and safety program depends heavily on each employee having all the technical and managerial skills and knowledge necessary to do his/her job safely and to manage health and safety programs to meet the City’s objectives. In addition, there are certain legal requirements imposed on individuals, supervisors and the company by the Occupational health and Safety Act and Regulations.

Each job or task requires certain knowledge and skills in order to protect the health and safety of the employee doing that job. Each employee’s training and development programs should be in response to an identified need.

Scope

Applies to all staff.

Definitions

Training: Refers to training programs approved by the City of Stratford and given in a training course format in classroom or on line by qualified trainers or supervisors or training providers or experts in a specific field.

Standards/Procedures

The following training shall be provided, where applicable:

- Legislated health and safety responsibilities, such as right to refuse unsafe work, right to participate, right to know, etc.

- City of Stratford Health and Safety Policy statement, and early and safe return to work obligations.
- Generic and workplace specific WHMIS training.
- Manual lifting techniques and the use of mechanical lifting devices.
- Fire safety and emergency plan, and the use of rescue equipment, where applicable.
- Transportation of injured employees.
- Use and maintenance of Personal Protective Equipment (PPE).
- Prevention of falls from heights (written training instruction records signed by the instructor for each employee exposed to the hazards of falls from heights will be maintained).
- Employees assigned to a new job receive training on hazard controls and procedures for their assigned activities.
- Supervisor training on how to perform site visit observations effectively (e.g. observation checklists, how to provide feedback for good and bad performance, etc.).
- Management training in health and safety principles, and recognizing, assessing, and controlling hazards in the workplace.
- JOHSC and applicable supervisors trained in planned health and safety inspections and injury/incident investigation.
- JOHSC members in their roles, responsibilities, and functions.
- Unless otherwise specified, all certificate courses (training) required by employees/supervisors shall be re-issued as needed and as indicated in the training guideline.
- All training must be documented and signed by the employee and supervisor. Both parties must attend training courses required in their department.
HR will keep a record of all training and participants that were arranged by that Department. For courses that were not arranged through HR, a summary document of the content of the training and registered participants is required.

TECHNICAL SKILLS

In determining the technical skills required by each employee the following should be considered as they apply to each job or task:

- Safe work practices and procedures as an integral part of each operating or craft skill
- Health and Safety rules and procedures as per the City of Stratford’s Health and Safety Manual
- Fire protection and fire fighting
- Use of personal protective equipment and other health/safety equipment or instruments
- Specific health or safety skills (e.g. accident investigation, first aid, workplace inspections etc.)
- Transfer skill training e.g. know the job before assignment
- Knowledge, skill, procedure and competency requirements of the Occupational Health and Safety Act and regulations.

MANAGERIAL SKILLS

In determining the managerial skills required by each employee, the following should be considered as they apply to the employee’s job or management role:

- Competency in modern concepts of health and safety
- Employee’s role in managing health and safety programs to meet the City’s objectives
Employee’s role in managing health and safety programs to meet the company’s obligations under the *Occupational Health and Safety Act*

**ADMINISTRATION**

It is the supervisor’s responsibility to ensure that adequate resources are kept of Human Resources information, Occupational Health and Safety information, any applicable legislation etc. at the work site.

Training programs should be formalized in writing to provide standardization and completeness. There should be knowledge/proficiency testing appropriate to the program.

The effectiveness of the program should be evaluated regularly and the results communicated to management for follow-up.

**EMPLOYEE TRAINING STANDARD**

Training needs will be identified through a review of the inventory of occupations, critical task procedures, accident investigations, injury analysis data, employee surveys and a review of applicable legislation.

The designated Health and Safety Coordinator will review the training standard annually. Surveys on training needs will be conducted with employees every other year. Training standards for specific jobs will be reviewed in any case of an accident/incident requiring completion of an accident investigation form.

Supervisors will maintain records on each employee detailing which tasks the employee has been trained in and when the training was done.

**Roles and Responsibilities**

**Employer:**

Provide the required training to upgrade skills of supervisors who are required to conduct effective training programs.
Employee and Supervisor:
Both share responsibility for the employee’s training. Together they determine the managerial and technical skills needed to do the job and evaluate the employee’s present skill level. They then identify any differences and develop a training program to meet the employee’s needs in his/her job.

Supervisor:
- Provide the skill development opportunities and to follow up on the development.
- Ensure that an employee has all the skill(s) needed to protect their health and safety before the employee is assigned to a task or job.
- Perform a training needs review in consultation with the JOHSC annually using the Training Matrix.

Employee:
Apply himself/herself in developing the technical and managerial skills and knowledge necessary to do the job safely, to meet the City’s objectives, and to fulfill the requirements of the Occupational Health and Safety Act and Regulations. Every employee should be aware of his/her skill limitations and not undertake any job for which might endanger his/her or another employee’s health or safety.

JOHSC
Make recommendation for training programs that come out of workplace inspections and observations.

Communication
This standard will be communicated to all employees during orientation training.

This standard will be made available to all staff in the health and safety manual.

Training/Implementation
New workers shall be assigned to a long-term worker volunteer for mentoring where appropriate.
The following are training programs required by Occupational Health and Safety Act of Ontario and applicable regulations:

- JOHSC – Basic Certification and Workplace Specific
- First Aid
- Material handling - manual and operational
- General safety rules
- Health and safety responsibilities (OHSA and regulations)
- Workplace safety and insurance requirements (WSIA and regulations)

**TRAINING RECORD**

The City of Stratford will maintain an ongoing training record and log which applies to all health and safety training and includes:

- Training required by individual employees
- Training of employees has been scheduled
- Training of employees has been completed
- Training has been monitored for effectiveness
- Follow-up training has been rescheduled

**Evaluation**

This policy will be evaluated annually.

**Forms**

Training Matrix

**References**

*The Occupational Health and Safety Act.*

Orientation Training Policy
<table>
<thead>
<tr>
<th>Health &amp; Safety Manual Review</th>
<th>Employee Name</th>
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<tbody>
<tr>
<td>Legislation (General)</td>
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<tr>
<td>Hazard Reporting</td>
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<td>Injury/Illness Reporting</td>
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<td>Emergency Planning and Preparedness</td>
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<td>Work Refusal</td>
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<td>Personal Protective Equipment</td>
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<td>Certification I &amp; II</td>
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<td>Confined Space Entry</td>
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<td>Certifications/Technical</td>
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<td>Material Handling</td>
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<td>New Employee Orientation</td>
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<td>Initial Job Instruction</td>
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<td>WHMIS Generic</td>
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<td>Workplace Specific WHMIS</td>
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<td>First Aid &amp; CPR</td>
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<td>Fall Prevention</td>
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<td>Chainsaw</td>
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<td>Fuel Handling</td>
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<td>Propane</td>
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<td>Traffic Control &amp; Work Area Protection</td>
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<td>Workplace Inspections</td>
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<td>Injury/Illness Investigation</td>
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<td>Defensive Driving</td>
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<td>Excavating/ Trenching</td>
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<td>Traffic Protection for Emergency Workers</td>
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<td>Groundskeeping Safety</td>
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<td>Supervisor Training</td>
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<td>Electrical Safety</td>
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<td>Backhoe Operator</td>
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<td>Ergonomics/MSD Prevention</td>
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<td>Ammonia</td>
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<td>Chlorine</td>
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<td>Working Alone</td>
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<td>Workplace Violence</td>
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<td>OTHER</td>
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</table>

Please enter Y for Yes if the employee has been trained and there is documented proof of training. Please enter N for No if the employee has not been trained and requires training or there is no documented proof. Please enter N/A if this training is not applicable to this employee.
Purpose

To ensure the workplace meets the requirements for First Aid in accordance with the Workplace Safety and Insurance Act (WSIA), Regulation 1101.

Roles and Responsibilities

Department Manager and Supervisor

- First aid is given immediately, in accordance with the regulations.
- A notification is made to the employer of any injury, or the possible onset of a work-related disease/condition.
- A record of the first aid treatment or advice given to the worker in the first aid station logbook.
- A Treatment Memorandum (Form 156) is given to a worker if health care is needed.
- Provide the worker with immediate transportation to a hospital, a doctor’s office, or the worker’s home, if necessary.
- A WSIB Form 7, Employer’s Report of Injury/Disease shall be completed when worker:
  - receives health care
  - is absent from regular work (lost time)
  - requires modified duties at less than regular pay
  - requires modified work at regular pay for more than seven calendar days after the date of the accident
  - earns less than regular pay at regular work
- Ask the worker to sign the WSIB Form 7, or WSIB Form 1492, the Workers’ Claim/Consent Form. If the worker signs the WSIB Form 7, give the worker the pink copy of the form.
# City of Stratford – Health and Safety Program

<table>
<thead>
<tr>
<th>SUBJECT: First Aid</th>
<th>POLICY NO: 13</th>
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<tbody>
<tr>
<td>SCOPE: All Staff</td>
<td>Page 2 of 5</td>
</tr>
</tbody>
</table>

- Submit to the Board, within three days of learning of the reporting obligation, an Employer's Report of Accidental Injury/Industrial Disease, WSIB Form 7 and other information that may be requested. If the worker is unable or unwilling to sign, send the form in without signature.

- Pay full wages and benefits for the day or shift on which the injury occurred.

- Cooperate in the worker's early and safe return to work.

- Supply a Functional Abilities Form 2647 to the health professional treating the worker. Ensure the worker's signed consent to the release of the functional abilities information is attached. This signed consent will be either on the Form 7, Form 1492, or the employer's copy of the Form 6.

## Worker

- Get first aid right away. First aid includes but is not limited to: cleaning minor cuts, scrapes, or scratches; treating a minor burn, applying bandages and/or dressings, cold compresses, cold pack, ice bag, splint, changing a bandage or a dressing after any follow-up for observation purposes only.

- Notify the Department Manager and/or the immediate supervisor of any injury or the possible onset of a work-related disease/condition.

- Claim WSIB benefits by:
  - Signing WSIB Form 7, Employer's Report of Injury/Disease, or
  - Signing WSIB Form 1492, the Workers’ Claim/Consent Form, and giving a copy of the form to the employer, or
  - Signing WSIB Form 6, Worker's Report of Injury/Disease, and giving a copy of the form to the employer.
Choose a doctor or qualified health professional. Do not change health professionals without permission from the WSIB.

Cooperate in health care treatment.

Cooperate in safe return to work.

Complete and return all WSIB forms promptly.

Report to the WSIB any changes in income, return to work status, or medical condition.

### General Provisions

The employer shall ensure that all first aid boxes and stations for every shift are in the charge of workers who hold valid first aid certificates issued by a training agency recognized by the WSIB.

- A first aid station shall be in the charge of a worker who works in the immediate vicinity of the first aid station and who is qualified in first aid to the standards required by Regulation 1101.

- First aid stations shall be so located within quick and easy access for the prompt treatment of any worker at all times when work is in progress.

- Every employer shall, at all times, keep posted in other conspicuous places in the place of employment the WSIB poster known as Form 82 respecting the necessity of reporting all accidents and receiving first aid treatment.

- Every employer shall keep a record of all circumstances respecting an accident as described by the injured worker: the date and time of its occurrence; the names of witnesses; the nature and exact location of the injuries to the worker; and the date, time, and nature of each first aid treatment given.

- First aid boxes and their contents shall be inspected at not less than quarterly intervals by respective supervisors and shall record the inspection card.
for each box with the date of the most recent inspection and the signature of the person making the inspection.

**FIRST AID REQUIREMENTS**

1. In workplaces where there are no more than five workers in any one shift, a first aid station with a first aid box is required and shall contain as a minimum:
   - a current edition of a standard St. John Ambulance First Aid Manual;
   - 1 card of safety pins; and
   - dressings consisting of,
   - 12 adhesive dressings individually wrapped,
   - 4 sterile gauze pads, 3 inches square,
   - 2 rolls of gauze bandage, 2 inches wide,
   - 2 field dressings, 4 inches square or 2 four-inch sterile bandage compresses, and
   - 1 triangular bandage.

2. In workplaces where there are more than five workers and not more than fifteen workers in any one shift, a first aid station with a first aid box is required.

3. In workplaces where there are more than fifteen and fewer than 200 workers in any one shift, one stretcher, two blankets, and a first aid station with a first aid box shall be provided and maintained.

4. The employer shall ensure that the first aid station is at all times in the charge of a worker who,
   - (a) holds a valid Standard First Aid Certificate or its equivalent;
   - (b) works in the immediate vicinity of the box.

5. In workplaces where there are 200 or more workers in any one shift a first aid room is required.

6. The employer shall ensure that the first aid room is in the charge of:
   - (a) a registered nurse; or
   - (b) a worker who:
is the holder of a valid St. John Ambulance Standard First Aid Certificate or its equivalent
works in the immediate vicinity of the first aid room
does not perform other work of a nature that is likely to adversely affect the ability to administer first aid

The certificate referred to above shall be prominently displayed in the first aid room.

TRANSPORTATION and CONSTRUCTION

- Where the construction, repair or demolition of a building is in the charge of a general contractor, the general contractor shall provide and maintain the first aid station or stations required by Regulation 1101 in respect of the workers in the same manner as if they were the employer of the workers.

- All vehicles shall be equipped with a first aid box.

- Where workers are engaged in transporting goods outside an urban area in a vehicle, the vehicle shall be equipped with a first aid box.

- Where a worker is operating heavy construction and maintenance equipment in a place where a first aid station is not readily available, in the event of an incident, the employer shall equip the machinery with a first aid kit containing the required items in the preceding section.

Display of Poster

The WSIB poster, referred to as Form 82 and entitled In Case of Injury at Work, shall be posted in every workplace where it can be seen by workers.

REFERENCES

Regulation 1101
www.wsib.on.ca/wsib/wsibsite.nsf/LookupFiles/DownloadableFileRegulation1101/
First Aid Log Sheet - Form 13a

This form must be completed by the First Aider or designate and kept available.

<table>
<thead>
<tr>
<th>Name of Injured Person</th>
<th>Date of Injury (D / M / YR)</th>
<th>Time of Injury</th>
<th>Name of Witnesses(es)</th>
<th>Nature / Location of Treatment</th>
<th>Name of First Aider</th>
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The Designated Health and Safety Officer will collect the first aid logs each month.
Purpose

This procedure provides a consistent format for ensuring that workplace inspections are conducted by the Corporate Leadership Team, Managers and Supervisors; that workers are practicing workplace safety procedures; and to ensure workplace safety through hazard identification, evaluation and control.

Scope

This standard applies to all areas of the workplace and is to be in accordance with this procedure for workplace inspections performed by the Joint Occupational Health and Safety Committee.

Roles and Responsibilities

CAO

Is responsible for overall organizational enforcement of this policy. Will inspect workplace annually. This can be done in conjunction with Department Heads.

Department Heads

Conduct and record annual workplace inspections for their individual Department. Review all workplace inspections and take appropriate action to correct any deficiencies.

Manager

Conduct and record semi-annual workplace inspections for a portion of their assigned work areas. Review all workplace inspections conducted by supervisors and Joint Health and Safety Committee Worker Members/Workers Health and Safety Representative.

Supervisors

Conduct and record workplace inspections and observations of a portion of their associated work area (project sites, yard, shop, etc) on a regular basis. Note inspection and observations in site log and record any deficiencies complete with follow up actions when completed. Review all workplace inspections conducted by Joint Occupational Health and Safety Committee Workers.
Members and take appropriate action to correct any deficiencies or alternatively, make recommendations for corrective actions to be taken by Department Heads.

Standards/Procedures

- Inspectors should use the following tools to conduct appropriate inspections:
  - walk through inspection instructions
  - previous inspection sheet
  - inspection checklist as provided by the JOHSC
  - inspection worksheet as provided by JOHSC
  - incident/injury reports to review if corrective action is needed or has been taken
  - wear all appropriate personal protection equipment

- Each Department is to establish an annual documented schedule for workplace inspections. A copy of the schedule to be provided to CAO by the end of January of each calendar year.

- Any hazards or unsafe conditions observed while conducting the inspection should be corrected immediately, if possible. This includes notifying the manager of the area where the hazard was identified and recording the notification on the inspection worksheet.

- A minimum of two (2) employee contacts or activities will be conducted and recorded during each workplace inspection (i.e. is the employee aware of any hazards? Are there any Health and Safety questions for specific work processes? Is proper Personal Protective Equipment (PPE) being used?)

- Those conducting the inspection must sign the original completed inspection worksheet.

- Complete inspection reports to be forwarded to the JOHSC within one week of the date of inspection.

- The Corporate Leadership Team will in turn review and forward copies to each applicable Manager(s) to action the identified items.
Each manager, by forwarding an updated semi-annual Inspection Worksheet, notifies the Corporate Leadership Team of action taken to resolve the identified hazard and resolution.

The supervisor will report the status of required action at the Department Head meeting the month following the inspections.

Any action points still outstanding at the Department Heads meeting require an action with a proposed date for resolution.

If a new hazard is created, it must be rated (ABC):

A  urgent, immediate action is required
B  serious, attention within one (1) week
C  needs immediate attention within two (2) weeks and recommendations for corrective action developed including assigned timeframes, documentation for what, when and a follow up documented report.

Communication

This standard will be available to all staff in the Health and Safety Manual. It will be introduced at Orientation. This standard will be reviewed annually with all management and employees and included in the approved Health and Safety Manual.

Training

All Department Heads, Managers and Supervisors will attend Workplace Inspection training as soon as reasonably possible after assuming their position.

All staff required to conduct inspections under this policy shall receive training regarding “how to conduct an inspection” prior to their first inspection.

Evaluation

The Chief Administrative Officer and Department Heads will evaluate the compliance and effectiveness of this procedure at least once annually.
## Reference Materials

Occupational Health and Safety Act, Section 8 and/or 9.

## Forms

Workplace Inspection Form
### Workplace Inspection Form

**Department:**

**Location:**

**Location #:**

**Inspection Team:**

**Print Name:**

**Initial:**

**Date:**

<table>
<thead>
<tr>
<th>Type of Hazard</th>
<th>Please enter type A, B or C</th>
<th>Items not completed by next month's inspection date are to be carried forward</th>
</tr>
</thead>
<tbody>
<tr>
<td>A - Critical</td>
<td></td>
<td></td>
</tr>
<tr>
<td>B - Urgent</td>
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<td></td>
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<tr>
<td>C - Important</td>
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</table>

#### Inspection Team Findings

<table>
<thead>
<tr>
<th>Item #</th>
<th>Area</th>
<th>Describe Hazard and Action Needed (Please print clearly)</th>
<th>Hazard Class</th>
<th>Action Taken</th>
<th>By Whom</th>
<th>Date Completed</th>
</tr>
</thead>
</table>

**Priority Rating**

1. > Hazard is likely to cause permanent disability, loss of body parts, loss of life and/or extensive loss of or damage to property. When encountered, the inspection team shall immediately advise the workers, and report findings to the workplace supervisor on duty.

2. > Hazard is likely to cause serious injury or illness resulting in temporary disability, and/or property damage that are disruptive to the work.

3. > Hazard is likely to cause a non-disabling/no-loss time injury, or non-disruptive property damage.

**Distribution of Report:**

- White copy: Worksite Health and Safety Notice Board
- Canary copy: Management responsible for corrective actions - return to HR when hazards corrected
- Pink copy: Joint Health & Safety Committee (HR)
- Goldenrod copy: Department Head file copy
Detailed below are examples of some of the questions or issues that could be reviewed during an inspection tour. These questions are given as guideline only and are not a comprehensive list of items. Certain sections will be applicable to all work areas while others will be more site specific. This guideline should be used in conjunction with the Ontario Occupational Health and Safety Act and Regulations. Items in need of correction should be noted in the Workplace Safety Inspection Report as an A, B or C Hazard to indicate the urgency for correction.

### HOUSEKEEPING
- Is the work area/stations clean and orderly?
- Are filing cabinets or drawers left open when not in use?
- Aisles, stairways, doorways, emergency exits clear of debris/tripping hazards
- Spills of oil, paint, solvent identified and cleaned up immediately and appropriately?
- Are permanent aisles and passageways clearly marked?
- Are aisles marked and visible?
- Is there loose material, debris, worn carpeting that may create a tripping hazard?
- Uneven surfaces?

### MATERIAL STORAGE
- Is stored material stable and secure? Heavy items on the bottom
- Are storage areas free from tripping hazards?
- Are all containers clearly marked as to contents?
- Are there adequate devices to ensure safe lifting and handling of materials?
- Are materials stacked so they are blocking sprinkler heads?

### SAFETY TALKS
- Are safety/tailgate talks held on a regular basis?
- Is there documentation to verify this?
- What was the date of the last meeting?

### EMERGENCY EQUIPMENT
- Are all extinguishers secured, easily accessible and conspicuously marked?
- Do all extinguishers have up-to-date servicing?
- Are workers trained in the use of fire extinguishers?
- Have employees been trained in evacuation procedures?
- Are regular practice drills held for emergency evacuation?
- Is emergency lighting adequate and regularly tested?
- Is alarm system checked on at least an annual basis?

### EXIT OR EGRESS
- Are all emergency exits marked and illuminated?
- Are emergency exits unobstructed and unlocked?
- Are the directions to exits, if not immediately apparent, marked with visible signs?

### GUARDS AND SAFETY DEVICES
- Are all dangerous machine parts adequately guarded?
- Are there any missing guards on gears, belts, pulleys and shafts?
- Grinding wheels guarded and tool rests adjusted?
- Pinch points guarded against inadvertent contact?
- Are covers or guardrails in place around open pits, tanks and ditches?
- Missing hand rails and platform guardrails?
- Are there any exposed sharp edges?

### TOOLS AND MACHINERY
- Are manufacturers’ manuals kept for all tools and machinery?
- Is there a means for tagging and removing defective tools from service?
- Are employees trained in the proper use of tools and machinery? Is this documented?
- Does the machinery have effective emergency stop devices?
- Are all machines regularly inspected and maintained? Is this documented?
- Do mechanical lifting devices have load ratings clearly marked?
- Are chain hoists, ropes and slings adequate for the loads and marked?
- Are ladders inspected regularly for damage or cracks? Is this documented?
- Ensure wooden ladders are not painted?
- Are non-slip safety feet provided on each ladder?

### LOCKOUT
- Are there lockout procedures available?
- Have employees been trained on these procedures and is it documented?
- Does each employee have his/her own locks?

### RESPIRATORS
- Is respirator protection needed for this work area? (i.e. chlorine, ammonia, spraying, dusts, fumes)
- If respirators are being used, have the employees been fit-tested?
- Do respirator canisters have a valid date and are the tabs intact?
- Is the respirator canister of the approved type for the hazard/chemical?

### ELECTRICAL EQUIPMENT
- Are on/off switches clearly marked?
- Are main supply switches marked and breakers labeled?
- Is all electrical equipment certified by CSA?
- Is all electrical equipment grounded?
- Are switch boxes clear of obstructions?
- Power cords across aisles, under rugs etc...?
- Are power cords in good repair? (frayed or damaged)

### FIRST AID SERVICES
- Are there signs posted marking the location of first aid?
- Is there first-aid coverage at the time of inspection?
- If there is an eyewash station? Has the water been changed recently?

### PROTECTIVE EQUIPMENT
- Appropriate signage for hazards that are in work area? i.e. noise, hard-hat, eye protection
- Are signs clean and readable?
- Is personal protective equipment used by employees: hard hats, eye protection, ear protection, safety vests, protective footwear, gloves, fall restraint equipment?

### WORKPLACE HAZARDOUS MATERIAL INFORMATION SYSTEM - WHMIS
- Are Material Safety Data Sheets available for product?
- Are the MSDSs updated every 3 years?
- Are containers properly labeled?
- Have employees received WHMIS training recently?
- Do workers know what to do in case of a spill or accident?

### TRAINING
- Is training provided for each person newly assigned to a job?
- Are training records kept on site?
- Are the Health and Safety Committee minutes posted?
Purpose

All injuries/incidents are worthy of investigation to establish what occurred, what went wrong and what the causes were. The objective of this program is to:

- Implement corrective action to prevent recurrence.
- Identify and analyze any immediate, underlying or root (basic) causes so that the appropriate corrective action can be taken to prevent recurrence.
- To record factors contributing to the injury/incident.
- Determine all conditions and practices contributing to the injury/incident.
- Evaluate the severity of the problem and the potential for recurrence.
- Communicate the injury/incident control information to those directly concerned.
- Analyze trends for the development of appropriate loss control methods, procedures and programs.

Scope

Review quarterly reports of the following injury/incident types to determine any investigative needs

- First aid
- Minor Injury
- Near miss
- Equipment/vehicle damage
Definitions

Lost Time
When an employee does not report for work on the next scheduled shift as a result of a work related injury resulting in a wage loss. Is an occupational injury or illness that results in an absence from work beyond the date of the occurrence and/or requires medical attention.

Occupational Disease or Illness
Refers to a condition that results from exposure in the workplace to a physical, chemical or a biological agent where the normal physiological mechanisms are affected and the health of the employee is impaired.

Fire/explosion
An event where undesired combustion occurs.

Environmental Release
An accidental discharge of a physical, biological or chemical substance into the workplace and/or community.

Injury
An occurrence, which is neither expected nor planned resulting in personal injury and/or property damage.

Incident
An occurrence, which under different circumstances, would have or could have caused damage to property or injury and includes a complaint about a hazard.

Minor injury
An incident that impacts a worker only the day of the occurrence and requires first aid only.

Injury/incident investigation
An inquiry into an incident/injury, the related events, the practices and condition which influence the events, the basic causes and action to prevent or control future occurrences.
Critical injury
Is an occupational injury of a serious nature that:
2. Produces unconsciousness.
3. Results in substantial loss of blood.
4. Involves a fracture or a leg or arm, but not finger or toe.
5. Involves the amputation of a leg, arm, hand or foot but not finger or toe.
6. Consists of burns to a major portion of the body.
7. Causes loss of sight in an eye.

Occupational Illness
A condition that results from exposure in a workplace to a physical, chemical or biological agent to the extent that normal physiological mechanisms are affected and the health of the worker is impaired.

Near miss incident or damage to property or vehicles
An unsafe or hazardous condition that did not result in serious consequences to worker health and safety. A light fixture falling next to a worker or damage to Municipal vehicles without harming any worker or members of the public in any way are examples of near misses and property damage. Damage to the vehicle is covered in this category. These types of incidents shall be investigated by the manager or supervisor to determine if the equipment or structures have become hazardous as a result of the incident. Investigating these types of incidents may also prevent a similar occurrence in the future that could possibly end in a more severe result.

Property Damage
An event where contact is made between two objects resulting in alteration to one of both of the objects.
Communication

If communication of an injury or incident could play a role in preventing another injury or incident a summary of the injury/incidents and the results of the investigation will be communicated to employees in a number of ways:

- Minutes of the health and safety committee meetings
- Safety talks held at pre-shift meetings or tailgate talks
- Through postings on bulletin boards
- Broadcast emails

Notification Requirements:

- Critical and fatal injuries (under Critical injury regulation) require you to contact the Ministry of Labour immediately and a written investigation report must be completed and sent within 48 hours
- Fire and Explosion (Ministry of Labour)* immediately, if it results in an injury
- Chemical Releases (Ministry of Environment immediately)
- Lost time, minor injury, modified work required as a result of first aid and only extending beyond 7 days (Workplace Safety and Insurance Board WSIB)(Form 7 completed within 3 days of being advised of the injury and submitted to WSIB within 7 days)

Roles and Responsibilities

Manager/Supervisor

- The supervisor of the area will be responsible for investigating the injury/incident. The investigation will be completed within 24 hours of the injury/incident.

- If there is personal injury involved the supervisor will ensure that the injured employee(s) receives the appropriate medical care.
The supervisor will contact a JOHSC worker representative to assist in the investigation of a critical injury, a fatality or an injury requested to be investigated by the Joint Health and Safety Committee.

The supervisor will be responsible for notifying the appropriate personnel. This should be done at the first opportune moment.

The completed Injury/Incident Investigation Report will be faxed to the Human Resource Office within 24 hours of the injury/incident and the original report sent by interoffice mail.

Worker Representative

- The Worker Representative who investigates a critical injury, a fatality or an injury requested to be investigated by the JOHSC, will preferably be a certified member of the JOHSC.

- The Worker Representative will be present with the supervisor during the investigation process and complete an Injury/Incident Investigation Report. Both the supervisor and the worker representative will sign the Injury/Incident Investigation Report.

- Where required by legislation the worker representative will submit a copy of the Injury/Incident Investigation Report to the appropriate authority.

- The completed Injury/Incident Investigation Report will be faxed to the Human Resources Office within 24 hours of the injury/incident and the original report sent by interoffice mail.

Investigators

- Assume control of the site as soon as possible and secure the site to preserve evidence, if necessary.

- Carry out the formal investigation as soon as possible.

- Complete the Injury/Incident Investigation Report.

- Notify the appropriate authorities.
Preserve the injury/incident scene until released (where applicable).

Record the names of witnesses to the injury and interview them. These are the people who were at or near the scene of the injury who actually saw or heard all or part of what happened: or the first people on the scene after the injury.

Photograph and map the evidence or prepare diagrams of the zones and locations for evidence.

Collect records and examine equipment, materials, substances and tools.

Interview the injured employee as soon as practical and possible.

Identify any primary/secondary causes or hazardous conditions and unsafe actions

Complete the Investigation within 24 hours of the incident or request. Copies of the Injury/Incident Investigation Report will be faxed to the Human Resources Office within 24 hours of the injury/incident and the original report sent by interoffice mail.

**Human Resources Office**

Injury/Incident statistics shall be maintained by the Human Resources Office and copies provided on a monthly basis to the:

- Chief Administrative Officer
- Department Heads
- Joint Occupational Health and Safety Committee co-chairs.

Injury/Incident statistics shall document monthly and year to date statistics and include:

- WSIB Claims
- Total lost days
- Medical aid cases
- Equipment/Damage
- Incidents
Will ensure the necessary reporting requirements to the Workplace Safety & Insurance Board (WSIB) and the Ministry of Labour are met. This includes:

- Completion of a Form 7 within 3 days of being advised of the injury and submission of the Form 7 to WSIB within 7 days.
- Contacting the Ministry of Labour immediately by phone, fax or other means to inform them of a critical injury (See Critical injury procedure)

Training

All supervisors, managers and JOHSC members required to carry out this standard shall be trained by Municipal Health and Safety Association. All training will be documented.

Evaluation

This procedure will be reviewed on an annual basis or if an investigation identifies revisions are required.

Forms

Incident/Injury/Investigation Report
Form 7
Form 6
First Aid Log Sheet

References

Occupational Health and Safety Act (Section 51,52)
Regulation 834/90: Definition of Critical Injury
www.wsib.on.ca for guidelines and Forms 6 & 7
City of Stratford
Incident/ Injury Investigation Report - Form 15a

Form must be completed by the **supervisor or designate.**

### Section A: General Information (all of Section A must be completed)

<table>
<thead>
<tr>
<th>Employee Name:</th>
<th>Phone #:</th>
<th>Address:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Title:</td>
<td>Department:</td>
<td>Supervisor’s Name and Phone Number:</td>
</tr>
</tbody>
</table>

Does employee work regular hours Monday to Friday? :  Yes ☐  No ☐  if no attach work/shift schedule information

Where did the Incident/Injury Occur (Location)?

Description of the Incident or Injury:

Witnesses:  Yes ☐  No ☐  (If yes, attach Witness Statement form)

Date and Time of the Incident/Injury:  Date:  ______________________   Time:  ________________

Reported To Supervisor:  Date:  ___________________________  Time:  ____________________

### Section B: If an injury has been sustained please complete entire section.

<table>
<thead>
<tr>
<th>Date of Injury:</th>
<th>Time of Injury:</th>
<th>Nature Of Injury:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Cut ☐  Bruise ☐  Burn ☐  Puncture ☐  Amputation ☐  Foreign body in eye ☐  Pain/Strain ☐  Other ☐</td>
</tr>
</tbody>
</table>

What happened to cause the injury?

- Caught in ☐  Lifting ☐  Overexertion ☐  Repetition ☐  Slip/Fall ☐  Struck by/On ☐  Other ☐

**Body Part Injured:**  * indicate Right or Left

- *Eye ________  Head  *Shoulder ________  Chest  Back ________  (upper/lower)
- Abdomen  *Hand/Finger ________  *Leg ________  *Foot/Toe ________  Respiratory  Other ___________________

First Aid given: Yes ☐  No ☐  If yes by whom:  ____________________________________________

 Original-Payroll  Copy-HR Office  Copy-Supervisor  Copy-Worker

Form #15a, 05/2008  Revised September 8, 2010
### Section C: If no medical treatment required, proceed to Section E.

<table>
<thead>
<tr>
<th>Date Medical Treatment Received:</th>
<th>Name/ Address of Treating Physician or Clinic: (if known)</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Incident/Injury package given to employee (see last page)</td>
<td>____________________________________________________</td>
</tr>
<tr>
<td>□ Returned to regular job and has not lost any time and/or earnings.</td>
<td>____________________________________________________</td>
</tr>
<tr>
<td>□ Returned to modified work and has not lost any time and/or earnings.</td>
<td>____________________________________________________</td>
</tr>
<tr>
<td>□ Ambulance</td>
<td>□ ER Department</td>
</tr>
<tr>
<td>□ Doctor’s office</td>
<td></td>
</tr>
</tbody>
</table>

### Section D: To be completed if lost time or accommodation required.

<table>
<thead>
<tr>
<th>If Lost Time:</th>
<th>Date of Return to Modified Duties:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Provide Date employee first lost time: _____________</td>
<td>_______________</td>
</tr>
<tr>
<td>Last Date Worked: _____________ Time: ________</td>
<td>Date of Return to Regular Duties:</td>
</tr>
<tr>
<td>Normal Working Hours on Last Day: From ______ to ______</td>
<td>___________________</td>
</tr>
</tbody>
</table>

### Section E: Incident/Injury Investigation (If additional information required, please provide on a separate sheet).

#### What are the immediate causes of the Incident/Injury? Check all appropriate boxes. (these are the substandard acts and conditions that existed).

<table>
<thead>
<tr>
<th>Operating without authority</th>
<th>Unsafe position or exposure</th>
<th>Inadequate Training</th>
</tr>
</thead>
<tbody>
<tr>
<td>Failure to secure/warn/inspect</td>
<td>Horseplay</td>
<td>Failure to get assistance</td>
</tr>
<tr>
<td>Improper/Defective tools/equipment</td>
<td>PPE provided but not used</td>
<td>Hazardous environmental conditions, gases, smoke, dusts, fumes</td>
</tr>
<tr>
<td>Fire/explosion/emergency situation</td>
<td>Removing safety devices</td>
<td>Noise exposure</td>
</tr>
<tr>
<td>Vehicle/operator error</td>
<td>Outside hazardous conditions</td>
<td>Radiation exposure</td>
</tr>
<tr>
<td>Improperly labeled or identified</td>
<td>Improper loading</td>
<td>High or low temperature exposure</td>
</tr>
<tr>
<td>Operating at improper speed</td>
<td>Improper placement</td>
<td>Inadequate or excess illumination</td>
</tr>
<tr>
<td>Poor housekeeping, disorder</td>
<td>Improper lifting</td>
<td>Inadequate ventilation</td>
</tr>
<tr>
<td>Moving or dangerous equipment</td>
<td>Improper position for task</td>
<td>Other ______________________</td>
</tr>
<tr>
<td></td>
<td>Inadequate guards or barriers</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Unsafe procedure</td>
<td></td>
</tr>
</tbody>
</table>

#### Immediate action taken for Prevention:

<table>
<thead>
<tr>
<th>Assistance provided</th>
<th>Retrain/coach employee</th>
<th>Improve design or method</th>
</tr>
</thead>
<tbody>
<tr>
<td>Check with manufacturer</td>
<td>Installation of guard or safety device</td>
<td>Develop procedure</td>
</tr>
<tr>
<td>Improve personal protective equipment</td>
<td>Repair or replacement</td>
<td>Other ______________________</td>
</tr>
</tbody>
</table>

#### What are the Contributing causes of the Incident/Injury? Check all appropriate boxes. (these are the underlying indicators of the root cause of the incident).

##### Personal Factors

<table>
<thead>
<tr>
<th>Increased capability required</th>
<th>Requires more leadership/supervision</th>
<th>Work standards to be better</th>
</tr>
</thead>
<tbody>
<tr>
<td>Further knowledge/training required</td>
<td>Requires better engineering</td>
<td>Wear and Tear</td>
</tr>
<tr>
<td>Further skill required</td>
<td>Purchasing standards to be improved</td>
<td>Abuse and/or misuse</td>
</tr>
<tr>
<td>Stress</td>
<td>Increased maintenance required</td>
<td></td>
</tr>
<tr>
<td>Improper motivation</td>
<td>Better tools/equipment needed</td>
<td></td>
</tr>
</tbody>
</table>
What is the root cause of the incident (the most fundamental and direct cause)? Choose from the list of contributing factors:

__________________________________________________
__________________________________________________

Describe the Prevention of Accident/Incident Recurrence
Describe what action is planned or has been taken to prevent a recurrence of the accident, based on the key contributing factors. Using P.E.M.E.P. (Person, Equipment, Materials, Environment and Processes) factors:

(immediate)

(long term)

Additional information on actions taken for prevention:

Supervisor Completing Report (please print): _________________________

Signature: ____________________________________

Title: _______________________________________ Phone #: _________________________

JOHSC Worker Representative Signature:
___________________________________________________ (required if critical injury)

Worker Signature: ________________________________ (if equipment damage)

Form to be faxed/delivered to Payroll Office within 24 hours of notification.
WHEN TO COMPLETE THIS FORM:
The Workplace Safety and Insurance Act requires that employers file a report within three days of learning of an occupational injury or disease that requires health care or disables an employee. Failure to do so may result in a late filing penalty being levied. If all of the information is not immediately available to you, please send what you have and submit further information as soon available. If additional space is required, attach a separate letter. Please type or print clearly.

Departments who fail to meet the three-day reporting requirement will be responsible for absorbing all late filing costs incurred.

Types of Injuries

Non-Injury/Near Miss
An Incident/Injury in which there is no personal injury but which had the potential for personal injury.

First Aid
When an injury occurs and the employee does not require health care but only the treatment of a first aider, nurse or non-medical.

Health Care
An employee seeks medical attention from a health professional i.e. doctor, hospital, chiropractor, specialist or dentist, but does not lose any time from work beyond the Incident/Injury date.

Lost Time
When an employee does not report for work on the next scheduled shift as a result of a work related injury.

Occupational Disease or Illness
Refers to a condition that results from exposure in the workplace to a physical chemical or a biological agent where the normal physiological mechanisms are affected and the health of the employee is impaired.

Incident/Injury Package
1. Functional Abilities Form.
2. Treatment Memorandum.
3. Letter to Physician.
4. Worker’s Claim/Consent Form.
5. Early & Safe Return to Work employee information sheet

Employee's Responsibilities
1. Promptly receive first aid.
2. Notify your supervisor immediately of any injury, including injuries for which you do not require medical attention or lost time. Choose a doctor or other qualified practitioner, hospital, chiropractor, or dentist, with the understanding that a change in doctor cannot be made without the permission of the Workplace Safety and Insurance Board.
3. Complete and return all report forms received from the WSIB.
4. In the case of lost time injury or health care, return the Functional Abilities Form before the next scheduled shift.
5. Maintain contact with your supervisor.

Critical Injury:
Is defined as an injury of a serious nature that:
a) Places life in jeopardy;
b) Produces unconsciousness;
c) Results in substantial loss of blood;
d) Involves a fracture of a leg or arm, but not finger or toe;
e) Involves an amputation of leg, arm, hand or foot but not finer or toe;
f) Consists of burns to a major portion of the body

Critical Injury Procedure: Report within
Supervisors are responsible for:
1. Procuring immediate medical attention.
2. Initiate the Critical Injury Contact list
3. Ensuring that the site of the Incident/Injury remains undisturbed until a Ministry of Labour Inspector has arrived.

Supervisor’s Responsibilities
1. Ensure that first aid is received.
2. If health care is necessary provide transportation for worker to a medical facility.
3. Provide employee with appropriate forms.
4. Investigate the Incident/Injury and determine causes. MAKE NECESSARY CHANGES.
5. Send a completed Incident/Injury report to Payroll within 24 hours.
### WITNESS STATEMENT FORM
Form 15a/Appendix 1

#### Witness:

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Street/Apt.</td>
<td>Job Title</td>
</tr>
<tr>
<td>City</td>
<td>Department</td>
</tr>
<tr>
<td>Postal Code</td>
<td>Date</td>
</tr>
</tbody>
</table>

#### Witness’s Statement:

<table>
<thead>
<tr>
<th>Date of Incident</th>
<th>Time of Occurrence</th>
</tr>
</thead>
</table>

**Location of Incident:**

*In the space below please give your objective account of what you observed, heard and did, Who was there, the location and circumstances of the incident and how events transpired.*

---

Attach Extra Sheets as Necessary

*When complete Attach to the Form 15a and submit as part of the record. Each witness should fill out one Form 15a/Appendix 1*

Print Name:__________________________ Signature:____________________________

September 8, 2010
First Aid Log Sheet - Form 13a

This form must be completed by the First Aider or designate and kept available.

<table>
<thead>
<tr>
<th>Name of Injured Person</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of Injury (D / M / YR)</td>
<td></td>
</tr>
<tr>
<td>Time of Injury</td>
<td></td>
</tr>
<tr>
<td>Name of Witnesses(es)</td>
<td></td>
</tr>
<tr>
<td>Nature / Location of Treatment</td>
<td></td>
</tr>
<tr>
<td>Name of First Aider</td>
<td></td>
</tr>
</tbody>
</table>

The Designated Health and Safety Officer will collect the first aid logs each month.
PURPOSE

To facilitate compliance with the Occupational Health & Safety Act regarding an occurrence where an employee is critically injured or killed in the workplace.

SCOPE

Where an employee is killed or critically injured in a work related incident, all employees are required to comply with the following procedure.

DEFINITIONS

Critical Injury:
A critical injury is an occupational injury of a serious nature that:

- Places life in jeopardy.
- Produces unconsciousness.
- Results in substantial loss of blood.
- Involves a fracture or a leg or arm, but not finger or toe.
- Involves the amputation of a leg, arm, hand or foot but not finger or toe.
- Consists of burns to a major portion of the body.
- Causes loss of sight in an eye.

STANDARD AND PROCEDURES

When a critical injury or fatality occurs, the supervisor or designate shall immediately contact:

- 911 to obtain medical and police assistance.
- Ministry of Labour
  Kitchener—Waterloo Office
  155 Frobisher Drive, Unit G213
  Waterloo ON N2V 2E1
  Tel: 519-885-3378 or 1-800-265-2468
  Fax: 519-883-5694
- HR office
The designated Certified Worker member and the Certified Management member of the Joint Occupational Health and Safety Committee (JOHSC).

- The relevant Union.
- Other appropriate workplace parties. Refer to the **Critical Injury Contact List**

**Scene:**

1. Where a person is critically injured in the workplace, no person shall interfere with, disturb, destroy, alter, or carry away any wreckage, article, or thing at the scene of or connected with the occurrence until permission has been given by a Ministry of Labour inspector, except for the purpose of:
   - Saving a life or relieving human suffering,
   - Maintaining an essential public utility service or public transportation system, or
   - Preventing unnecessary damage to equipment or other property.

2. The employer shall establish a critical injury investigation team consisting at a minimum of the certified worker member of the JOHSC and a certified management member of a JOHSC.

3. The critical injury investigation team will:
   - Immediately investigate the critical injury/fatality at the site (without disturbing the evidence),
   - Interview witnesses and if required, co-workers and supervisory personnel, and
   - Prepare a written report of their findings and recommendations to prevent a recurrence.

4. The completed report will be:
   - Faxed to the Ministry of Labour, within 48 hours.
   - Distributed to members of the relevant JOHSC and the relevant Union, if any
ROLES AND RESPONSIBILITIES

Managers/Supervisors

- Notify the proper authorities and workplace parties.
- Preserve the scene of the critical injury/fatality.
- Initiate immediate investigation.
- Review Critical Injury Contact List quarterly and update as required.
- Communicate this standard to all employees.
- Provide instruction on proper procedures.
- Document dates of reviews and the names of staff that were in attendance.
- Be familiar with the Occupational Health & Safety Act and the regulations that apply to the work.

Investigators

- Do not disturb the scene of the critical injury/fatality until the scene is released from the MOL.
- Carry out the formal investigation as soon as possible.
- Prepare an investigation report. Also see Incident/Injury Reporting standard.

Designated Health and Safety Coordinator/HR

- Provide technical assistance for critical injury investigations.

Workers

- Read, understand and comply with this standard.
# City of Stratford – Health and Safety Program

<table>
<thead>
<tr>
<th>SUBJECT:</th>
<th>Critical Injury Procedure</th>
<th>POLICY NO: 16</th>
</tr>
</thead>
<tbody>
<tr>
<td>SCOPE:</td>
<td>All Staff</td>
<td>Page 4 of 4</td>
</tr>
</tbody>
</table>

## COMMUNICATION

An up to date Critical Injury Contact List shall be available at all work locations.

Supervisors shall communicate the requirements of this standard to all affected staff.

This standard will be made available to all staff in the Health and Safety manual.

## TRAINING/IMPLEMENTATION

Managers, Supervisors and members of the JOHSC shall be trained in incident investigation.

## FORMS

- Incident Report
- Witness Statement Form
- Critical Injury Contact List

## REFERENCE MATERIALS

- Injury/ Incident Investigation Procedure
- Occupational Health and Safety Act (Section 51,52)
- Regulation 834/90: Definition of Critical Injury
- Workwell Audit 10.1(a)
# City of Stratford – Health and Safety Program

## Critical Contact List

1. **Human Resources Department**

<table>
<thead>
<tr>
<th>Name &amp; Title</th>
<th>Work Area</th>
<th>Work Number</th>
<th>Cell Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cindy McNair, Deputy CAO &amp; Director of Human Resources</td>
<td>Human Resources</td>
<td>519-271-0250 x 278</td>
<td>519-272-6333</td>
</tr>
</tbody>
</table>

2. **Ministry of Labour – Health and Safety Contact Centre:** 1-877-202-0008

3. **Supervisor to contact the appropriate Joint Health and Safety Committee Members (Worker and Management Member)**

<table>
<thead>
<tr>
<th>Name &amp; Title</th>
<th>Work Area</th>
<th>Work Number</th>
<th>Cell Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lyndon Kowch, Co-Chair, Certified Management Member</td>
<td>Public Works</td>
<td>519-271-0250 x 255</td>
<td>519-272-7529</td>
</tr>
<tr>
<td>Trish Lawson, Certified Worker Member</td>
<td>Parks</td>
<td>519-271-0250 x 276</td>
<td>NA</td>
</tr>
<tr>
<td>Mike Baker, Certified Worker Member</td>
<td>Public Works</td>
<td>519-271-0250 x 259</td>
<td>NA</td>
</tr>
<tr>
<td>Brad Feltz, Certified Worker Member</td>
<td>Public Works</td>
<td>519-271-0250 x 259</td>
<td>NA</td>
</tr>
<tr>
<td>Jim Bryson, Certified Management Member</td>
<td>Community Services (Recreation)</td>
<td>519-271-0250 x 247</td>
<td>519-272-5685</td>
</tr>
<tr>
<td>Jamie Tuffnail, Co-Chair, Certified Worker Member</td>
<td>Community Services (Arenas)</td>
<td>519-271-0250 x 371</td>
<td>519-274-5427</td>
</tr>
<tr>
<td>Geoff Grimes, Certified Worker Member</td>
<td>Engineering</td>
<td>519-271-0250 x 257</td>
<td>519-272-7079</td>
</tr>
<tr>
<td>Cindy Carlberg, Certified Worker Member</td>
<td>Ontario Works</td>
<td>519-271-3773 x 262</td>
<td>NA</td>
</tr>
<tr>
<td>John McKeough, Certified Management Member</td>
<td>Engineering (Water)</td>
<td>519-271-4703</td>
<td>519-272-7549</td>
</tr>
<tr>
<td>Donna Pusey, Worker Member</td>
<td>Transit</td>
<td>519-271-0250 x 264</td>
<td></td>
</tr>
<tr>
<td>Gary Horst, Certified Worker Member</td>
<td>Parallel Transit</td>
<td>519-271-4000</td>
<td>NA</td>
</tr>
</tbody>
</table>

**Stratford Professional Fire Fighters Association (SPFFA)**

<table>
<thead>
<tr>
<th>Name &amp; Title</th>
<th>Work Area</th>
<th>Work Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rick Young, Certified Management Member</td>
<td>Fire</td>
<td>519-271-3212</td>
</tr>
<tr>
<td>Michael Gornyizki, Co-Chair, Certified Management Member</td>
<td>Fire</td>
<td>519-271-3212</td>
</tr>
<tr>
<td>Tom Cottenie, Co-Chair, Certified Worker Member</td>
<td>Fire</td>
<td>519-271-3212</td>
</tr>
</tbody>
</table>
**City of Stratford – Health and Safety Program**

**SUBJECT:** Critical Injury Contact List  
**Form NO:** 16a  
**SCOPE:** All Staff  
Page 2 of 2

**Kevin Smith, Worker Member**  
Fire  
519-271-3212

**Steve Ford, Certified Worker Member**  
Fire  
519-271-3212

**Kevin Hare, Worker Member**  
Fire  
519-271-3212

4. Supervisor to contact appropriate Department Head

<table>
<thead>
<tr>
<th>Name &amp; Title</th>
<th>Work Area</th>
<th>Work Number</th>
<th>Cell Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cindy McNair, Deputy CAO &amp; Director of Human Resources</td>
<td>Human Resources</td>
<td>519-271-0250 x 278</td>
<td>519-272-6333</td>
</tr>
<tr>
<td>David St. Louis, Director of Community Services</td>
<td>Community Services</td>
<td>519-271-0250 x 248</td>
<td>519-272-7787</td>
</tr>
<tr>
<td>Andre Morin, Director of Corporate Services</td>
<td>Corporate Services</td>
<td>519-271-0250 x 201</td>
<td>519-276-1589</td>
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<tr>
<td>George Bowa, Director of Engineering &amp; Public Works</td>
<td>Engineering &amp; Public Works</td>
<td>519-271-0250 x 224</td>
<td>519-275-7359</td>
</tr>
<tr>
<td>Bill Tigert, Director of Social Services</td>
<td>Social Services</td>
<td>519-271-3773 x 252</td>
<td>519-272-7853</td>
</tr>
<tr>
<td>Richard Young, Fire Chief</td>
<td>Fire</td>
<td>519-271-3212</td>
<td>519-272-7692</td>
</tr>
</tbody>
</table>

5. Department Head to contact Chief Administrative Officer

<table>
<thead>
<tr>
<th>Name &amp; Title</th>
<th>Work Area</th>
<th>Work Number</th>
<th>Cell Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ron Shaw, Chief Administrative Officer</td>
<td>CAO</td>
<td>519-271-0250 x 233</td>
<td>519-272-7593</td>
</tr>
</tbody>
</table>

6. Local Union Presidents/Stewards/Chairpersons

<table>
<thead>
<tr>
<th>Name &amp; Title</th>
<th>Work Area</th>
<th>Work Number</th>
<th>Cell Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brad Feltz, CUPE 197 President</td>
<td>Engineering &amp; Public Works</td>
<td>519-271-0250 x 259</td>
<td></td>
</tr>
<tr>
<td>Beth Walker, CUPE 1385 President</td>
<td>Corporate Services</td>
<td>519-271-0250 x 209</td>
<td></td>
</tr>
<tr>
<td>Dennis Carter, IBEW 636 (Water) Union Steward</td>
<td>Engineering &amp; Public Works</td>
<td>519-271-0250 x 261</td>
<td></td>
</tr>
<tr>
<td>Gary Horst, IBEW 636 (Parallel Transit) Union Steward</td>
<td>Community Services</td>
<td>519-271-4000</td>
<td></td>
</tr>
<tr>
<td>Donna Pusey, IBEW 636 (Transit) Unit Chairperson</td>
<td>Community Services</td>
<td>519-271-0250 x 264</td>
<td></td>
</tr>
<tr>
<td>Kevin Aitcheson, Stratford Professional Fire Fighters Association President</td>
<td>Fire</td>
<td>519-271-3212</td>
<td></td>
</tr>
</tbody>
</table>

**APPROVED BY:**  
**ISSUE DATE:**  
10/01/2007  
**REVISION DATE:**  
03/25/2013
Purpose

As part of the City of Stratford’s procurement for new equipment, quotations/tenders shall identify the need for all safety devices/protection required on the purchase. The process shall also require the supplier to identify to the City applicable additional safety equipment options that may be available.

No equipment shall be purchased by the City that does not meet the legislative requirements and standards of the Occupational Health and Safety Act and Regulation for Industrial Establishments and applicable standards such as CSA.

All purchases shall be reviewed by the appropriate supervisor to ensure that the product complies with the Occupational Health and Safety Act and Regulations and any existing industry standards such as CSA.

Roles and Responsibilities

Director and/or Designate
Prior to finalizing a purchase, the City will review safety equipment options and the use of the equipment within the City’s system.

Supervisor

Ensure that staff are trained on the piece of equipment prior to it being put into use. This may or may not involve bringing in an independent trainer to facilitate.

Employee

Required to use the equipment only after they are comfortable with the equipment and supervisor has confirmed they are competent.
Equipment/Process Modification:

No equipment or processes shall be modified which compromise the health or safety of the employee, fellow employees or the public. If/when a process or a piece of equipment is modified, it shall be reviewed by the appropriate Department Head, Supervisor, as well as a worker representatives of the Joint Health and Safety Committee to ensure that it complies with all legislative requirements.

It will be the responsibility of the appropriate supervisor to ensure that staff are trained on the piece of equipment prior to it being put into use. This may or may not involve bringing in an independent trainer to facilitate.
Purpose

To administer a preventive maintenance program to ensure that all equipment and machinery is identified, scheduled for regular maintenance, and maintained in safe operating order.

Standards/Procedures

- All equipment will be identified and an inventory established for all.
- For all inventory items, the designated Manager will ensure that a standard checklist is developed and used for each piece of equipment or machinery which addresses:
  
  (a) name and number of equipment to be inspected/serviced
  (b) maintenance schedule
  (c) checklist of maintenance items
  (d) nature of the servicing/inspection (visual, detailed, certification) including description of work undertaken
  (e) result of maintenance (acceptable needs work, not applicable)
  (f) comments (corrective action, work undertaken) including a report of deficiencies noted and recommendations for corrective action
  (g) date of the servicing/inspection
  (h) completion date of servicing
  (i) sign-off by individual/provider undertaking the servicing
  (j) status of servicing (completed, part ordered, comments)
(k) assigned responsibility for addressing deficiencies and nature and scheduling for corrective action

- Preventive maintenance schedules will be established with regard to manufacturers recommendations and legislative requirements.

- Results of the scheduled servicing will be recorded on the Preventive Maintenance form (attached), reviewed by the designated Supervisor and filed.

- The Preventive Maintenance form will be used to identify corrective actions and document they have been completed.

- The designated Manager will assign corrective action, as required, to qualified/certified providers. The Preventive Maintenance form will be used to identify corrective action and document they have been completed.

- All servicing/inspection will be based on established standards ensuring legislative/regulatory compliance, meeting suggested standards by manufacturers, industry best practices, and company standards.

- An annual summary of preventive maintenance will be reported to Director and/or designate which will provide feedback and responses to action taken, recommendations, etc.

- All preventive maintenance reports will be maintained by each department designate.

## Roles and Responsibilities

**Preventive Maintenance Designate**

Ensure that the requirements of this Policy are adhered to.

Arrange for qualified consultants and providers, where certification of equipment or machinery is required.
Managers/Supervisors

Participate in preventive maintenance program and will undertake routine maintenance as required

Follow-up where corrective action is identified and undertaken

Order new or replacement equipment and machinery consistent with the company's equipment purchase and modification acquisition policy

Director and/or Designate

Review the preventive maintenance program on an ongoing basis, and at least on an annual basis as part of the City of Stratford's continuous improvement program for health and safety.

Ensure that either purchases of new machinery or equipment or modifications to existing machinery or equipment are added to the preventive maintenance inventory and integrated into the servicing.

Provide reports to Corporate Leadership team and the Joint Occupational Health and Safety Committee on preventive maintenance.

Communication

This standard will be available to all staff in the Health and Safety Manual.

Training/Implementation

Staff in charge of the Preventive Maintenance program will be qualified through knowledge training and experience to do so. Any required training will be provided by the City of Stratford to the designate.

Evaluation
The preventive maintenance program will be evaluated on an ongoing basis, and at least annually. Lead responsibility for evaluating the program will be assigned to the Departmental designate. Evaluation will consider:

- Completeness of the servicing inventory.
- Establishment and maintenance of a servicing schedule.
- Need to complete servicing reports on piece of equipment and machinery.
- Completeness of reports including deficiencies, corrective action, costs, follow-up.
- Internal inspection schedule and reports.
- Achievement of goals set out in the continuous improvement plan.
Purpose

The City of Stratford will make every reasonable effort to provide temporary modified or suitable alternative duties to a worker who is disabled because of an occupational injury or illness. Our goal is to provide injured workers with the opportunity to return to work within their level of ability as soon as possible following the injury/illness.

The City of Stratford will comply with all legislative requirements including those of the Workplace Safety and Insurance Act (WSIA), the Ontario Human Rights Code and the Employment Standards Act.

The goal of the Early and Safe Return to Work Program (ESRTW) is to return workers to their pre-injury/illness position in a timely manner. This may be accomplished through temporary modification to the tasks, work environment or working hours. Where modifications to the pre-injury/illness position are not possible or appropriate, alternative duties may be sought and used to facilitate the worker's early and safe return to work.

Where a permanent impairment prevents the worker from returning to their pre-injury/illness position, The City of Stratford will seek a permanent accommodation for the worker.

Scope

The Human Resources Department in collaboration with the departments have implemented a modified duty program.

The intention of this program is to assist in promoting a timely return to work of employee with work related injuries/illnesses.

This program will also reduce the impact of Workplace Safety and Insurance costs.
Definitions

Temporary modified work is where the worker’s regular job is modified for a designated time period to assist in rehabilitation following an injury or illness. The worker is able to perform the essential duties of the job, but some of the other duties are modified to suit the worker's limitations/capabilities.

Temporary alternative work is other suitable work that is provided to a worker for a designated time period to assist in rehabilitation following an injury or illness.

Permanent impairment is a disability that a health care practitioner advises is not likely to improve significantly over time.

Suitable alternative work is work that the worker can do which is consistent with his/her limitations and capabilities and which can be performed without aggravating the injury/illness.

Functional Abilities Form (FAF) for Early Return to Work is a WSIB form that the health care practitioner completes stating the worker’s current limitations and capabilities.

Health Care Practitioner/Nurse includes a medical doctor, chiropractor, physiotherapist, and dentist.
Standards/Procedures

- To ensure the success of the Early and Safe Return to Work Program, the worker must return the Workplace Safety and Insurance Board (WSIB) Functional Abilities Form to their supervisor immediately after receiving healthcare or prior to their next scheduled shift. Failing to do so could result in loss of wages for lost time (as per Bill 99, WSIB legislation).

- The Supervisor will offer suitable work based on the functional abilities information provided by the treating agency. If the health care practitioner has not completed an FAF or the information is incomplete, the supervisor will offer suitable work based on the standard restrictions provided by the WSIB Unit Medical Advisor (Standard Restrictions Table A).

- The Supervisor will complete the Modified/Alternative Work Offer immediately upon receiving the functional abilities information or by using the standard restrictions in Table A.

- The Supervisor should describe the suitable work including tasks associated with the work.

- The Supervisor should indicate the work is available immediately regardless of the return to work date indicated by the healthcare practitioner.

- The worker and the supervisor should sign and date the Modified/Alternative Work Offer. If worker refuses to sign, it must be documented in the signature area. A copy should be given to the worker.

- If the worker reports that he/she will not be returning to work because of an injury/illness, the supervisor should complete the Modified/Alternative Work Offer based on the information provided. If the worker leaves a message then the supervisor should contact the worker as soon as possible. Suitable work should be offered based on the standard restrictions in Table A. It is up to the WSIB adjudicator to determine which date was the most appropriate based on medical information.
(Example - A worker calls indicating he/she has back problems, offer suitable work based on the standard restrictions for back. In the section “Date suitable work available,” put today’s date. The date work is available may not be the same as the date the worker indicates they can return. Please check off the box "phone call made to worker to offer suitable work."

- The Modified/Alternative Work Offer should be faxed immediately to Human Resources and HR will forward to the WSIB.

- If the worker is accommodated in alternative work, the supervisor shall notify payroll.

- If the worker requires accommodation beyond two weeks, additional FAFs should be provided to the worker. The supervisor should request that the worker have the form completed by a healthcare practitioner every two weeks.

- The supervisor must complete a “Modified/Alternative Work Journal” weekly. The supervisor and the worker must sign the bottom of the form. A copy of this form must be faxed to Human Resources - at the end of each week. Human Resources shall forward a copy of this form to Payroll and WSIB.

- For those workers who require physiotherapy appointments and are working reduced hours every effort should be made to schedule appointments outside of modified work hours. Once the worker returns to full time hours and still requires physiotherapy, every effort shall be made to schedule appointments at the beginning or the end of a shift.

- If a worker’s restrictions cannot be accommodated the supervisor shall contact Human Resources for further assistance. The supervisor must stay in weekly contact with the worker.

- Temporary modified/alternative work will be offered for a limited period of time. In the case where return to regular duties does not occur as expected, the workplace parties will meet to revise and reassess the continuing need for and availability of modified/alternative duties.
Roles and Responsibilities

The employer must report to the WSIB within three days after being notified by the worker of an injury requiring medical treatment or resulting in lost time. Failure to report, or late reporting will result in a minimum $250.00 penalty being charged by the WSIB. A minimum of $250.00 can be fined for each infraction. Example $250.00 late fine, $250.00 for missing information etc.

Management
- Be knowledgeable and supportive of the ESRTW Program
- Ensure that all workers are informed of the ESRTW Program.
- Participate in the promotion and provision of modified/alternative work
- Provide continued support and encouragement to a worker participating in the program.
- Participate in ESRTW meetings as required.

Supervisor
- Provide the injured/ill worker with the ESRTW package to take to the health care practitioner at the first opportunity, preferably at initial treatment.
- Identify temporary modified or alternative duties where required in accordance with the terms of the Collective Agreement or agreement of like nature based on the FAF or standard restrictions.
- Meet with the worker and other parties where possible, to discuss the terms of the return to work.
- Notify appropriate parties of the worker’s return to work (either modified, alternative or full duties) so that the WSIB can be advised.

Worker
- Take the Early and Safe Return to Work package to the healthcare practitioner.
- Return all completed forms to supervisor as soon as possible preferably the same day as treatment.
- Participate and cooperate in the program by maintaining regular personal contact with the supervisor regarding the ability to work, physical capabilities and treatment plans.
• Communicate any concerns to the supervisor so that potential problems or concerns are openly addressed in a timely manner.

**Communication**

This standard will be reviewed with all staff during the orientation process.

**Training/Implementation**

All staff who must administer this standard will be trained on its requirements.

**Evaluation**

The standard will be evaluated annually.

**Forms**

**ESRTW packages** can be requested from Human Resources. They include:

- ESRTW Employee Information Sheet Form 19a
- Modified Alternate work offer
- Modified alternative work journal
- Employer’s Letter to Doctor
- Standard Restrictions Table
- WSIB Worker’s consent/claim form #1492A
- WSIB Functional Abilities form # 2647A
- WSIB Treatment memorandum form # 0156C

**Reference Materials**

- Return to Work Self Assessment Guide for Ontario Workplaces (2790A)
- Workplace Safety and Insurance Act – Return to Work section
EARLY & SAFE RETURN TO WORK (ESRTW)

EMPLOYEE INFORMATION SHEET 19a

A work related injury/illness that requires health care:

If you visit a doctor, hospital or clinic for medical treatment for a work related injury/illness, it must be reported to the Workplace Safety and Insurance Board (WSIB). Obtain an “early and safe return to work package” from your supervisor prior to receiving medical attention. The forms in this package must be completed and returned immediately to your supervisor after receiving healthcare or prior to your next scheduled shift. The "worker consent form" and the “functional abilities form,” indicates the health care practitioner's recommendations regarding your return to work. Failure to submit these forms could result in loss of wages for lost time (WSIB legislation).

Health Care Practitioner includes a medical doctor, chiropractor, physiotherapist, and dentist.

ESRTW package contains:

Early & Safe return to work employee information sheet
WSIB Worker's consent/claim form #1492A
WSIB Functional Abilities form # 2647A
WSIB Treatment memorandum form # 0156C
Employer's letter to doctor

Does the City of Stratford have a return to work program?

In the event of a work related injury or illness, the City of Stratford will make every effort to provide suitable work to accommodate work restrictions or limitations that the health care practitioner has indicated. WSIB legislation requires employees to co-operate with the employer in the Early and Safe Return to Work Program. Your supervisor will review with you the suitable modified/alternative work. Our goal is provide injured employees with the opportunity to return to meaningful work within their level of ability. Our ultimate goal is to successfully return the employee to their pre-injury job functions. Your supervisor will review with you the requirements for on-going communication and contact during your recovery period.
**MODIFIED/ALTERNATIVE WORK OFFER**

**Temporary modified work** is where the worker’s regular job is modified for a designated time period to assist in rehabilitation following an injury or illness. The worker is able to perform the essential duties of the job, but some of the other duties are modified to suit the worker’s limitations/capabilities.

**Temporary alternative work** is other suitable work that is provided to a worker for a designated time period to assist in rehabilitation following an injury or illness.

**Suitable alternative work** is work that the worker can do which is consistent with his/her limitations and capabilities and which can be performed without aggravating the injury/illness.

To be completed by the **supervisor**:

<table>
<thead>
<tr>
<th>Employee Name: ________________________</th>
<th>Department: ________________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee No: __________________________</td>
<td>Position: ____________________________</td>
</tr>
<tr>
<td></td>
<td>Work Location: ________________________</td>
</tr>
</tbody>
</table>

**Date of Functional Abilities Form:** __________________________

**OR**

Based on Standard restrictions for:

- [ ] Back
- [ ] Neck
- [ ] Shoulder
- [ ] Lower extremity (including hip, knee, ankle and foot)
- [ ] Upper extremity (including elbow, wrist and hand)

*A copy of Functional Abilities form must be faxed to Human Resources*

Describe suitable work including tasks based on the functional abilities information or standard restrictions: (be specific about job)

**Date suitable work available:** __________________________

*This date should be as soon as possible. (Preferably the same day supervisor is notified the employee needs accommodation. This date is not necessarily the same as the date obtained on the medical information)*

Employee Signature: __________________________

Date: __________________________

Supervisor Signature: __________________________

Date: __________________________

☐ Copy provided to employee  ☐ phone call made to employee to offer suitable work

For HR Purposes only:

☐ Copy faxed to WSIB  ☐ Copy sent by courier to employee

(if work related)

☐ Copy sent to Union (minus claim and SIN #)

Claim # or SIN # of employee __________________________
NAME OF INJURED/ILL STAFF MEMBER: ______________________________________

DURATION OF MODIFIED/ALTERNATIVE WORK PLAN: ____________________________

IMMEDIATE SUPERVISOR'S NAME AND TITLE: ________________________________

PRE-INJURY/ILLNESS JOB TITLE: __________________________________________

HOURS WORKED PER REGULAR SHIFT (Normal hours): ________________________

WEEK # ____ OF MODIFIED/ALTERNATIVE WORK PLAN FOR THE WEEK ENDING ____________

<table>
<thead>
<tr>
<th>DAYS OF WEEK</th>
<th># OF SCHEDULED MODIFIED HRS</th>
<th>ACTUAL HRS WORKED</th>
<th>COMMENTS OR CONCERNS</th>
</tr>
</thead>
<tbody>
<tr>
<td>MONDAY</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TUESDAY</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>WEDNESDAY</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>THURSDAY</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FRIDAY</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SATURDAY</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SUNDAY</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

If job duties have changed this week please indicate the changes below:
___________________________________________________________________________
___________________________________________________________________________

_________________________________________  _____________________________
Supervisor's Signature                     Employee's Signature

TO BE COMPLETED ON A WEEKLY BASIS AND FAXED TO HUMAN RESOURCES: ____________________

For HR purposes only: * fax weekly to WSIB adjudicator

Claim #___________________________
Rate of pay________________________
Dear Doctor:

The City of Stratford has an “Early and Safe Return to Work Program” in accordance with the Workplace Safety and Insurance Board. The program provides temporary modified/alternative work assignments for employees until they are sufficiently recovered to work at their regular work position.

To ensure the safety of our employee we require the employee’s present capabilities and limitations. A copy of the WSIB Functional Abilities form is attached. Our employee is expected to return the completed form to us within a 24-hour period so that we can make arrangements to accommodate.

We look forward to assisting our employee to return to productive suitable employee. If you have any questions please contact ________________.

Sincerely,
# Standard Restrictions

## Table A

<table>
<thead>
<tr>
<th>Area of Injury</th>
<th>Restriction</th>
</tr>
</thead>
</table>
| Back           | - No repetitive trunk movement (bending & twisting)  
                 - No heavy lifting (more than 10kg)  
                 - No prolonged weight bearing which includes sitting, standing and walking (must have ability to frequently change position i.e. sit or stand) |
| Neck           | - No repetitive neck movement  
                 - No above shoulder and overhead activity |
| Shoulder       | - No repetitive (R/L) shoulder movement  
                 - No heavy lifting (more than 10kg)  
                 - No above shoulder activity  
                 - No repetitive use of the (R/L) upper extremity against resistance (pushing and pulling) |
| Upper Extremity (including elbow, wrist and hand) | - No repetitive movement of the involved joint against resistance (pushing and pulling)  
                 - No lifting over 10 kg  
                 - For the hand and wrist, this should also include no repetitive gripping |
| Lower Extremity (including hip, knee, ankle and foot) | - No repetitive movement of the involved joint against resistance  
                 - No prolonged weight bearing  
                 - No prolonged standing (greater than 15 minutes without opportunity for change of position)  
                 - No rough ground walking  
                 - No low level activity and climbing  
                 - No ladder climbing  
                 - Should have the ability to change positions as required (sit or stand) |

These restrictions should be used when the treating health care professional has provided no functional ability information. These restrictions are based on information obtained from the WSIB Medical Advisory Services. These restrictions can be further modified if required.
### Purpose

- To establish minimum guidelines for Construction Projects in order to help provide and maintain a safe work environment for all employees.
- To ensure that Contractors deemed the Constructor take all reasonable precautions for the protection of their workers during the project.
- To ensure that Contractors deemed Constructor comply fully with all Health and Safety requirements in Legislation and Regulations.

### Scope

All contractors deemed Constructors must abide by the requirements of this policy and must be an approved contractor before the commencement of any work.

### Definitions

**Project Manager:** Means a City of Stratford employee responsible for contracting the work.

**Constructor:** Means a person who undertakes a construction project for an owner and includes an owner who undertakes all or part of a project by himself or by more than one employer. The constructor has complete control of the work on behalf of the construction project owner, and would have responsibility for regulatory compliance and safe work procedures on the job site for their employees and for their sub-contractors.

**Project:** means construction project, whether public or private including:
- the construction of a building, bridge, structure, industrial establishment, mining plant, shaft, tunnel, caisson, trench, excavation, highway, railway, street, runway, parking lot, cofferdam, conduit, sewer, watermain, service connection, telegraph, telephone or electrical cable, pipe line, duct or well, or any combination thereof.
Moving of a building or structure, and
Any work or undertaking, or any lands or appurtenances used in connection with construction.

Note that there are requirements for Registration and Notice of Project outlined in the Construction Project Regulation Section 5, 6 & 7.

Standards/Procedures

Unless otherwise stated the successful bidder, for purposes of the Ontario Occupational Health and Safety Act, shall be designated as the Constructor for this project and shall assume all of the responsibilities of the Constructor as set out in that Act and its regulations. The following shall apply notwithstanding that the successful bidder has been referred to as the ‘Constructor’ in this and any other related document.

The following 11 bullet points will be included in any request for proposal or bid documents:

- The Constructor acknowledges that he has read and understood the Occupational Health and Safety Act together with the City of Stratford’s Health and Safety Policies and Procedures.
- The Contractor covenants and agrees to strictly and faithfully observe the provisions of the Occupational Health and Safety Act and all regulations and rules circulated thereunder together with the Constructor’s Health and Safety Policies and Procedures.
- The Constructor agrees to indemnify and save the City of Stratford harmless for damages or fines arising from any breach or breaches of the said Occupational Health and Safety Act and applicable legislation.
- The Constructor agrees to assume full responsibility for the enforcement of the Occupational Health and Safety Act and applicable regulations, their Health and Safety Policies and Procedures and to ensure compliance.
- The constructor agrees to have a competent supervisor on site at all times when work is in progress, and that this supervisor enforces safe work practices.
- The Constructor further acknowledges and agrees that any breach or breaches of the Occupational Health and Safety Act and/or applicable regulations and their own Health & Safety Policies and Procedures whether
### City of Stratford – Health and Safety Program

<table>
<thead>
<tr>
<th>SUBJECT: Constructor Health and Safety Program</th>
<th>POLICY NO: 20</th>
</tr>
</thead>
<tbody>
<tr>
<td>SCOPE: All Staff</td>
<td>Page 3 of 5</td>
</tr>
</tbody>
</table>

- by the Constructor or any of its sub-contractors may result in the Constructor and/or sub-contractor being removed from the site and in the immediate termination of this contract herein and the forfeiture of all sums owing to the Constructor by the City of Stratford.
- The Constructor shall allow access to the work site on demand to representatives of the City of Stratford to inspect work sites.
- The Constructor agrees that any damages or fines that may be assessed against the City of Stratford by reason of a breach or breaches of the Occupational Health and Safety Act by the Constructor or any of its sub-contractors will entitle the City of Stratford to set-off the damages so assessed against any monies that the City of Stratford may from time to time owe the Constructor under this contract or under any other contract whatsoever.
- Where any portion of the work or services in this Contract is contracted to a sub-contractor, the Constructor agrees that the provisions of this section will apply to the sub-contractor and the Constructor will enforce said provisions.
- Where hazardous materials, physical agents and/or designated substances are used in the performance of the required work, the successful bidder shall ensure that the requirements of the Ontario Occupational Health & Safety Act and associated regulations are complied with.
- The City of Stratford reserves the right to cancel any contract for non-compliance with the terms set out herein, health and safety regulations, the Environmental Protection Act, associated regulations and other applicable legislation.
- The City of Stratford may consider previous OHSA violations as grounds for rejection and the City of Stratford may terminate any contract arising from this document if the Bidder is continuously in violation of OHSA requirements.

### Roles and Responsibilities

Constructors shall:

- Take all reasonable precautions for the Health and Safety of their employees and the employees of their Sub-Contractors.
All Constructors who are retained by the City of Stratford shall comply with Occupational Health and Safety Act and applicable regulations, Highway Traffic Act, Fire Protection and Prevention Act, other applicable legislation or Municipal Regulations, their own safe work procedures and work practices pertaining to employee safety.

Shall ensure that they have all relevant information to comply with the Occupational Health and Safety Act, all Regulations, standards, codes, policies, procedures and applicable legislation and their own safe work procedures.

Provide the City with a current WSIB Clearance Certificate

City of Stratford (Council and CAO):

Will provide Constructors with its Policy Statement and Constructors Responsibilities Standard.

Will provide the Constructor with a contact person responsible for the project who shall be called the Project Manager.

In the case of a construction project, may be able to limit its liability to that of an owner under the OHS Act and, given certain criteria are satisfied, transfer the responsibilities of the constructor to the Construction Contractor (i.e. Constructor).

Set up a system for communication with and coordination of work with the contractor to ensure the safety of both City employees and contractor’s employees

Reserves the right to remove any Constructor or Sub-Contractor from its property or it may immediately terminate a contract for violation of Health and Safety Legislation, Regulations or the City of Stratford’s Health and Safety program, without incurring any additional charges.

Advise employees whose work operations may be affected by the contract work.
Purchasing

- Responsible for obtaining the Certificate of Clearance by the Workplace Safety & Insurance Board.

Project Manager

- Obtain WSIB Accident Rate History, upon request
- Clearly communicate the expectation that the constructor has a competent supervisor on site at all times when work is in progress, and that this supervisor enforces safe work practices.
- Include health and safety as the first agenda item at any meetings held to review progress on the contract work. IF not attending, require the Constructor to provide documentation as proof that the meetings took place. – H&S meetings are required to be held on site by the constructor regularly as required – provide notice of meeting

Communication

This procedure will be communicated by the Project Manager to the successful bidder (Constructor) and appropriate City of Stratford Staff.

Evaluation

Evaluation of this procedure will be done on an annual basis OR if corrective action is identified due to an injury or illness or incident as a result of a Constructor issue.

Reference Materials

Ontario Occupational Health and Safety Act and Regulations including but not limited to:

*Occupational Health and Safety Act, Sections 23, 25, 26, 29, 30*

*Construction Projects O. Reg. 213/91*
Purpose

- To establish minimum guidelines for Contractors in order to help provide and maintain a safe work environment for all employees.
- To ensure that Contractors take all reasonable precautions for the protection of their workers during the project.
- To ensure that Contractors comply fully with all Health and Safety requirements in Legislation and Regulations.

Scope

All contractors must abide by the requirements of this policy and must be an approved contractor before the commencement of any work. This policy applies to contractors who ARE NOT defined as the “constructor”.

Definitions

Project Manager: Means a City of Stratford employee responsible for contracting the work and ensuring ongoing compliance with this policy and applicable legislative requirements.

Constructor: Means a person who undertakes a construction project for an owner and includes an owner who undertakes all or part of a project by himself or by more than one employer. Also called the general or prime contractor. The constructor has complete control of the work on behalf of the construction project owner, and would have responsibility for regulatory compliance and safe work procedures on the job site.

Contractor: A person or business which provides goods or services to another entity under terms specified in a contract. Unlike an employee, a contractor does not work regularly for a company. Can also be referred to as an independent contractor.
Standards/Procedures

When the City of Stratford assumes the role of “constructor”, Supervisors and/or Project Managers need to monitor the activities of the contract workers closely to ensure the appropriate practices are being followed and exercise due diligence for all employees and employees of contractors.

The City of Stratford staff representative shall:

- Ensure the contractor and its workers are familiarized with the specific work site and all foreseeable hazards as in any potential health and safety hazards associated with the location where the work is to be carried out.
- Set up a system for communication with and coordination of work with the contractor to ensure the safety of both City employees and contractor’s employees.
- Clearly communicate the expectation that the contractor have a competent supervisor on site at all times when work is in progress, and that this supervisor enforces safe work practices.
- Regularly inspect the work site to determine the level of health and safety compliance.
- Document inspections and initiate follow-up action immediately to rectify any problems.
- Include health and safety as the first agenda item at any meetings held to review progress on the contract work.
- Advise employees whose work operations may be affected by the contract work, and the co-chairs of the appropriate Joint Health and Safety Committees, of any anticipated impacts.
- The Contractor acknowledges that he has read and understood the Occupational Health and Safety Act together with the City of Stratford’s Health and Safety Policies and Procedures.

Roles and Responsibilities

CONSULTANTS and CONTRACTORS

1. All consultants and contractors who are retained by the City of Stratford shall comply with Occupational Health and Safety Act, Highway Traffic Act, Fire Protection and Prevention Act, other applicable legislation or Municipal Regulations, safe work procedures and work practices pertaining to employee...
City of Stratford – Health and Safety Program

| SUBJECT: Contractor Health and Safety Program | POLICY NO: 21 |
| SCOPE: All Staff | Page 3 of 3 |

2. Shall ensure that they have all relevant information to comply with Occupational Health and Safety Act, all Regulations, standards, codes, policies, procedures and applicable legislation.

City of Stratford

1. Purchasing is responsible for obtaining the Certificate of Clearance by the Workplace Safety & Insurance Board.

2. The Project Manager responsible for the contracted work will obtain and/or provide the following prior to the work commencing:
   - Provide the contractor with the City of Stratford Health and Safety Program.
   - WSIB Accident Rate History, upon request

Communication

This procedure will be communicated by the Project Manager to the Contractor and appropriate City of Stratford Staff.

Evaluation

Evaluation of this procedure will be done on an annual basis OR if corrective action is identified due to an injury or illness or incident as a result of a Constructor issue.

Reference Materials

Ontario Occupational Health and Safety Act and Regulations including but not limited to *Occupational Health and Safety Act, Sections 23, 25, 26, 29, 30*
**CONTRACTOR HEALTH and SAFETY AGREEMENT CHECKLIST**

Contractor Name & Address: ___________________________________________
Contractor’s Rep: ___________________ Phone and Fax No: ___________________

<table>
<thead>
<tr>
<th>Check as Reviewed/Received</th>
<th>Review</th>
<th>Miscellaneous Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Signed Contractor Health and Safety Responsibility Agreement</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Received WSIB Clearance Certificate (no more than 60 days old)</td>
<td></td>
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<tr>
<td>Received a copy of the Contractor’s accident history (for one year)</td>
<td></td>
<td></td>
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<tr>
<td>Received up to date liability insurance certificate.</td>
<td></td>
<td></td>
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<tr>
<td>Contractor has been informed that they are responsible for ensuring compliance with Occupational Health and Safety Act and applicable regulations.</td>
<td></td>
<td></td>
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<tr>
<td>Contractor ensures licensees &amp; certificates of contractor employees or other applicable training requirements are current and available. For example: AZ license, welding ticket(s)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Provide the City’s Health and Safety Policy and Procedures to Contractor for review</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Provide Equipment Lockout Policy/Procedure where required</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contractor to provide current MSDS for any WHMIS controlled products</td>
<td></td>
<td></td>
</tr>
<tr>
<td>City of Stratford to advise of any special hazards connected with the workplace i.e. emergency response procedures, hazardous areas etc.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contractor advised that all occupational injuries that occur on our property must be reported immediately.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contractor is aware that they are responsible to ensure that their employees possess and use all required PPE for their work</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

City Project Manager : ______________________________ Date: _______________
Contractor’s Rep: ______________________________ Date: _______________

*Once completed, this form and all attachments are to be kept with the City of Stratford Project Manager.*
CONTRACTOR HEALTH and SAFETY RESPONSIBILITY AGREEMENT

THIS AGREEMENT made the _____ day of ____, 20__, between _________ (the “Contractor”), having an office at __________ and ____________ (the “Company”) having a facility at __________________________.

IN CONSIDERATION of the sum of two ($2.00) dollars paid by each of the parties to the other (the receipt of which is acknowledged by each party) the parties covenant and agree as follows:

1. The Contractor shall employ only orderly, trained, competent and skillful people to do the work and the Contractor’s employees shall be fully covered under the Workplace Safety and Insurance Act by the Contractor and shall provide and up-to-date Clearance Certificate from the Workplace Safety and Insurance Board. All subcontractors must be approved in writing by the Company before commencing any work and the Contractor is responsible for ensuring that their employees comply with the terms of this Agreement.

2. The contractor acknowledges and accepts all the risk arising or pertaining to the ownership, possession, use or operation of its equipment in completing its services, whether in whole or part, whether directly or indirectly, by an act or omission or negligence of the Contractor, or for those whom it is in law responsible.

3. The Contractor shall indemnify and save harmless the Company from any and all claims, demands, actions, losses or property damage arising directly or indirectly from the ownership, possession, use or operation of its equipment in completing its services, whether in whole or part, whether directly or indirectly, by an act or omission or negligence of the Contractor, or for those whom it is in law responsible. Contractor shall protect and hold Company harmless and shall pay costs, expenses and reasonable legal fees incurred or paid by Company in connection with such litigation. The indemnities contained in this Agreement shall not be prejudiced by and shall survive the termination of this Agreement.

4. Contractor shall, during any time in which it is providing services to the Company, take out and keep in full force and effect property damage and public liability insurance in which the limits of public liability and property liability shall not be less than two million ($2,000,000) dollars per occurrence, the whole at the Contractor’s sole cost and expense. All policies shall be written with insurance companies qualified to do business in the Province of Ontario and shall name the Company as an additional insure and a certificate acknowledging same must be provided to the Company.

5. The Contractor shall abide by and shall ensure that each of the Contractor’s employees and sub-contractor’s employees (if applicable) abide by the Company’s Health and Safety rules and regulations. The Contractor will also be able and willing at such times as recommended by the Company to provide additional precautions as deemed necessary by the Company for safe-guarding employees and equipment. The Contractor further acknowledges and agrees that any violation of Safety rules or regulations is justification for the immediate termination of its Contract with the Company, without any further obligation on the part of the Company.
CONTRACTOR ORIENTATION SAFETY CHECKLIST

The Corporation of the City of Stratford reminds their contractors and sub-contractors that they are required to work in a safe manner, and to comply with all applicable requirements of the Ontario Occupational Health and Safety Act regulations and other applicable codes and standards and in particular, the Construction Projects regulation. Any penalties for non-compliance, including work stoppages by a Town employee or a Ministry of Labour inspector, shall be at the contractor’s expense. Repeated or serious violations will be handled in accordance with the Purchasing by-law. The project Manager will be the primary contact with the contractor.

Any service contractors, including telephone, hydro, equipment repair and other maintenance personnel are responsible for their worker’s health and safety, however, where they enter onto a project, the contractor shall take appropriate steps to ensure their activities and that of the project do not pose a hazard to each group and that the service contractor is complying with the worksite health and safety rules.

Received notification of designated substances on project. □ Yes □ No
Acknowledged and returned notification of designated substances on project. □ Yes □ No

1. Notices
Have you read and do you understand the sections for filing notices and completing registrations?
The Ministry of Labour and the Contractor must be notified in writing:
• when a critical injury or death occurs at a workplace □ Yes □ No
• where an accident, explosion or fire causes injury at a workplace □ Yes □ No
• where the employer is advised of an occupational illness □ Yes □ No
• Accident / Explosion □ Yes □ No

A Notice of Project must be filed by the constructor as described in section 6 of the Construction Regulations, including
• if the project’s total cost is over $50,000.00.
• if a trench is over 300m long or 1.2m deep and over 30m long.

2. Contractor Site Safety Documents
• Health and Safety Policy □ Posted □ Available
• Copy of Occupational Health and Safety Act □ Posted □ Available
• WSIB Poster (In Case of Injury) □ Posted □ Available □ N/A
• Weekly Health and Safety Meeting Reports □ Posted □ Available □ N/A
• Accident Investigation Reports □ Posted □ Available
• Progressive Disciplinary Reports (for non-compliance) □ Posted □ Available
• Confined Space Entry Reports □ Posted □ Available □ N/A
• Ministry of Labour Inspection Reports □ Posted □ Available □ N/A
• Registration of Contractors and Employers (mandatory for every employer) □ Posted □ Available

3. Health and Safety Representative
• Health and Safety Representative required □ Yes □ No
• Joint Health and Safety Committee required □ Yes □ No

Worker rep. name ___________________________   Telephone no. __________________
4. Personal Protective Equipment

<table>
<thead>
<tr>
<th>Item</th>
<th>Yes</th>
<th>No</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hard Hats /Safety Footwear /Reflective Safety Clothing</td>
<td></td>
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<tr>
<td>Safety Glasses</td>
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<tr>
<td>Hearing Protection</td>
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<tr>
<td>Respiratory Protective Equipment</td>
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<tr>
<td>Confined Space Entry Equipment</td>
<td></td>
<td></td>
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<tr>
<td>Workers trained on use and care of PPE</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fall Protection System</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

5. Equipment Certifications /Operating Manuals

<table>
<thead>
<tr>
<th>Item</th>
<th>Yes</th>
<th>No</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Equipment Operating Manuals on site</td>
<td></td>
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<tr>
<td>Trench Box Certification</td>
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<tr>
<td>Boom Truck Training /Crane Certification</td>
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<tr>
<td>Lifting Chains and Slings - CSA Approved /Inspection Reports</td>
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</tbody>
</table>

6. Contractor Staff Training (Confirmation) Details /Comments:

- Orientation Training
- Equipment Training for Operators
- WHMIS Training
- Confined Space Entry Training
- Trenching /Excavation Training
- Traffic Control Training
- Equipment Operator Signaller Training

7. Traffic Control Measures

<table>
<thead>
<tr>
<th>Item</th>
<th>Yes</th>
<th>No</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Compliance with MTO Traffic Control Manual for Roadway Work Operations</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Traffic Control Plan</td>
<td></td>
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</tbody>
</table>

8. Supervision

<table>
<thead>
<tr>
<th>Item</th>
<th>Yes</th>
<th>No</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supervisor Name</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Telephone No.</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Years in Trade</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Trained in O.H.S. Act</td>
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<td></td>
<td></td>
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<tr>
<td>Construction Regulations</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Hazardous Awareness</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Other:</td>
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<tr>
<td>'Competent Person' as per O.H.S.A.</td>
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</tbody>
</table>

9. Accident Investigation Reporting Procedure

<table>
<thead>
<tr>
<th>Item</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is an Emergency Plan in place?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Has a review of firm accident investigation procedure been conducted?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Are copies of internal accident investigations /incident reports available for review?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Are critical injury reports to MOL copied to:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contractor?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Joint Health &amp; Safety Committee/Rep.?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Employer? □ Yes □ No

10. Project Specific Concerns Review

• Are multi-purpose fire extinguishers available and inspected monthly? □ Yes □ No
• Are arrangements in place for medical transportation? □ Yes □ No
• Is drinking water available? □ Yes □ No
• Are arrangements in place for toilet and clean-up facilities? □ Yes □ No
• Are First Aid Kits provided? □ Yes □ No
• Is a list of employees with First Aid Training on site? □ Yes □ No
• Has a review of applicable contractors' policies & procedures been conducted? □ Yes □ No
• Is there a site security plan for after-work hours? □ Yes □ No

11. Fall Arrest Systems

• Has the fall arrest system proposed for use on the project been inspected regularly and recently for defective components by a competent worker, according to Section 26 of the Construction Regulations? □ Yes □ No □ N/A
• Are the workers trained/experienced and aware of the regulations under the OHSA with respect to the use of fall arrest equipment? □ Yes □ No □ N/A

12. Chemicals / WHMIS

• Are the workers using the chemicals proposed on the project familiar with the effects of their use? □ Yes □ No □ N/A
• Have the workers been trained to use the chemicals proposed? □ Yes □ No □ N/A
• Are labels in place? □ Yes □ No □ N/A
• Are MSDS's current and in place? □ Yes □ No □ N/A

13. Communications (Please check as applicable.)

• Two way radio □ Yes □ No □ N/A
• Cellular telephone □ Yes □ No □ N/A
• Stationary telephone □ Yes □ No □ N/A
• Emergency telephone number □ Yes □ No □ N/A

14. Ventilation

• Are proposed project ventilating operations adequately ventilated by natural or mechanical means? □ Yes □ No □ N/A
• If welding or cutting, are provisions made for fire protection and is equipment protected from possible damage? □ Yes □ No □ N/A

15. Ladders

• Are all ladders proposed for use in good condition and capable of withstanding all loads to which they may be subjected to? □ Yes □ No □ N/A
• Is the Contractor familiar with maximum length regulations? □ Yes □ No □ N/A
• Is the Contractor familiar with use of ladder regulations? □ Yes □ No □ N/A

16. Confined Spaces

• Has the Contractor provided a copy of the Company's confined space policies & procedures? □ Yes □ No □ N/A
• Does the Contractor have testing equipment and procedures capable of evaluating hazards within a confined space before entry? □ Yes □ No □ N/A
• Is the Contractor familiar with the confined space requirements outlined in the Occupational Health & Safety Act and regulations? □ Yes □ No □ N/A
• Have all workers involved received formal training? □ Yes □ No □ N/A
17. Scaffolds/Platforms
• Do scaffolds and platforms proposed for use on the project meet the minimum strength and loading regulations? □ Yes □ No □ N/A
• Do scaffolds and platforms proposed for use on the project meet the Design & Construction Regulations? □ Yes □ No □ N/A

18. Electrical Hazards
• Are lock-out procedures established for this project? □ Yes □ No □ N/A
• Can the Contractor provide a copy of their lock-out procedures specific to the job as requested by the Contract Administrator? □ Yes □ No □ N/A
• Will all electrical work to be completed in the project be performed by no other than an electrician certified under the Trades Qualification and Apprenticeship Act* or a person with equivalent qualifications by training and/or experience? □ Yes □ No □ N/A
• Are the Contractor and appointed sub-contractors aware of the electrical hazards associated with the project? □ Yes □ No □ N/A
• Will the Contractor assure compliance with respect to the Protective Clothing and Devices Regulations under the OHSA and Regulations? □ Yes □ No □ N/A
• Is all electrical equipment proposed for use on the project approved in accordance with the Ontario Electrical Safety Code, under the Power Corporation Act, Canadian Standards Association (CSA) or Electrical Safety Authority? □ Yes □ No □ N/A
• Is there G. F. I. Protection? □ Yes □ No □ N/A

19. Excavations/Trenching
• Has the type of existing soil been determined prior to construction? □ Yes □ No □ N/A
• Has the Contractor arranged for underground locates? □ Yes □ No □ N/A
• Type of support systems proposed:
  (a) timbering and shoring □ Yes □ No
  (b) Prefabricated support system (e.g. trench liner) □ Yes □ No
  (c) trench box (liner) certified □ Yes □ No
  (d) sloping as per soil type □ Yes □ No
  (e) Are papers available for the trench liner at the request of the Contractor Administrator? □ Yes □ No
  (f) hydraulic support system □ Yes □ No
  (g) sheathing □ Yes □ No

20. List and discuss any additional potentially hazardous condition or operation that is typically associated with the project.
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Signature of Town Representative

Signature of Contractor Representative

Date

Date

(Completed by contractor and reviewed prior to commencement of work by Site Supervisor.)
Purpose

To provide some general guidelines for creating and maintaining a safe work environment.

Standards/Procedures

General Safe Practices

- Personal protective equipment shall be worn when and where required.
- Report **ALL** incidents, accidents, injuries and illness to your supervisor immediately.
- Report any unsafe condition, including someone under the influence or in possession of drugs or alcohol or hazards which may allow an injury to occur to yourself or a fellow worker.
- Report any property damage, regardless of how minor.
- Follow all operator instructions when using or handling hazardous materials and ensure that all containers of hazardous materials are properly labeled and stored in designate areas (WHMIS).
- Obey all posted signs and notices.
- Always use the correct posture when lifting and get assistance if the weight is excessive.

Fire Prevention

- Become familiar with the location of fire alarms “PULL STATIONS”, fire extinguishers and exits.
- Ensure aisles and exits are not blocked at any time.
- Provide appropriate staff with fire extinguisher training.
- Provide Fire Wardens with adequate training
- Anytime a fire extinguisher is used, report it immediately to your supervisor, so that it can be recharged.

**Equipment Operation**

- Equipment shall not be repaired, adjusted or operated unless you understand the safe operating procedure.
- Be aware of the use and location of the “EMERGENCY STOP” button before using any equipment.
- Loose clothing, jewelry and long hair should be secured, to prevent entanglement with equipment.
- All safety devices shall be checked by the operator before operating the equipment.
- All equipment shall be turned off and the appropriate lock-out procedure followed, prior to repairs, cleaning, adjustment or lubrication.
- Operate all vehicles in a safe manner limiting distractions such as cell phones, PDA’s, radios etc

**Roles and Responsibilities**

**Supervisors**

- Communicate this standard to all affected employees.
## City of Stratford – Health and Safety Program

<table>
<thead>
<tr>
<th>SUBJECT: General Safety Rules</th>
<th>SP No: 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>SCOPE: All Staff</td>
<td>Page 3 of 3</td>
</tr>
</tbody>
</table>

**Workers**

- Read, understand and comply with this standard.
- Follow all safety standards and procedures outlined in the Health and Safety Manual.

**Communication**

Supervisors shall communicate the requirements of this standard to all affected staff.

This standard will be made available to all staff in the Health and Safety manual.

**Reference**

Regulations for Industrial Establishments 851  
*Section 11*  
Regulations for Construction Projects 231/91  
*Sections 35 – 48*
City of Stratford – Health and Safety Program

SUBJECT: Housekeeping  SP No: 2

SCOPE: All Staff  Page 1 of 2

Purpose

An uncluttered workplace is fundamental to any workplace health and safety program. In addition to cleanliness, housekeeping must include other factors such as orderliness and proper storage of materials. The intent of this policy is to ensure workers to maintain a healthy and safe work area.

Health and Safety Hazards

POOR HOUSEKEEPING CAN LEAD TO:
- Slips and falls from slick or wet floors, platforms, and other walking or working surfaces.
- Slips and trips from objects left in walkways and work areas (falls on the same level).
- Falls into holes in walking surfaces, uneven floors, uncovered pits or drains or through working surfaces (falls from different levels).
- Poor housekeeping creates hazards in immediate and other areas.
- Contact with overhanging or protruding objects.

GOOD HOUSEKEEPING CAN LEAD TO:
- Better utilization of space.
- Keeping inventory of materials to a minimum.
- Helping minimize property damage.
- Reflecting a positive image of a well-run organization.

Standards/Procedures

- Walking and work surfaces should be clean, dry and unobstructed.
- Aisle ways and exits should be clearly marked and unobstructed.
- Walls and ceilings should be free of hanging and/or temporary wiring.
- Floors, and stairways should be kept in good repair.
- Storage areas in and around building(s) should be free of refuse and debris.
- Racks, shelves and lockers should be maintained for tools, personal protective equipment and personal items.
Lunch rooms, locker rooms and washroom facilities should be kept clean, orderly and sanitary.
- Work area floors should be kept free of pallets, materials, equipment, extension cords and hoses.
- Materials should be stacked in a stable manner, limit height as necessary to maintain stability.
- Combustibles should never be stored on radiators, steam coils, ovens or other heat sources, in transformer vaults, or in and around electrical switchgear as per applicable legislative requirements.

### Roles and Responsibilities

**Supervisors**
- Communicate this standard to all affected employees.

**Workers**
- Read, understand and comply with this standard.

### Communications

Supervisors shall communicate the requirements of this standard to all affected staff.

This standard will be made available to all staff in the Health and Safety manual.

### Reference

- Regulations for Industrial Establishments 851 - *Section 11*
- Regulations for Construction Projects 231/91 - *Sections 35 – 48*
- *Fire Code and Building Code*
Purpose

To create a comprehensive action plan to be implemented in the event of emergency situations.

The Emergency Procedure is to ensure that all emergencies are handled in a consistent manner that protects all employees (visitors) from harm. These may be governed by nature or man-made situations.

These measures are developed to:

- Reduce the risk of death or personal injury;
- Provide for the safety, care and comfort of employees (visitors);
- Reduce and minimize damage to property, equipment and inventory; and
- Accelerate the resumption of normal operations.

Roles and Responsibilities

- The supervisor is responsible for the annual review of the procedure and for organizing an annual fire drill and total evacuation of the building.
- The on-shift supervisor is responsible for the implementation of the “Emergency Procedure”, in the event of an emergency.
- The employee is responsible for knowing the nearest emergency exit location and safety area.
- The Director is responsible for ensuring this policy is implemented.
Standards/Procedures

These measures apply to, but are not limited to:

- Serious accidents/incidents;
- Acute illness (i.e. heart attack, choking, etc.);
- Explosions;
- Bomb threats;
- Severe weather i.e. flood, earthquake, tornado, ice and snow storm;
- Fire; and
- Chemical spill.

Communication

- When the emergency situation is restricted to a department or a small area, verbal communication may be employed.
- In the event of a building-wide evacuation, the fire alarm or paging system will be employed.
- Depending on the nature of the emergency, the supervisor will contact the appropriate emergency service:
  (a) Ambulance
  (b) Fire
  (c) Hospital
  (d) Police
NOTE: These numbers must be located beside every telephone.

- The supervisor will notify the Director and the Chief Administrative Officer, if a building-wide evacuation is required.

## Evacuation

Evacuation procedures shall be developed for each City of Stratford building where necessary and will consider the following as a guideline:

- Upon notification of the evacuation directive, designated employees (marshals) where assigned will ensure locations are cleared of employees (visitors), if safe to do so, and exit the building through the nearest safe emergency exit.

- If a designated employee is not appointed, all employees will exit the building immediately, upon notification of the evacuation directive.

- Posted “Emergency Exits Floor Plan” shows which exits are to be used during emergency evacuation.

- Employees will exit in an orderly fashion.

- Under no condition should an employee turn back.

- Once outside the building, all employees will report to the “Assembly Point” assigned for each building.

- Where assigned that responsibility, the department designate/floor marshal will perform a head count to ensure that all employees have been evacuated. The department designate/head marshal will gather
information from department marshals and notify the appropriate Emergency Service Personnel.

- In the event that it is unsafe to go outside, i.e. tornado, severe weather, employees will gather in the basement, if appropriate and safe or in the middle of the building, away from shattered glass etc.

**RETURN TO BUILDING:**

- Once the building is deemed safe for re-entry, the supervisor(s)/marshal(s)/department designate if assigned that duty will re-walk the building with the Emergency Service Personnel.

- Following this, the supervisor may instruct the employees to return to their workstations or areas.

- The supervisor will ensure the Emergency Evacuation Report/Drill Evacuation Report is completed.

**Training**

Staff will be trained in Emergency evacuation procedures specific to their work location.
Purpose

To provide a guideline which outlines what personal protective equipment is required to be worn in the workplace.

Definition

Personal Protective Equipment (PPE) may include but not is limited to, hardhats, gloves, safety eyewear, safety footwear, fall arrest equipment, respirators and hearing protection.

Scope

Applies to all staff who must wear PPE or supervisors who must provide it.

Standards/Procedures

General

- Personal protective equipment (PPE) is the last line of defense for controlling occupational hazards, after thorough evaluation and implementation of:
  - engineering control
  - administrative control
  - work practices

- Only PPE approved by the appropriate safety association (e.g. CSA, ANSI, NFPA etc) shall be used.

- The supervisor must ensure that all workers are aware of all protective equipment required to perform the work safely.

- Workers who are required to wear or use any protective clothing equipment or device will be instructed and trained in its care, use and limitations before using or wearing it for the first time and at regular intervals.
• Personal protective equipment shall not be painted or otherwise modified.

• Personal protective equipment will be repaired or replaced if necessary.

• The Joint Occupational Health and Safety Committee shall audit compliance to this procedure during their monthly inspections.

• Non-disposable PPE will be issued where required.

Head Protection

• If a worker is exposed to the hazards of head injury, the worker shall wear head protection appropriate in the circumstances.

• Hard hats are required when working in areas with overhead obstructions, such as exposure to construction work or overhead-energized work.

• Protective headwear is required at all times when on a construction project.

• Hard hats shall not be drilled, painted or worn in a reversed manner.

• Hard hats shall meet CSA standard Z94.1

Eye Protection

Where a worker is exposed to the hazard of eye injury, they shall wear eye protection appropriate for the circumstance, which includes, but is not limited to:

• Chipping
• Cutting
• Drilling
• Exposure to any chemicals
• Exposure to heavy dirty or dusty conditions
• Sandblasting
• Sawing
Eye protection shall meet CSA standard Z94.3 and 94.3.1

Hearing Protection

Section 139 of the Regulation 851 for Industrial Establishments requires (as of July 1, 2007):

- Employers take all measures reasonably necessary in the circumstances to protect workers from exposure to hazardous sound levels.
- Protective measures against noise exposure include engineering controls, work practices and personal protective equipment.
- Assessment of noise levels shall be done without regard to any use of personal protective equipment.
- Every employer shall ensure that no worker is exposed to a sound level greater than an equivalent sound exposure level of 85 dBA, $L_{ex,8}$ (8 hour time weighted average).
- The employer shall protect workers from exposure to a sound level greater than 85 dBA, $L_{ex,8}$ without requiring the use of personal protective equipment.
- Personal protective equipment is only to be used as a last resort after all engineering control measures have been considered and implemented.
- If engineering controls can’t be used then workers shall wear and use personal protective equipment appropriate in the circumstances to protect them from exposure to a sound level greater than 85 dBA, $L_{ex,8}$
- A clearly visible warning sign shall be posted at every approach to an area in the workplace where the sound level regularly exceeds 85 dBA.
The following table summarizes the recommended exposure durations for specific noise levels:

<table>
<thead>
<tr>
<th>Sound Level (in db(A))</th>
<th>Duration (hrs/24 hr day)</th>
</tr>
</thead>
<tbody>
<tr>
<td>80</td>
<td>24</td>
</tr>
<tr>
<td>82</td>
<td>16</td>
</tr>
<tr>
<td>83</td>
<td>12</td>
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<td>88</td>
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<tr>
<td>89</td>
<td>3</td>
</tr>
<tr>
<td>91</td>
<td>2</td>
</tr>
<tr>
<td>92</td>
<td>1½</td>
</tr>
<tr>
<td>94</td>
<td>1</td>
</tr>
<tr>
<td>97</td>
<td>30 min</td>
</tr>
<tr>
<td>100</td>
<td>20 min</td>
</tr>
<tr>
<td>102</td>
<td>10 min</td>
</tr>
<tr>
<td>105</td>
<td>5 min</td>
</tr>
<tr>
<td>112</td>
<td>1 min</td>
</tr>
<tr>
<td>115</td>
<td>30 sec</td>
</tr>
</tbody>
</table>

**Respiratory Equipment:**

Suitable breathing apparatus shall be worn, when workers are likely to be exposed to injury from:

- Dangerous gases, vapours, fumes or dust
- Deficiency of oxygen
Equipment can include dust masks, respirators with cartridges, SCBA (Self Contained Breathing Apparatus) or SAR (Supplied Air Respirator) as decided appropriate to the workplace conditions.

Respiratory equipment shall be fit tested and training shall be provided before use.

Respiratory Equipment shall meet CSA Standard Z94.4

**Protective Clothing and gloves:**
A worker exposed to the hazard of injury from contact of the worker's skin with:
- A noxious gas, liquid, fume or dust
- A sharp or jagged object, particles in the air or tools which may puncture, cut or abrade the skin
- A hot object, liquid or molten metal
- Radiant heat
- Body fluids or pathogenic materials
- Vibration or impact

Shall be protected by:
- Wearing apparel sufficient to protect the worker from injury or
- A shield, screen or similar barrier appropriate in the circumstances.

Gloves must be worn when handling any sharp or rough materials. Appropriate chemical resistant gloves must be worn when handling any hazardous chemicals. Supervisors must ensure that the proper protective equipment is provided and used.

Reflective fluorescent vests or equivalent clothing are required by all workers involved in construction and maintenance, while on the roadway or road allowance. The reflective clothing must meet the requirements of the Industrial and Construction Regulations. Reference: CSA Standard Z96.

**Foot Protection:**

Where a worker is exposed to the hazard of foot injury he shall wear foot protection appropriate in the circumstances.
All workers shall wear steel-toed boots or shoes with puncture resistant soles, when working on constructions sites, roads, and road allowance.

Lace-type footwear must be fully laced to provide full support and protection.

Protective footwear shall meet CSA Standard Z195 and Z195.1

**PROVISION OF EQUIPMENT**

- Employer will provide PPE as prescribed by the Collective Agreements and legislative requirements.
- Employer will provide PPE specific to departments including: hard hats, gloves, fall arrest, respirator and hearing protection.
- Employer will provide safety eye wear, where required.
- Employer will provide safety shoe allowance, based on the Collective Agreement and for non-union staff on an as needed and approved basis.

**MAINTENANCE OF EQUIPMENT**

- All PPE provided by the employer must be properly maintained by the employee. When damage occurs, the employee must return the equipment to his/her supervisor who will be responsible for replacement. Deliberate damage may result in disciplinary action.
- All PPE provided by the employee, through their collective agreement, must be properly maintained by the employee. When damage occurs, the employee must replace the PPE.
- All PPE must be reviewed for use and condition as part of the workplace inspection program and included in accident/incident investigations.
<table>
<thead>
<tr>
<th>Roles and Responsibilities</th>
</tr>
</thead>
</table>

**Worker**

- It is the responsibility of the employee to ensure that PPE is used at all times, where required.
- It is the responsibility of all employees to ensure that all co-employees use the appropriate PPE at all times, where required.
- The worker is responsible for the care and maintenance of any personal protective equipment assigned to them and for the use of assigned personal protective equipment and in accordance with this policy.
- Read, understand and comply with this standard.

**Employer**

- Provide PPE as prescribed by the Collective Agreements and legislative requirements.
- Provide PPE specific to departments including: hard hats, gloves, fall arrest, respirator and hearing protection.
- Provide safety eye wear, where required.
- Provide safety shoe allowance, based on the Collective Agreement and for non-union staff on an as needed and approved basis.
- To evaluate potential hazards within the workplace and to issue protective equipment and clothing as regulated and in accordance with the collective agreement.
- To ensure that all employees use such PPE, clothing or device as is necessary for the employees' protection from the particular hazard to which the employee may be exposed.
- To ensure that the required PPE is in good condition and that the employee using such equipment is adequately instructed and trained in its
care, maintenance and proper use before it is used. Proper fit tests are to be included for respirator training.

- The supervisor is responsible for issuing the necessary equipment, training the worker in its use and ensuring the policy is adhered to.
- Communicate this standard to all affected employees.

**Department Head /Supervisor/HR/Designated Health and Safety Coordinator**

- To interpret and clarify for department heads, supervisors, Joint Health and Safety Committee and employees the requirements of the Occupational Health and Safety Act on PPE and how the Act applies to the specific work operations.
- Provide funding for Personal Protective equipment needs.

**Joint Occupational Health and Safety Committee**

- To provide information and assistance on PPE requirements to departments to allow them to establish proper PPE procedure to ensure the protection of their employees and compliance with legislation.
- Make recommendations on PPE

NOTE: All visitors must be escorted to restricted job sites, and equipped with the proper PPE devices, as required by this policy.

**Communication**

The requirements of this standard shall be communicated to staff during their orientation training.

This Policy will be made available to all staff in the Health and Safety Manual.
**Training/Implementation**

All staff will be trained on the proper use of PPE and the requirements of this standard at their orientation session.

**Evaluation**

Supervisors will review each standard that applies to their workplace, with staff, annually. The review may be conducted at staff meetings, pre-shift meetings, tailgate talks or other means. These reviews will be documented. An annual summary of the completed reviews will be kept on file.

**Reference Materials**


CSA standard Z94.1
CSA standard Z94.3 and 94.3.1
CSA Standard Z195 and Z195.1
CSA Standard Z94.4
CSA Standard Z96.
http://www.labour.gov.on.ca/english/hs/noise/
PURITY

To prevent eye injury, the City of Stratford will provide identified workers with prescription safety eyewear.

SCOPE

This procedure is available to all City of Stratford employees that are required to wear safety eyewear for their position as the work or the work environment presents a risk of injury to the eye (eye hazard).

ELIGIBILITY

Supervisor/Manager will consider requests for prescription safety eyewear on a case-by-case basis. The following factors will be taken into account:

- The medical requirement for prescription glasses;
- The presence of eye hazard(s) in the workplace or the tasks performed; and,
- The requirement for safety glasses is a part of ongoing job responsibilities.

Eligible employees may receive one pair every 2 years.

DEFINITIONS

Eye Hazard
Activities that present an eye injury include are not limited to chipping, drilling; light metal working, woodworking, spot welding etc.

Prescription Safety Eyewear – Consists of an approved frame that meets the CSA Z94.3 standard, with permanently attached protective side shields and plastic or polycarbonate lenses with a scratch-resistant coating. The individual’s current prescription is used for the lenses.

ROLES AND RESPONSIBILITIES

Supervisor/Manager
- Provide instruction to ensure that all affected employees know and understand this procedure.
- Document dates of reviews and the names of staff that were in attendance.

Worker
- Read, understand and comply with this procedure as applicable.
PROCEDURES

1. If an employee requires safety glasses for their position, prescription safety glasses are available upon request. Such requests are subject to approval by their supervisor/manager.

2. The employee may contact their supervisor/manager to confirm eligibility.

3. Once eligibility is confirmed, the supervisor/manager will complete and sign the Securo-Vision Authorization for Prescription Safety Glasses form available in the Health and Safety Program Manual. The date, employee’s name and department must be included on the form. A copy of the completed form must be retained by the operating department.

4. The supervisor/manager will provide a copy of the completed Securo-Vision Authorization for Prescription Safety Glasses form and a copy of the Prescription Safety Eyewear Summary to the employee.

5. The employee will require an up to date prescription (no less then 2 years old). This can be obtained from his/her optometrist or through the City’s dispenser. The cost of the eye exam is not covered by this process.

6. The City’s dispenser is Romeo Optometry located at 376 Romeo Street South in Stratford, Ontario N5A 4T9. A list of additional dispensers is included in this procedure.

7. The employee will take his/her prescription and a copy of the completed Securo-Vision Authorization for Prescription Safety Glasses form to City’s dispenser (or other Securo-Vision dispenser). The dispenser will assist with frame selection, complete the authorization form and submit the form to Securo-Vision for processing.

8. The dispenser will contact the employee to pick up his/her safety glasses once the order has been processed. Final fitting/adjustments will be made at the time of pick up.

9. The City of Stratford will assume the cost for the approved lenses, frames and treatments included in the program only. The employee will reimburse the cost of any upgrades that exceeds the coverage provided in the program. A cheque can be provided to Payroll for this purpose.
NOTE: There will be no reimbursement for safety glasses purchased without prior authorization from the employee’s supervisor/manager.

COMMUNICATION

This procedure will be made available to all staff in the Health and Safety Program Manual.

TRAINING

Supervisors/managers shall communicate the requirements of this procedure to all affected staff as part of their orientation. Initial training will be documented on the New Employee checklist – Form 11a.

FORMS

New Employee checklist – Form 11a
Securo-Vision Authorization for Prescription Safety Glasses Form

EVALUATION

The procedure will be reviewed every 3 years and amended, if required. Evaluation of the terms and conditions of the agreement with the vendor of choice will coincide with the expiry of the contract.

REFERENCES

CSA Standard CAN/CSA Z94.3 (Eye and Face Protectors)
Individual Responsibilities and Duties – Health and Safety Program Manual
Occupational Health and Safety Act, S. 25, 27, 28
Regulations for Construction Projects (Reg. 213), S. 24
Regulations for Industrial Establishments (Reg. 851), S.81
Safety Orientation – Health and Safety Manual
Prescription Safety Eyewear Summary

The following outlines the City of Stratford Prescription Safety Eyewear Program with Securo-Vision Ontario:

- Program specifications chosen by the City of Stratford where considered by the Joint Health and Safety Committee and determined to provide the best fit, style and comfort for staff.
- Glasses are manufactured by Securo-Vision Ontario, an ISO registered company that fabricates industrial prescription eyewear in their lab.
- All glasses fabricated meet the CSA Z94.3 standard for optimum protection.
- Frames and lenses are covered by a 1 year warranty for manufacturer’s defects. Securo-Vision will redo progressive lenses free of charge (within the first 2 months of the warranty period) in the event of non-adaptation issues (person cannot adapt to the prescription).
- In the case of a prescription error made by Securo-Vision the lens will be redone within the 2 month warranty period.
- IMPORTANT NOTE: If you select a frame or coating that is not covered by the program, you will be responsible for the additional cost. Your signature acknowledging this is required. Payment of the balance owing can be provided by cheque. Please make the cheque payable to the City of Stratford. The cost of eye exams is not covered by this program.

The Procedure:
1. After accepting your eligibility to the program, your supervisor/manager will provide you with this summary; and, a copy of the signed and dated Securo-Vision Authorization for Prescription Safety Glasses form (sections 1 and 2 completed only). Note: Transition lenses are an option which requires supervisor/manager approval. If approved, your supervisor/manager must also sign for this option.
2. Bring the Authorization form and a copy of your current prescription (within the last 2 years) to: Dr’s Bathe & Jacobs of Romeo Optometry
   376 Romeo Street South in
   Stratford, Ontario N5A 4T9.
   519-271-4345
   Mon 8:30 am – 7:00pm; Tues-Fri 8:30 am -5:00 pm; Sat 9:00 – 1:00 pm
   If preferred, you may visit your own optometrist instead of the City’s dispenser provided that s/he is on the list of Securo-Vision dispensers (see Health and Safety Program Manual for a complete list of dispensers).
3. If you do not have an optometrist and require a prescription, eye examinations are available by the dispenser (by appointment).
4. The staff at Romeo Optometry will assist with frame selection, measurement and process the order through Securo-Vision Ontario.
5. Upon receipt of the glasses the dispenser will contact you for final fitting/adjustments.
6. If you have any concerns about the glasses please notify your supervisor and return them to the dispenser used as soon as possible (note: warranty information).

Taking Care of Your Glasses:
Although all lenses come with a scratch resistant coating, no lens is 100% scratch-resistant. The following tips are provided to extend the life of the lenses:
- Never put glasses face down on any surfaces.
- Always use a liquid lens cleaner designed for glasses and wipe them with an appropriate cloth.
- Do not use strong chemicals such as: acetone, solvents or window cleaners; or, abrasive material to clean the lens.
- Avoid exposing the glasses to excessive heat.
- Clean the glasses before storing.
City of Stratford employee agrees to pay any additional charges for their prescription safety glasses that are not covered by the city.

***Employee signature: ____________________________

Transitional Lenses allowed only if approved by Supervisor.

***Supervisor signature: ____________________________

<table>
<thead>
<tr>
<th>Authorized Lenses and Treatments</th>
<th>Authorized Plastic Frames</th>
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<th>Professional fees</th>
</tr>
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<tbody>
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<td>Single Vision : 15.00 $</td>
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<td>RAR scratch resistant coating</td>
<td>OG312 OG313</td>
<td>Tamy – Luca</td>
<td>Progressive : 25.00 $</td>
</tr>
<tr>
<td></td>
<td>SW06E SG232</td>
<td>Niky – Roxy – Nova</td>
<td>Repairs : 10.00 $</td>
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<td>OG220S OG078</td>
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Progressive Lenses

- Prestige
- PS
- Vu

Progressive Lenses

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Case : Open #112

Professional fees

- Single vision: 15.00 $
- Bifocal: 20.00 $
- Progressive: 25.00 $
- Repairs: 10.00 $

RANGE OF FOCALS (SPECIFY TYPE)

- Single vision
- Other

TREATMENTS

- RAR scratch resistant coating (mandatory)

For all treatments, please indicate the MEDICAL reason in section 4.

City of Stratford employee agrees to pay any additional charges for their prescription safety glasses that are not covered by the city.

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Professional fees

- Single vision: 15.00 $
- Bifocal: 20.00 $
- Progressive: 25.00 $
- Repairs: 10.00 $

RANGE OF FOCALS (SPECIFY TYPE)

- Single vision
- Other

TREATMENTS

- RAR scratch resistant coating (mandatory)

For all treatments, please indicate the MEDICAL reason in section 4.
Purpose

To ensure employees are informed about the use of hazardous products and materials in the workplace; to eliminate or minimise risks and protect employee health and prevent injury per the Workplace Hazardous Materials Information System (WHMIS). To give everyone in the workplace the right to know about the hazards of materials used in the workplace the means to find out information about that product.

Definitions

Controlled Product: Refers to any product, material or substance that is included in any of the six WHMIS classes:

- a) Compressed gas
- b) Flammable and combustible material
- c) Oxidising material
- d) Poisonous and infectious material
- e) Corrosive material
- f) Dangerously reactive materials

Standards/Procedures

The following procedures shall be followed regarding hazardous materials:

- If a controlled product is currently on site, ensure there is an up-to-date MSDS available, if not, one shall be requested.

- If the product is not currently on site, determine whether it is a controlled product. If it is, ensure the supplier provides a copy of the MSDS prior to purchasing.

- If the product has a high hazard rating, determine whether a less hazardous material can be used.

- If no alternative is available, review the MSDS to determine the risks, protective equipment needed, special storage requirements, etc.
When a controlled product is delivered, ensure that it is properly labelled and has the appropriate MSDS. If the product is not properly labelled, either apply a workplace label, or send the product back to the supplier.

The supervisor shall inform employees working with the product of the hazards and what precautions are to be taken for safe handling of this product.

The MSDS shall be placed in a location where all employees have easy access to it at all times.

The supervisor and, if possible, the JHSC, should be consulted prior to purchasing any hazardous product.

**Training**

- All City employees who use or may be exposed to a hazardous product shall be given generic and workplace specific WHMIS training.

- Supervisors must annually review all controlled products in their workplace with all employees.

- The supervisor shall ensure all employees working with specific hazardous products have been informed of the hazards, and on how to work safely with these products.

- The supervisor is responsible for ensuring that all employees have adequate training in WHMIS.

- The JHSC shall review the WHMIS training program on an annual basis to determine whether or not the training provided is up-to-date and adequate to protect employees.

**Labelling**

- Supplier labels are required on all containers containing controlled products.
A workplace label is required when the supplier label is missing, damaged or if the controlled product is poured into another container.

All bulk containers and pipes containing hazardous products shall be labelled according to the WHMIS regulations.

No controlled product may be used in the workplace if they do not have the proper label.

Material Safety Data Sheets

All controlled products shall have a Material Safety Data Sheet (MSDS) readily available to all employees.

MSDS sheets must be located in a conspicuously marked binder/folder in an area accessible to all employees.

MSDS sheets must be updated every three (3) years.

The supervisor or designate is responsible for checking the expiry of the MSDS sheets annually. Expired MSDS sheets must be replaced. Controlled products no longer in use must have their MSDS sheets removed from the binder. Sheets that are in poor condition should also be replaced.

The supervisor must obtain from the manufacturer the MSDS sheets for commercial products (products that are purchased from a retail store) that are not delivered with the MSDS.

Workplace Survey/Inventory

All departments must keep a copy of current MSDS’s for controlled products in use within the department.
Roles and Responsibilities

Employer

- Ensure that all hazardous materials present in the workplace are identified in the prescribed manner.
- Obtain or prepare, as may be prescribed, an unexpired material safety data sheet for all hazardous materials in the workplace.
- Ensure that the identification required by clause 1 and 2 are available in English and such other languages as may be prescribed.
- Ensure that a hazardous material is not used, handled or stored at a workplace unless the prescribed requirements concerning identification, material safety data sheets and worker instruction and training are met.
- Ensure that a copy of the most recent version of MSDS’s required with respect to hazardous materials in a workplace is:
  - made available in the workplace in such a manner as to allow examination by the workers.
  - furnished to the Joint Health and Safety Committee.
  - furnished on request or if so prescribed to the Medical Officer of Health.
  - furnished on request and if so prescribed to the Fire Department which serves the location in which the workplace is located.

Supervisors

- Communicate this standard to all affected employees.

Workers

- Read, understand and comply with this standard.

JOHSC
• Members will look at a sampling of MSDS’s in the WHMIS binder to ensure that they are current

Reference

Occupational Health and Safety Act
  Section 37  Hazardous Material Identification and Data sheets
  Section 38  Inventory and MSDS Availability

Regulation for Workplace Hazardous Materials Information System
Purpose

The purpose of this policy is to ensure that all reasonable precautions are taken for the protection of employees who are performing their duties in areas, or under conditions, where they are required to work alone.

Scope

This policy applies to all City of Stratford employees required to work alone and workplace where working alone is an issue.

Definitions

Working Alone: Refers to work at any time, during the course of regular hours of work, where contact is not readily available from co-worker, supervisor or director, and is necessary in the normal course of duties or in the event of an injury, illness or emergency.

Emergency: Any health related problem or injury or uncomfortable situation.

Health and Safety Hazards

High Hazard Job Examples:
- Confined Space Entry
- Working in temperature extremes
- Working in service industry where job function may not be hazardous, however the handling of cash or goods may attract criminal element (Park operators, Recreation centres, Parks, concessions)
- Working with Toxic gases, liquids or solids (such as mechanics);
- Working on high pressure systems, machines (such as steam jenny operators/labourer; moving equipment or machinery)

Low Hazard Job Examples:
- Basic Janitorial or custodial functions
- Office work – if money is not handled
- Maintenance function other that on active processing equipment
Personal Protective Equipment (PPE)

Each department will develop a working alone practice which must include the requirements to issue one or more of the following prevention tools:

- Portable telephone
- Walkie-talkie
- Personal alarm
- Two way radio
- Worker checking system (one employee checks on another)
- Any other method, which may be, considered most effective to the specific department’s safe operation.

These tools will be used to ensure regular contact (at least every two (2) hours) with employees who are working alone.

The contact with the employee must be recorded.

Standards/Procedures

General

- Buddy system or second person as in the confined space entry example.

- Personal check by another person.

- Personal check by another person. Length of time between checks depends on the estimated hazard of the job function. General accepted practice is every hour.

- Periodic telephone contact. Intervals of contact again would have to be determined by the degree of hazard involved. In such instances the telephone numbers should be clearly posted and communicated. Care must be taken to ensure that the person to receive the call is available and that pre-set times for the calls are determined in advance to avoid false alarms.

- Notification by staff of working alone situations.
EMERGENCY RESPONSE

Outside Employees - Radio System

In the event that emergency assistance is required by an employee working outside, the employee shall immediately contact the dispatcher, (via the radio system), and advise him/her of the emergency.

The employee requiring assistance shall provide the dispatcher with their location, the circumstances surrounding the emergency, and the assistance required. The dispatcher will then immediately contact the Fire, Police, and/or Ambulance Services, to provide the applicable information.

A distress call, (spoken word is “MAYDAY”, three times, followed by the individual’s call sign), shall have absolute priority over all other transmissions. All stations hearing it shall immediately cease all transmissions, and maintain radio SILENCE.

Outside Employee - Mobile Telephones

In most cases, outside employees are equipped with radios for normal communications, and they should always be used for emergency assistance.

In the event that an employee equipped with a mobile phone requires emergency assistance, he/she shall contact the appropriate emergency agency or telephone the general-purpose emergency number of 911, and give the particulars of the emergency and the assistance required.

Inside Employee

In the event that emergency assistance is required by an employee working in the office, the employee shall contact the appropriate emergency agency or telephone the general purpose emergency number 911, and give the particulars of the emergency and the assistance required.
Roles and Responsibilities

Worker:
- Ensuring that no potentially hazardous task is undertaken when working alone except where absolutely necessary
- Ensuring that the office or answering service is notified at the start and end of shift
- Calling office/answering service on a scheduled basis if working alone in an isolated area for extended periods of time
- Ensuring that the appropriate telephone numbers are readily available
- Ensuring that all tasks are performed in accordance with established procedure and in a safe manner
- Ensuring that no work is undertaken unless preceded by appropriate training

Director/Manager:
- Ensure that all workers exposed to the hazards of working alone are adequately trained in the departmental procedure
- Ensuring that scheduling is done in a manner which avoids as much as possible the situation where employees are working alone
- Ensuring that a "call-in" procedure is in place
- Ensuring that employees receive appropriate training
- Ensuring that the after-hours response is based on appropriate actions to take should there be a failure to call-in
- Ensuring that the after-hours response receives a copy of schedules and a list of emergency numbers

Supervisors
- Are responsible to ensure that employees are trained in this Working Alone and Personal Security procedure, either in writing or orally, and to review this procedure with employees on an annual basis.
- Employees have received appropriate instruction and training
- Employees are knowledgeable in the fitting, care and use of protective equipment
- Employees are familiar with emergency response requirements and practice annually
- Employees are advised of the dangers inherent in the job.
Human Resources:
Provide information and assistance to line departments to allow them to initiate and maintain proper procedures to ensure worker health and safety and compliance with applicable legislation.

Communication

The intent of this standard will be communicated to all staff at staff meetings facilitated by the supervisor.

The Supervisors/Managers are responsible for developing a plan to communicate this standard to all employees.

Training/Implementation

All staff who work alone will receive training on the procedures to follow in case of an emergency that is specific to their job.

Evaluation

This standard will be evaluated annually.

Reference Materials

Occupational Health and Safety Act - General Duty Clause Sec. 25 2(h)
## Purpose

To reduce musculoskeletal disorders (MSDs) in the workplace, and to protect employees from ergonomic risk factors while maintaining appropriate production efficiencies.

### Scope

Applies to all staff.

### Definitions

**Ergonomics**

Applied science that seeks to fit the job, tools, materials and equipment to the worker through the evaluation and design of the work environment in relation to human characteristics and interactions in the workplace.

**Ergonomic Factors**

Factors which affect the interaction of a worker with the work environment.

**Risk**

Likelihood and extent of harm a worker may encounter because of a work condition or activity.

**Administrative Controls**

Provision, use and scheduling of resources in the workplace, including planning, organizing, staffing and co-ordinating.

**Engineering Controls**

Physical arrangement, alteration or design of workstations, equipment, materials, production facilities or other aspects of the physical work environment.

### Standard and Procedures

The goal of this program is to minimize musculoskeletal disorders (MSD'S). The program includes:
An MSD Prevention Process, which involves the recognition, assessment, and control of workplace MSD hazards.

- **RECOGNITION & ASSESSMENT:** Monthly worksite evaluations for exposures which have caused or can potentially cause MSDs.

- **CONTROL:** Corrective measures such as workstation redesign, adjustable fixtures or tool redesign, and administrative controls including job rotation and work breaks.

**Worksite or Facility Evaluations**

Where more than one MSD is reported within the same department and within a 12 month period, the following will be performed:

- A certified ergonomist or Industrial Hygienist/Safety professional with ergonomics training will evaluate a representative number of applicable job processes. This evaluation will identify potentially exposed employees and advise on the methods to control or minimize these exposures.

- Records of all jobs will be maintained to determine which process and tasks have been evaluated.

- These evaluation records will be available for employee review.

- Management will be advised on how to implement appropriate control measures.

**Workstation Assessments**

A certified ergonomist or Industrial Hygienist/Safety professional with ergonomics training will complete workstation assessments to include:

- A review of available loss.

- A facility tour to identify jobs with ergonomic risk factors (see [Ergonomic Risk Assessment Checklist](#))

- Employee feedback
Controlling MSD Exposures

It is the City of Stratford’s practice to correct exposures that have caused MSD’s or if the exposure is not capable of being corrected, to minimize exposure to the extent feasible. It is the City of Stratford’s practice to consider the following engineering and administrative controls in determining how to correct or minimize exposures:

- **Engineering Controls:** Workstation modification or redesign and/or adjustable equipment and accessories, power tools to replace manual ones, tool redesign, facility redesign.

- **Administrative Controls:** Job rotation and/or alternative work breaks.

- Provision of lifting devices where appropriate.

### ROLES AND RESPONSIBILITIES

**Supervisors**

- Communicate this standard to all affected employees.
- Provide instruction on proper procedures.
- Document dates of reviews and the names of staff that were in attendance.
- Promote early reporting of MSD symptoms.
- Be aware of MSD warning signs (i.e. employees rubbing sore body parts, employees making their own modifications to tools, workstations, and/or work processes).
- Respond to employee concerns of MSDs.
- Conduct monthly observations of work areas to identify ergonomic hazards and measure progress in reducing employee risk to MSDs.
Recognize job tasks and work practices that present potential ergonomic hazards.

Correct employee work practices or methods that may increase ergonomic stresses.

Develop and test solutions to reduce ergonomic risk factors.

Maintain awareness of ergonomics among their employees.

Assist the ergonomic analysis and problem-solving activities for job tasks in their areas.

Maintain all documentation on MSD incidents, treatment and follow-up analysis.

Workers

Read, understand and comply with this standard.

Use equipment and tools provided to reduce exposure to MSD hazards.

Know how to make adjustments to your workstation to suit yourself.

Take rest breaks from repetitive or forceful tasks.

Move around and occasionally change body positions.

Go to Supervisors with questions, concerns, or for more training.

Identify jobs and job tasks with significant ergonomic risk factors.

Provide input on current work methods and workstation designs.

Offer feedback on ergonomic improvements.

Present suggestions for controlling workplace risk factors.
Implement ergonomic and MSD prevention concepts on the job.

Report all suspected MSD symptoms or ergonomic concerns to their supervisor or Occupational Health and Safety/Loss Control Officer.

Manager

- Provide resources to manage the ergonomic process and implement corrective actions.
- Review and recommend capital expenditures for ergonomic engineering solutions.
- Ensure that all employees (Management and Workers) are trained on the recognition, assessment, and control of risk factors for MSDs.
- Ensure Supervisors know what to do if they recognize MSD hazards, or if an employee raises a concern (i.e. train them on the MSD Prevention Process).
- Participate in training and job safety improvement activities.
- Conduct ergonomic discussions during management meetings and communicate progress to all levels of the organization.
- Support ergonomic improvements.
- Participate and monitor progress of the ergonomic process.

Joint Occupational Health & Safety Committee

- Participate in training on the recognition, assessment, and control of MSD hazards.
- Ensure MSD hazards are included on Workplace Inspection Checklists.
- Communicate and maintain employee and management awareness of the ongoing ergonomic activities in the facility.
- Assist in ergonomic analyses and workstation evaluations of the workplace based on the exposure assessments.

- Promote ergonomic warm up/stretching programs.

- Assist in ergonomic training activities.

- Identify common behaviors and work habits that increase ergonomic risk factors to employees in the facility.

**Designated Health and Safety Coordinator/HR**

- Establish objectives and criteria for the ergonomic program.

- Ensure all workplace parties have been trained on the recognition, assessment, and control of MSD hazards.

- Develop the plan for implementing ergonomic analysis and training.

- Ensure processes are in place to facilitate the ergonomic activities and corrective actions (MSD Prevention Process).

- Assist in workstation evaluations and exposure assessments.

- Assist with cost justification of ergonomic solutions.

- Perform monthly, site-wide loss trending to assist with the prioritization of the ergonomic activities.

- Advise management on ergonomic issues and regulatory changes.

- Audit the MSD Prevention Process periodically and modify the system as necessary to increase its effectiveness.
COMMUNICATION

Supervisors shall communicate the requirements of this standard to all affected staff.

This standard will be made available to all staff in the Health and Safety manual.

TRAINING/IMPLEMENTATION

A training program will be provided to staff that have responsibilities for Ergonomics and MSD prevention and that training will include the following:

- City of Stratford’s Ergonomics Standard
- Possible exposures associated with MSD
- Risk Factors for MSD
- Symptoms and consequences of injuries caused by MSD
- Importance of reporting symptoms and injuries
- Methods used to minimize MSDs.

Training Frequency

- Training for all employees, new hires and employees with new job assignments as part of the establishment of the ergonomics program, plus periodic training as needed to maintain ergonomic awareness
- Training for all employees upon identification of previously unknown ergonomic hazards
- Training for specific employees upon completion of a workplace evaluation which identifies exposures which may have caused MSD.

EVALUATION
Managers and Supervisors will review each standard that applies to their workplace, with staff annually. The review may be conducted at staff meetings, pre-shift meetings, tailgate talks or other means. Content and attendance at the reviews will be documented and forwarded to Human Resources.

Management and the JOHSC will review this standard annually to ensure it remains current and effective.

Any suggestions for changes shall be forwarded to the JOHSC and Designated Health and Safety Coordinator/HR.

**REFERENCE MATERIALS**

Job Hazards Analysis Standard  
MOL Guideline Workstation Layout  
OHSCO MSD Prevention Guideline (www.pphsa.on.ca)
City of Stratford – Health and Safety Program

SUBJECT: MSD Prevention/Ergonomics

SCOPE: All Staff

APPROVED BY: ISSUE DATE: 1/24/2008

Revised Date: 00/00/0000

MSD Prevention Process Flowchart

Establish a foundation for success

Recognize MSD hazards/related concerns

Conduct an MSD assessment

Choose and implement MSD hazard controls

Follow-up on and evaluate success of implemented controls

Communicate results and acknowledge success

This is a standard process that can be used in the recognition, assessment, and control of any workplace hazard.
PURPOSE

To prevent injury and illness during non-routine work operations.

SCOPE

Applies to all workplaces where non-routine work is performed.

DEFINITIONS

Activity:
- set of actions required to complete a job

Non-Routine Work
- activities that are not generally performed on a regular basis

Safe Operating Procedures
- a set of instructions for a job, process or machine that when correctly followed will provide optimum safety to the worker.

STANDARD AND PROCEDURES

- In the event that a worker or supervisor identifies non-routine work all involved must attend a pre-work meeting.

- The supervisor or experienced designate will conduct the pre-work meeting with all involved.

- During the pre-work meeting, all potential hazards associated with the non-routine task/activity must be identified. The rating on the Job Hazard Analysis Form must be reviewed to determine adequate control measures. If the task has not had an analysis done, one must be completed during the next operation by the supervisor and/or lead hand and worker involved.

- For each activity rated as a Major Hazard a Safe Operating Procedure will be established.
All controls must be identified and fully implemented prior to commencing work.

All necessary personal protective equipment and health and safety information required to complete the task/activity safely are provided and their proper use and implementation must be demonstrated to all involved.

The worker must demonstrate their ability to complete the task/activity to the supervisor or experienced designate.

The supervisor or experienced designate will not allow the worker to commence any work until they are satisfied that the worker can complete the task/activity in a safe manner.

**ROLES AND RESPONSIBILITIES**

**Supervisors**

- Responsible for communicating this procedure to all employees.
- Responsible for informing employees when assigning work if a pre-work meeting is required.
- Provide instruction on proper procedures to follow during non-routine work operations.
- Ensure work activities are assigned to the appropriate workers.
- Review this standard annually.
- Be familiar with the Occupational Health & Safety Act and the regulations that apply to the work.

**Workers**

- Inform their supervisor when non–routine work is assigned.
- Only those persons authorized by their supervisor shall perform non-routine work.
- Read, understand and comply with this standard.
Designated Health and Safety Coordinator

- Available as a resource and to provide assistance when necessary for conducting Job Hazard Analysis when non-routine work is performed.

**COMMUNICATION**

Supervisors shall communicate the requirements of this standard to all affected staff.

This standard will be made available to all staff in the Health and Safety manual.

**TRAINING/IMPLEMENTATION/EVALUATION**

This procedure will be reviewed on an annual basis by all supervisors with their staff.

Any suggestions for changes shall be forwarded to the JOHSC and Designated Health and Safety Coordinator for review.

**REFERENCE MATERIALS**

Job Hazards Analysis Forms
Workwell Audit 4.2(k)
Workwell Audit 4.1(a)(b)(c)
CONFINED SPACE HAZARD ASSESSMENT

Confined Space Location ________________________________________________

Type of work to be performed __________________________________________

Emergency Services Phone No. ____________________________________________

Checkmark the hazards that may exist in this space

<table>
<thead>
<tr>
<th>HAZARDS</th>
<th>Source</th>
<th>Type</th>
<th>Hazard Abatement/Control Method</th>
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<tbody>
<tr>
<td>Oxygen deficiency or enrichment</td>
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<tr>
<td>Explosive Atmosphere</td>
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<tr>
<td>Toxic Atmosphere</td>
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<td>Hazardous Chemicals</td>
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<td>Access/Egress</td>
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<tr>
<td>Constricted space</td>
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<td>Electrical hazard</td>
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<td>Stored Energy Hazards</td>
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<td>Moving machinery</td>
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<td>Falling hazard (person)</td>
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<td>Falling hazard (objects)</td>
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<tr>
<td>Slip Hazards</td>
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<tr>
<td>Drowning</td>
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<tr>
<td>Engulfment</td>
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<tr>
<td>Entrapment</td>
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<tr>
<td>Poor lighting/visibility</td>
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<tr>
<td>Temperature/Thermal Hazards</td>
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<tr>
<td>Hazard from work activity</td>
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<td>Traffic</td>
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<tr>
<td>Weather</td>
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<tr>
<td>Other Hazards</td>
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</tbody>
</table>

Other Hazards:
______________________________________________________________________
                                                                 ____________
                                                                 ____________

This confined space has been assessed taking into consideration its design, location, use and the type of hazards that may develop during the work activity specified, and have found that the hazards listed above may exist.

Signature: ___________________________ Date: ___________________________

This assessment must be reviewed by both attendant(s) and entrant(s)

Attendant Signature: ____________________________________________

Entrant(s) Signature: ____________________________________________
Purpose

Changes to confined space O. Reg. 63 requirements that are in effect September 30th 2006, include Regulations for Industrial Establishments O.Reg. 851 and Regulation for Construction Projects O. Reg. 213 requires a “Confined Spaces Program”. The program is to consist of a written document that includes recognizing each confined space, assessment of the hazards, development of entry plans, permits and training, including training for onsite rescue. This document will provide a consistency that can be followed by the Engineering, Public Works and Water Division.

Scope

This policy applies to all staff who enter and supervise confined spaces.

Programs/Plan

PROCEDURE (PROGRAM)

The intention of this program is to apply to all confined spaces that are encountered within the City of Stratford. This program identifies each type confined space in three parts; the Plan, Assessment of the Confined Space, the Entry Permit, and training including on-site rescue Plan. The program must be completed in writing and must be made available to all staff that enters confined spaces with consultation from the joint health and safety committee or a rep from the health and safety committee.

METHOD FOR RECOGNIZING CONFINED SPACES

CONTROL PLAN

The “Control Plan” for each type of confined space will be carried out by selected staff with adequate knowledge for each of; Engineering, Public Works and the Water Division. The Control Plan at minimum will meet all requirements of section 7 of O. Reg 632/05. A Control Plan can be used for two or more confined space locations but they must be similar in construction. The plan shall contain provisions for all of S. 7(3) (O. Reg. 632/05) that pertain to the confined space.
The Control Plan must identify the On-Site Rescue requirements, for each type of confined space. The Control Plan will be made available to the joint health and Safety Committee or representative for review.

**ON–SITE RESCUE PLAN**

The Plan at minimum will meet all requirements of section 11 of O. Reg 632/05. All resources required for on-site rescue (staff and materials) as identified in Plan, must be made available for immediate implementation during all confined space entries.

**ASSESSMENT**

An “Assessment” for each type of confined space will be carried out by selected staff with adequate knowledge for each of; Engineering, Public Works and the Water Division. The Assessment at minimum will meet all requirements of section 6 of O. Reg 632/05. An Assessment can be used for two or more confined space locations but they must be similar in construction. The assessment will contain the names of the person(s) who carried out the assessment and it will be reviewed each time by the attendant(s) and entrant(s) making note of any changes that are present and making adjustments to the Assessment due to the potential hazards. The Assessment will be made available to the joint health and Safety Committee or representative for review.

**ENTRY PERMIT**

A “Work Permit” template will be designed and agreed upon by all stakeholders including; Engineering, Public Works, Water Division, and the Health and Safety Committee. The work permit at minimum will meet all requirements of section 10 of O. Reg 632/05. The Work Permit form will be filled out each time by staff entering a confined space.

**MULTI-EMPLOYER ENTRY**

Before any work begins in a confined space, the lead employer shall prepare documentation identifying duties imposed on employers. A copy will be given to each employer as well as the joint health and safety committee or representative. At minimum all requirements of section 4 of O. Reg 632/05 will be fulfilled.
UNAUTHORIZED ENTRY PREVENTION

As a part of the Entry Permit adequate precautions are taken to ensure that unauthorized entry is prevented. This is ensured by providing barricades and signs identifying the hazard, at minimum all requirements of section 17 of O. Reg 632/05 will be fulfilled.

Roles and Responsibilities

Employer/Departments
Departments, in support of this Confined Space Entry Program, must develop and maintain proper written Plans for the confined space entry requirements specific to their operations.

Departments must ensure that only competent workers, properly equipped and with adequate training in all confined space entry plans and related practices, participate in any confined space entry operation.

The employer shall ensure that the entry permit, during the time period for which it applies, is readily available to every person who enters the confined space and to every person who performs related work with respect to the confined space

Managers
Managers have the primary responsibility for controlling access to and authorizing work in confined spaces. This responsibility applies to work performed by City of Stratford employees or contractors hired by City of Stratford. Managers are also responsible to ensure that all employees who enter a confined space or perform related work under his/her supervision have adequate training.

Supervisors
- Communicate this Program to all affected employees.
- Provide instruction on proper Plan.
- Document dates of reviews and the names of staff that were in attendance.
- Be familiar with the Occupational Health & Safety Act and the regulations that apply to the work.
Supervisors must be familiar with the requirements of this Program and ensure those employees or contractors under his/her supervision understand the general and specific Plan and know how to conduct their confined space tasks in accordance with this Program and specific Plan.

It shall be the responsibility of the immediate Supervisor to ensure that any employee having to enter and perform work in a Confined Space receives the proper training as indicated by this Program and each applicable Procedure and the applicable Regulation made under the Occupational Health and Safety Act. The Immediate Supervisor shall maintain a list of employees that have received training and as a result are deemed as being competent in Confined Space Entry.

Copies of the completed confined space entry permits shall be collected and filed by the immediate supervisor. Copies of the confined space entry permit must be kept in the department file for one year duration. Copies after one year must be archived by the department for future auditing purposes.

**Worker**
City of Stratford employees who are required to enter and perform work in confined spaces shall read, understand and work in accordance with this Program and specific Plan.

Worker(s) shall confirm the assessment remains adequate and will complete a separate entry permit each time work is to be performed in a confined space and before any worker enters the confined space. The completed permits will be forwarded to the supervisor.

The competent person shall confirm that the entry permit complies with the relevant procedure.

**Attendant**
The attendant will authorize entry into the confined space.

The attendant will ensure that he/she is in constant communication with all workers inside the confined space, using the means of communication described in the relevant procedure. The attendant will be stationed outside and near, the entrance to the confined space, or if there are two or more entrances, the one that will best allow the attendant to perform his or her duties.
The attendant shall not enter the confined space at any time and shall, in accordance with the relevant procedure, monitor the safety of the worker inside; provide assistance to him or her; and summon an adequate rescue response if required.

**JOHSC**
Members of the JOHSC will assist in the development of confined space Plan.

**Contractors**
Individuals contracted to enter and perform work in confined spaces shall comply with legislative requirements and shall work in a manner that is consistent with the City of Stratford’s Occupational Health and Safety Policy and Confined Space Entry Program and Plan.

**Communication**
Supervisors shall communicate the requirements of this standard to all affected staff.

This standard will be made available to all staff in the Health and Safety manual.

**Training/Implementation**
Training will be provided for every employee entering a confined space. Training at minimum will meet all requirements of section 8, 9, & 21 of O. Reg 632/05. The responsibility to maintain up-to-date records and ensure training is provided to staff is the responsibility of each division (Public Works, Engineering, Water). On-site-rescue procedures are to be developed by each division prior to entering any confined space.

Training records must be kept and an annual review of required training must be conducted, in consultation with the Joint Occupational Health and Safety Committee to ensure that proper training requirements are met.
Evaluation

This standard should be evaluated on an ongoing basis and at least be reviewed annually.

Forms

Confined Space Hazard Assessment Form
Confined Space Entry Permit
Co-ordination Document

Reference Materials

- Regulations for Industrial Establishments; O. Reg. 851 of RRO 1990; Part 1.1, Sections 119.1 thru 119.20
- Health Care and Residential Facilities, O. Reg. 67/93; Sections 43.0 thru 43.19
- Construction Projects Regulation O. Reg. 213/91; Part II.I, Section 221.1 thru 221.19
- Confined Spaces Extended Coverage Employers; Ontario Regulation 632/05
- PPE Standard
- Traffic Control Standard
- Lock-out Standard
- Fall Protection Standard
- Confined Space Control Plans
- Emergency Procedures
PURPOSE

To ensure traffic control procedures are implemented for the protection of employees who may be endangered by vehicular traffic and for the protection of vehicular and/or pedestrian traffic traveling through municipal workplaces.

SCOPE

This policy applies to all City of Stratford employees, contractors and sub-contractors. It applies with modifications to Emergency Services.

This procedure applies to all employees who may be involved in the planning, set up, and maintenance of proper traffic control to ensure the health and safety compliance.

DEFINITIONS

Mobile Operations
Refers to continuously moving operations where no employee steps foot on the road.

Very Short Duration
Refers to operations that last less than thirty (30) minutes including set up and removal.

Short Duration
Refers to operations that last more than thirty (30) minutes but less than twenty-four (24) hours.

Long Duration
Refers to operations that last more than twenty-four (24) hours.

Traffic Volume
Refers to the estimated number of vehicles in a twenty-four (24) hour period and/or the number of vehicles in three (3) minutes multiplied by three hundred (300). High volume is more than three thousand (3,000) vehicles daily (From Book 7).

Competent Worker
In relation to specific work, means a worker who,
is qualified because of knowledge, training and experience to perform the work,
is familiar with the Occupational Health and Safety Act and with the provisions of the
d has knowledge of all potential or actual danger to health or safety in the work.

Traffic Protection Plan
Means an approved City of Stratford Traffic Protection Plan, required by the Regulations for Construction Projects, for the protection of workers in a work zone. The plan must contain a written description of the traffic hazards to which workers may be exposed and measures used to protect them.

STANDARD AND PROCEDURES

General

1. A workplace specific “traffic protection plan” shall be developed for each project where employees are, or may be, exposed to a hazard from vehicular traffic.

2. The traffic protection plan must be completed for each project and will include the following information:
   a) The location of the job site
   b) Date
   c) Names of employees on the crew
   d) Classification of work (e.g. very short duration, mobile operations etc.)
   e) Volume of vehicular traffic
   f) Associated hazards
   g) Signs, devices and equipment required
   h) Emergency telephone numbers

3. All employees at the job site shall be trained and made aware of the provisions of the traffic protection plan.
4. Any employee responsible for setting up or removing traffic protection devices shall be a competent person, and must be provided with written and oral instructions.

5. When using traffic control persons to direct vehicular traffic, the individuals must be competent persons, wearing and using appropriate and approved personal protective equipment, and provided with written and oral instructions.

6. All employees shall be trained in traffic control and the Ministry of Transportation Ontario Traffic Manual - Book 7.

7. Traffic control for pedestrians, where required, will also be included in the project planning.

Night Work

An employee who may be endangered by vehicular traffic during night time hours shall wear retro-reflective silver stripes encircling each arm and leg, or equivalent side visibility enhancing stripes covering a minimum area of 50 square centimeters per side in addition to the retro-reflective, fluorescent garment.

NOTE:

In the event conditions are such that a road closure is considered the only possible alternative (e.g., a washed out road base), the immediate supervisor, Emergency Services, and the applicable road authority shall be contacted.

ROLES AND RESPONSIBILITIES

Management
- Traffic control work is performed in compliance with the provisions of:
  - This City of Stratford policy and its' guidelines
  - The Regulations for Construction Projects (sections 67-69, 104-106 and 186187)
Senior Management shall ensure resources and funds are made available to ensure work can be carried out in accordance with legislative requirements, corporate policy and divisional safe work procedures.

A process is developed for evaluating work operations to determine where traffic control procedures are needed.

Approved City of Stratford Traffic Protection Plans and work procedures are used.

Appropriate machinery, equipment and protective devices (including clothing) needed to carry out work in accordance with legislative requirements and written safe working procedures are provided and maintained.

General and specific training are provided to all workers involved in work that requires traffic control procedures to be used.

A regular review of traffic control procedures is performed.

**Supervisors**

- Be familiar with the Occupational Health and Safety Act, applicable regulations and standards including:
  - The Regulations for Construction Projects (sections 67-69, 104-106, 186-187)
  - The Ontario Traffic Manual for Temporary Conditions (Book 7 and Field Edition)
  - The Handbook for Construction Traffic Control Persons
- Be familiar with all aspects of the County Traffic Control policy and divisional traffic control procedures and equipment.
- Identify hazards related to the specific road work conditions, and implement effective traffic control measures for the protection of workers.
- Evaluate and document work operations to determine where traffic control procedures, devices and training is required in consultation with joint health and safety committees and business unit health and safety staff as necessary.
- Ensure an approved City of Stratford Traffic Control Protection Plan is completed for all.

**Workers**

Work in accordance with safe work procedures and specific traffic control plans.

- Use or wear all equipment required to safely perform workplace specific activities.
- Report any violations, hazards or deficiencies in equipment to immediate supervisor without delay.
City of Stratford – Health and Safety Program

SUBJECT: Traffic Control

SCOPE: All Staff

- Assist supervisory staff in developing a traffic control plan for the specific work assignment
- Follow established procedures in the event of an injury, accident or emergency necessary work; that a copy of the plan remains on the project and that all workers are familiar with the requirements of the plan.

Designated Health and Safety Coordinator/HR

- Provide assistance to divisions in identifying: health and safety risks associated with vehicular traffic and traffic control procedures.
- Assist in the evaluation of work operations as necessary, to determine the need for traffic control plans or procedures
- Provide assistance to departments in the purchase and selection of personal protective equipment for workers, traffic control signs and equipment for traffic control.
- In consultation with departmental staff and the joint health and safety committee organize delivery of training to employees who require it.

Joint Occupational Health and Safety Committee

- Assist supervisory staff in developing safe traffic control plans or procedures for specific tasks, where applicable
- Assist management in the annual review of traffic control equipment and/or devices.
- Conduct investigations of serious accidents involving traffic control procedures or training, and which involve City of Stratford workers; for the purpose of making recommendations for the improvement of traffic control plans, procedures and/or training.

COMUNICATION

Supervisors shall communicate the requirements of this standard to all affected staff.

This standard will be made available to all staff in the Health and Safety Manual.

TRAINING
All supervisors and workers who are required to set-up and/or remove traffic control measures, direct traffic, act as a signaler or work in a work area where there is a danger from vehicular traffic shall take part in traffic control training.

**EVALUATION**

At a minimum, Supervisors will review the standards that apply to their workplace, with staff annually. The review may be conducted at staff meetings, pre-shift meetings, tailgate talks or other means. These reviews will be documented. An annual summary of the completed reviews will be kept on file.

Any suggestions for changes shall be forwarded to the JOHSC and Designated Health and Safety coordinator/HR for review.

**REFERENCE**

*Occupational Health and Safety Act*
Regulation for Construction Projects O. Reg. 213/91 Sections 67-69
Ontario traffic Manual Book 7
Handbook for Municipal Traffic Control Persons
MHSA Traffic Control Video

**FORMS**

Traffic Protection and Control Plan
POURPOSE

The purpose of this standard is to ensure the health and safety of all employees while fuelling vehicles or equipment, or dispensing fuel in a portable container.

DEFINITIONS

Vehicles: Refers to all motorized equipment capable of producing driving force.

Portable Container: Refers to a container approved for use for that liquid by a recognized laboratory.

SCOPE

This standard applies to all City of Stratford employees.

STANDARD AND PROCEDURES

- Employees will check they are dispensing the proper fuel type (Gasoline-Diesel) prior to starting.
- Employees will fuel vehicles at approved locations only.
- Never leave nozzles unattended in locked fueling position.
- Use adsorbent if a minor spill occurs.
- Smoking is prohibited.
- Use of cellular phones is prohibited.
- At no time shall there be open flames around the fuelling islands.
- Ensure that all portable containers are approved and safe to use.
- All fuel cans are to be removed from the vehicle during fuelling operations, place containers on the ground to alleviate the potential for static discharge.
No flammable liquid shall be transferred from one container to another by the direct application of air under pressure.

Portable containers used for dispensing gasoline (diesel) in an enclosed work area shall be made of material suitable to provide the safety of all employees and have:
  o a spring-loaded cap; and
  o a flame arrestor.

Employees are to protect themselves against slips and falls when fueling tall vehicles.

RESPONSIBILITIES

Supervisors

- Supervisor will ensure proper signage is posted around the fuelling islands operated by the City of Stratford to notify the employees of safety precautions.

- Supervisors will ensure fuelling areas are well ventilated.

- Supervisors will ensure the equipment is in proper working order.

- Communicate this standard to all affected employees.

- Provide instruction on proper procedures.

- Document dates of reviews and the names of staff that were in attendance.

- Be familiar with the Occupational Health & Safety Act and the regulations that apply to the work.
City of Stratford – Health and Safety Program

<table>
<thead>
<tr>
<th>SUBJECT: Fuel Handling</th>
<th>SP No: 11</th>
</tr>
</thead>
<tbody>
<tr>
<td>SCOPE: All Staff</td>
<td>Page 3 of 3</td>
</tr>
</tbody>
</table>

Workers

- Read, understand and comply with this standard.

COMMUNICATION

Supervisors shall communicate the requirements of this standard to all affected staff.

This standard will be made available to all staff in the Health and Safety manual.

TRAINING/IMPLEMENTATION

City of Stratford employees require to fuel vehicles or dispense gasoline or diesel fuel shall be trained and certified in these procedures.

REFERENCE MATERIALS

*Occupational Health and Safety Act*
*Regulations for Construction Project - O. Reg. - 213/91*
*Regulations for Industrial Establishments –Reg. 851*
*Liquid Fuels Handling Code*
Subject: Fall Protection

Scope: All Staff

Purpose

To identify the requirements for use of Fall Protection methods and procedures to ensure the safety of workers while working at heights.

Definition

Effective June 12, 2002, the Industrial Regulations Section 85 requires the use of Fall Protection systems when working under the conditions listed under Section 26 of the Regulation:

a) A potential to fall more than 3 meters
b) A potential to fall more than 1.2 meters, if the work area is used as a path for a wheel barrow or similar equipment.
c) A potential to fall into operating machinery.
d) A potential to fall into water or another liquid
e) A potential to fall into or onto a hazardous substance or object.
f) A potential to fall through an opening on a work surface.

Scope

Applies to all staff who work at heights as defined in this Policy. The application of this policy shall be outlined within the fall protection plan and shall be the responsibility of every worker within the City of Stratford exposed to falling hazards. This policy is supported by the Corporate Leadership Team and shall be enforced without exception. It is the intention of City of Stratford to reduce and ultimately eliminate any injuries resulting from falls from heights.

Standards/Procedures

The City of Stratford is committed to providing a safe work environment for its workers and preventing occupational injuries due to falls.

A Fall Protection program is an integral part of our commitment to a safe work environment. Any time a worker is exposed to a fall hazard, there will be a procedure and equipment available to reduce and/or eliminate the hazard of working from heights.
Fall Prevention shall be achieved through controls that will involve all levels of management, supervisors and workers.

This shall include:
- identification of hazards
- elimination of hazards through engineering and procedural practices
- control and reduction of hazards through various fall protection systems
- training

Where workers are unsure of the methods, equipment, or procedures to reduce the risk, they shall ask for direction from their supervisor.

**EMERGENCY RESCUE**

An Emergency Rescue Plan shall be in place prior to using any fall arrest system. Everyone on site must be aware of the Emergency Rescue Plan.

1. Workers shall not work at heights requiring the use of Fall Arrest Systems while working alone.
2. Some means of communication must be in place for the duration of the work. (i.e. cell phone, radio, telephone)

**Roles and Responsibilities**

**Workers**

- Read, understand and comply with the requirement of this Standard.
- Assess the risks associated with a task and ensure that proper controls are in place to protect them while climbing and working from heights.
- Protect their health and safety by complying with the Occupational Health and Safety Act and all applicable Regulations, and to follow the policies, procedures, rules, and instructions as prescribed by City of Stratford.
Supervisor/Employer

- Ensure that Fall Protection systems are used when any of the above mentioned conditions exist while work is being done.
- Communicate the requirements of this standard to their workers.

Communication

This procedure will be made available to all staff in the Health and Safety manual.

Training/Implementation

- The Department Head/Supervisor is required to ensure that workers using the appropriate Fall Protection system and are trained in its use.
- Training records are to be kept. All training records are to detail training dates and participants names.
- Supplementing any general training course on Fall Protection, a worker must receive specific training from a competent Supervisor on the particular fall protection equipment, and methods they will employ unique to each situation.

*NOTE: An approved Fall Protection Training Program will encompass aspects of Fall Prevention (Correct use of ladders, scaffolds, guard rails, protective covers, travel restraint systems, etc.), Fall Arrest (Fall-restricting & safety nets systems, fall arrest components such as lifelines, anchor systems, body harness, lanyards, shock absorbers and connecting devices), and, Fall Arrest Planning (Bottoming out, pendulum effect, emergency rescue).

Evaluation

Supervisors will review each standard that applies to their workplace, with staff, annually. The review may be conducted at staff meetings, pre-shift meetings, tailgate talks or other means. These reviews will be documented. An annual summary of the completed reviews will be kept on file.
PURPOSE

To prevent worker injury from the accidental release of energy, and to outline general procedures for the safe lockout/tagout of electrical equipment, machinery, and pressure systems.

DEFINITIONS

What is lockout?: Lockout is the use of a lock or locks to render machinery or equipment inoperable or to isolate an energy source. The purpose of lockout is to prevent an energy-isolating device (such as a switch, circuit breaker, or valve) from accidentally or inadvertently being operated while workers are performing maintenance on machinery or equipment. Lockout makes sure machinery or equipment won’t start and injure a worker.

Authorized person: a person who locks out and tags out machines or equipment to perform servicing or maintenance.

Authorized employee: An employee who has received lockout/tagout training.

Affected employee: an employee who operates or uses a machine or equipment on which employee lockout/tagout systems are installed, or who works in areas affected by lockout/tagout procedures. Other employees working in the vicinity must have an awareness of lockout/tagout procedures.

Isolation: a process to ensure that a machine is removed from service and completely protected from inadvertent start-up via any power source.

Tagging: Tagging is an essential component of a proper lock out. A tag is a method of communication to let others know that a machine, equipment or a system is out of service and who is working on it. A tag should never be used instead of a lock. It is not a substitute for locking out. A lock and tag should always be used together.

A Tag Shall:
   a) be made of non-conducting material
   b) be secured to prevent its inadvertent removal
   c) be placed in a conspicuous location
   d) state the reason for the lock out
e) show the name of the person responsible
f) show the date on which the switch or disconnect was opened

Troubleshooting: Servicing, adjustment and diagnostic work that must be done dynamically, i.e. with the power on, or with stored energy present.

Zero energy state: the mechanical potential energy in all elements of a machine is in a dissipated state so that operation of any control will not produce a movement that could cause injury.

PROCEDURES

- Supervisors shall implement lockout/tagout systems appropriate for their workplaces, and shall provide training for employees as necessary. Records shall be maintained concerning the names of the employees, the date trained, and the details of the lockout/tagout systems.

- Supervisors shall provide awareness training about their lockout/tagout systems and procedures for all other affected employees.

- The supervisor must identify:
  - which type of activities in their area of responsibility requires lock out (repair, maintenance, cleaning, confined space entry, etc.)
  - how written procedures required under Section 42 of Reg. 851/90 will be handled.
  - determine who is an authorized person
  - ensure authorized and affected personnel receive training
  - how lock out procedures will be reviewed, updated, maintained and enforced.

- Every machine, device or process that will require lockout should have a detailed, written lockout procedure available at the work station/worksite. For assistance in developing these procedures see Equipment Specific Lockout Procedure Template and the Lockout Flowchart. For machinery or equipment refer to the manufacturer’s guidelines for additional information on lockout/tagout.
A Lockout/Tagout Permit should be completed for each piece of equipment locked out. See Lockout and Tagout Permit.

Affected employees must be notified about the planned lockout/tagout of equipment.

Equipment and machinery shall be inspected by a competent person to determine that it can be effectively isolated. (e.g. are several machines wired to one disconnect switch)

Shutdown procedures must identify the steps to achieve a “zero energy state”

Each energy source must be isolated to prevent controls from being reenergized before cleaning, oiling, adjusting, repairing, tool changes, set-ups or performing maintenance work. In addition to Lockout, blocks and blanks may be used to isolate energy sources.

Each authorized employee must apply a lockout/tagout device to each energy-isolating device. The tag with the lockout should include the date, the equipment being serviced, the authorized employee’s name, and the Supervisor’s name. After equipment lockout, the person to whom the padlock has been assigned must retain the key. If work on the equipment overlaps from one shift to the next, the worker going off shift is responsible for removing their lock and for observing the replacement of a new lock from a worker on the incoming shift.

Once all work is completed, remove all debris, blanks or devices. Reinstall guards or shields.

The machine or equipment must be returned to a “zero energy state” by methods such as opening drains, relieving pressure, blocking, bleeding, or cycling the system.

Affected and other employees must be notified that safe operation of the system has been restored.

If work is done on a system operating at a nominal voltage of 300 volts or more, a person (other than the worker doing the work) who is trained in the
use of artificial respiration and how to obtain emergency assistance shall stand by while the work is being performed.

- Work performed on electrical transmission systems or outdoor distribution systems rated at more than 750 volts shall be performed in accordance with: (i) the Rule Book, Electrical Utility Operations published in 1990 by the Electrical Utilities Association of Ontario, Incorporated; or (ii) the Ontario Hydro Corporate Safety Rules, dated 1994. O.Reg. 630/94, s.1; O.Reg. 144/99, s.3.

- Troubleshooting will sometimes involve the temporary removal of guards and the bypassing of other safety devices. Therefore, whenever troubleshooting is undertaken, the strictest safety procedures must be followed. When troubleshooting, if it is not practical to disconnect electrical installations, equipment or conductors from the power supply the worker shall use rubber gloves, mats, shields and other protective equipment and procedures adequate to ensure protection from electrical shock and burns while performing the work.

- Occasionally a worker fails to remove a lock or locks when leaving a job. The supervisor is responsible for removing these locks. This removal must be done by the following procedure:
  - Two employees (the supervisor and an authorized employee) are required to remove a lock. One person cannot remove a lock.
  - Verify that the employee who attached the lock is not at the work location. This should be documented.
  - Remove the lock using bolt cutters.
  - Both the supervisor and authorized employee must sign and date the form indicating the lock has been cut.
  - Both the authorized employee and supervisor must follow the steps to return the equipment to operation.
  - A copy of the form documenting the removal should be left on the equipment.
  - The employee whose lock was cut should be provided with the form to document the removal.
REFERENCES

## SUBJECT:  Lightning Safety  
SP No: 14

## SCOPE  
All Staff  
Page 1 of 5

### PURPOSE

To prevent worker injury due to lightning strikes.

### SCOPE

This guideline applies to all City of Stratford employees that may be at risk of being injured during a lightning storm.

### DEFINITIONS

**Lightning** 
An electrical discharge caused when static electricity builds up between positively and negatively charged areas such as between thunderclouds, or thunderclouds and the ground.

Lightning typically strikes higher ground and prominent objects, especially conductors of electricity such as metal and water.

**Step Potential** 
The voltage between the feet of a person standing near an energized grounded object.

**30-30 Rule**
30 Seconds:
- Count the seconds between seeing the lightning flash and hearing the thunder clap. Each second represents approximately 300 meters.
- If the time counted is 30 seconds or less, the lightning storm is less than 10km away. There is an 80% chance that the next strike will happen within that 10kms.

30 Minutes:
- After seeing the last lightning flash or hearing the thunder clap, wait 30 minutes before leaving shelter.

**Touch Potential** 
The voltage between the energized object and the feet of a person in contact with the object.

### ROLES AND RESPONSIBILITIES

**Supervisor**
- Where appropriate create safe work procedures that take into account this guideline.
GUIDELINE

1. Supervisors will plan the work taking into consideration:
   • Weather conditions.
   • Early signs of thunderstorms such as high winds, dark clouds, rain, distant thunder and/or lightning. Where these conditions exist, tasks should not commence unless they can be quickly stopped.
   • Need for weather warnings that allow sufficient time for staff to access a safe place to take shelter.

2. In the event of a lightning and thunderstorms staff will:
   • Not wait for lightning to strike nearby before taking cover. When a thunderstorm threatens, staff should get inside a home or large building if possible.
   • Apply the 30-30 rule, if there is 30 seconds or less between the sound of thunder and the appearance of lightning, shelter should be taken (if possible). Staff should remain sheltered in place for 30 minutes after the last rumble of thunder is heard.

3. In the event of lightning and thunderstorms while outside driving staff should:
   • Stay inside the vehicle (for enclosed metal vehicles). Safely pull off to the side of the road and park the vehicle. Avoid parking under trees or power lines that may topple over during a storm. Roll up the windows, turn on the emergency hazard lights, turn off the engine, put your hands in your lap, and wait out the storm. Heavy equipment such as backhoes, bulldozers, loaders, graders, scrapers, mowers, and other heavy equipment that employ enclosed rollover systems (ROPS) are safe in nearby electrical storms. Shut down the equipment, close the doors, and sit with hands in lap, waiting out the storm.
   • Not touch metal objects that could be connected to the outside vehicle such as doors and windows handles, radio dials, 2-way radios, gearshifts, steering wheels, and other inside-to-outside metal objects.
   • Not attempt to exit the vehicle or step off the equipment to the ground in an attempt to find another shelter. Very dangerous step voltage and touch voltage.
are created when a dual pathway to ground is created. Lightning voltages will attempt to equalize, and the current may go through a person in order to do so.

- Be aware of downed power lines that may be touching the vehicle. Stay inside the vehicle and call for assistance.

4. In the event of lightning while outdoors and without access to safe shelter staff should:

- Avoid being the highest point in an open area:
  - high ground
  - rooftops
- Avoid natural lightning rods such as:
  - tall, isolated trees
  - towers
  - flagpoles
  - power lines
  - telephone poles
  - hilltops
- Avoid the use of unsafe shelters such as:
  - small shed
  - partial shelters
- Avoid objects that conduct electricity, such as:
  - scaffolding, ladders
  - fences, gates
  - bleachers
  - metal pipes, rails
  - electrical equipment
  - open air mowing and road machinery
  - golf carts, motorcycles, scooters, bikes
- Seek shelter in low places such as a ravine or a valley. If in a forest, seek shelter in a low area under a thick growth of small trees or bushes. Crouch down away from tree trunks.
- Get out of and away from open water. Lightning can strike water and travel some distance from its point of contact.
- Keep alert for flash floods, sometimes caused by heavy rainfall, if seeking shelter in a ditch or low-lying area.
- Not stand in puddles even if rubber boots are worn.
- Remove/put down metal objects such as footwear with cleats, baseball caps, tools.
- Separate from others leaving several meters between individuals to avoid lightning jumping from person to person.
Assume the Lightning Safety Crouch (“leap frog” position) if skin starts to tingle, hair stands on end, and/or “crackling noises” are heard as a strike may happen.
   a) Crouch down on the balls of the feet with the feet close together.
   b) Keep the hands on the knees and lower the head; or wrap the hands over the ears; or, the back of the neck.
   c) Be the smallest target possible and minimize contact with the ground to reduce the risk of being injured by a ground charge.
   d) Do not lie down on the ground.

5. Provide aid to someone who has been struck by lightning:
   - Call for assistance
   - People who have been struck by lightning do not carry an electrical charge and are safe to handle.
   - Apply first aid. Refer to the First Aid Log Sheet – Form 13a.
   - If numerous people have been struck treat those who are unconscious first, they are at the greater risk.

6. The supervisor will conduct an investigation in the event of staff injuries. Refer to the Injury/Incident Investigation Procedure.

COMMUNICATION

Supervisors will communicate the requirements of this guideline and any associated safe work procedures to all affected staff on an annual basis. These reviews will be documented and kept on file.

This guideline will be made available to all staff in the Health and Safety Program Manual.

TRAINING

Supervisors/managers shall communicate the requirements of this procedure to staff as part of their orientation. Initial training will be documented on the New Employee checklist – Form 11a.

FORMS

First Aid Log Sheet – Form 13a
Incident/Injury Investigation Report – Form 15a
New Employee checklist – Form 11a
Witness Statement Form – Form 15a/Appendix 1
EVALUATION

The guideline will be reviewed every 3 years and amended, if required. Evaluation will be performed on an annual basis to ensure staff are aware of the requirements.

REFERENCES

Environment Canada - Summer Hazards http://www.ec.gc.ca/meteo-weather/default.asp?lang=En&n=6C5D4990-1
First Aid Procedure – Health and Safety Program Manual
Individual Responsibilities and Duties – Health and Safety Program Manual
Lightning Safety Tip Sheet - Health and Safety Program Manual
National Lightning Safety Institute (USA) http://www.lightningsafety.com/nlsi_pls.html
National Weather Service (USA) http://www.lightningsafety.noaa.gov/overview.htm
Safety Orientation – Health and Safety Manual
Lightning Safety Tips

These simple precautions can keep you safe during a lightning storm.

STAY ALERT:
- Monitor local weather conditions
- Recognize the signs of an oncoming storm such as high winds, dark clouds, rain, distant thunder and/or lightning.
- Do not wait for lightning to strike before taking cover.

SEEK SHELTER:
- Look for a large, enclosed building when a storm threatens.
- If you are in an enclosed metal vehicle, stay inside and keep the windows rolled up.
- Avoid small sheds and lean-tos or partial shelters, like pavilions.
- Stay at least a few feet away from open windows, sinks, toilets, tubs, showers, electric boxes and appliances as lightning can flow through these systems.

IF YOU ARE CAUGHT OUTSIDE:
- If your skin tingles or your hair stands on end, a lightning strike may happen. Crouch down on the balls of your feet with your feet close together. Keep your hands on your knees, the back of your neck or over your ears. Get as low as possible without touching your hands or knees to the ground.
- Find a low spot away from trees, metal fences, pipes, tall or long objects.
- If you are in the woods, look for an area of shorter trees. Crouch down away from tree trunks.

HELPING SOMEONE WHO WAS STRUCK BY LIGHTNING:
- Get emergency medical help (call 9-1-1). Cell or cordless phones, not connected to the building’s wiring and are safe to use.
- The person struck does not carry an electrical charge – they are safe to help.
- Administer CPR if you are trained to do so; or, use an AED if one is available.
- If more than one person is struck by lightning, treat those who are unconscious. They are at the greatest risk.
- Common injuries include burns, wounds and fractures.