

### **700.3.1 Workplace Health and Safety – Hazard Control**

#### **Hazard Control**

Hazard control involves eliminating or reducing the risk of harm to workers as much as is reasonably practicable.

#### **Implementing Hazard Control Strategies**

1. Once control measures have been established, they should be implemented. There should be follow-up to confirm that the control method or corrective action was implemented and whether it is effective in eliminating or reducing the potential hazard. Results of follow-up should be discussed and documented in health and safety meetings or staff meetings.
2. It is important to establish a regular practice of “due diligence” and to address that some operations may have special hazards that are beyond the scope of internal staffs’ experience. Outside expertise may be required in such instances.
3. Hazard assessments and controls are mandatory parts of the Division Workplace Health and Safety Program. All staff and contract service providers must participate in hazard assessment and control. Fewer injuries and illnesses, increased productivity, and reduced costs associated with injuries, not to mention increased safety awareness, are some direct results of a hazard assessment and control process.
4. It is important to recognize that a hazard assessment does not deal strictly with items and issues that are wrong at the present time. The assessment should also deal with things that have the potential to go wrong in the future. When examining the people, environment, materials, equipment and tools, keep asking the question “what if?” The knowledge and experience of the people conducting the assessment are of vital importance; hence, the hazard assessment should always be management/supervisor-led. A team approach achieves the best results.

#### **Safe Work Practices and Procedures**

5. A **Safe Work Practice** lists the health and safety precautions, the do’s and don’ts that are needed to ensure the work is conducted in a healthy and safe manner. They are generic and may be applied to more than one area, task, or piece of equipment.
6. **Safe work procedures** are more specific documents that indicate what to do in a particular order so jobs or tasks can be performed in a healthy and safe

manner, thus controlling the degree to which an employee may be exposed to a particular hazard. Safe Work Procedures are developed to fit the needs of each department or for specific types of tasks.

7. It is the responsibility of administrators and supervisors to ensure that:
  - 7.1. safe work practices and safe work procedures are in writing;
  - 7.2. safe work practices and safe work procedures are updated at least annually or as tasks and conditions change;
  - 7.3. safe work practices and procedures comply with provincial and federal health and safety legislation;
  - 7.4. safe work practices and procedures incorporate, where appropriate, industry standard best practices;
  - 7.5. all equipment and management support is available to permit compliance; and
  - 7.6. all employees understand the safe work practices and procedures that apply to them.
8. Hazard controls should be reviewed whenever hazard assessments are reviewed (usually yearly, at the start of the school year).

#### **General Health and Safety Rules**

9. Each employee is expected to perform his/her job in the healthiest and safest possible manner in order to protect the well-being of themselves, the environment, the general public, and fellow workers. Acceptance of the rules and regulations for the safe operations is of vital importance to the success of the loss prevention effort.
  - 9.1. Each employee shall learn the proper safe way to do his / her job. Management and Supervisors shall supply training on new and unfamiliar tasks.
  - 9.2. Use and maintenance of required personal protective equipment is mandatory.
  - 9.3. Plan your task so “chances” or “short cuts” are removed from the completion of the task.
  - 9.4. Report all injuries or incidents to your supervisor immediately for corrective measures.
  - 9.5. Report all unsafe/unhealthy conditions which may be observed to your supervisor.
  - 9.6. Cooperate in any incident investigation procedure so that cause may be determined and appropriate corrective action can be taken.
  - 9.7. Suggestions for improving safety performance should be reviewed with the supervisor.
  - 9.8. All federal and provincial regulations along with Division policies and procedures shall be practiced.
  - 9.9. Cleanup of the work area after your task is mandatory.
  - 9.10. Beards or excess facial hair are not permitted on tasks where respirators or breathing apparatuses are required (hazardous atmospheres).
  - 9.11. Fighting, horseplay, practical jokes or otherwise interfering with other workers may be cause for disciplinary action.

- 9.12. Housekeeping is considered part of every task; therefore each employee is responsible for his / her work area.
- 9.13. Defective tools and equipment shall be removed from service and discontinued until repairs are made by qualified persons.
- 9.14. Theft, vandalism or any other abuse or misuse of Division property is grounds for disciplinary action and / or criminal charges.
- 9.15. Employees who do not comply with these health and safety rules may face reprimand and form 700.3.4 completed and placed in their personnel file.

### **Maintenance Records**

- 10. Maintenance records shall be kept for all Division equipment, ensuring that:
  - 10.1. Equipment requiring regularly scheduled maintenance receives the required work on time as per the maintenance schedules recommended for that equipment.
  - 10.2. Improperly functioning or improperly maintained equipment is removed from use until the situation is remediated.
  - 10.3. Written records documenting the equipment maintenance are kept in a central location for 7 years.
- 11. All Division owned vehicles shall be maintained according to the requirements outlined in the *Transportation and National Safety Code*.

### **Personal Protective Equipment**

- 12. The Division is committed to minimizing workplace related injuries to employees and contractors jointly through the use of Personal Protective Equipment (PPE). PPE is a last line of defense against hazards at the work place, and as such is not to replace engineering and administrative controls. The use of PPE is most effective when combined with the use of engineering and administrative controls.
- 13. All employees and contractors must use the PPE that has been outlined within the hazard assessments and safe work practices and procedures.
- 14. All PPE will be used, cared for and maintained in accordance with the manufacturer's specifications. In the event the PPE becomes defective, it will be removed from active service and a replacement will immediately be provided by the employer.

### **Right to Refuse Unsafe/Unhealthy Work**

- 15. The Division is committed to healthy and safe worksites for all employees and contractors who are performing work. All employees and contractors have the right to refuse work if imminent danger exists or when they feel they are asked to perform a task that they are not qualified to do. If this scenario occurs, they are strongly encouraged to stop work immediately and notify their supervisor.

16. **Imminent Danger** as defined in Section 35 of the Alberta Occupational Health and Safety Act is:
  - 16.1. A danger that is not normal for that occupation; or
  - 16.2. A danger under which a person engaged in the occupation would not normally carry out their work.
17. If required, the supervisor shall stop all work associated with the imminent danger until an investigation and associated remedial action is implemented.
18. Any report of imminent danger shall be investigated immediately.
19. Solutions to remedy the situation or working condition(s) shall be developed and shared with the employee(s) and/or contractors that expressed the concern.
20. Brief all employees and contractors at that worksite of the reported issue(s) and associated remedial actions at health and safety meetings and/or staff meetings. All documents associated with an investigation shall be kept on file for a minimum of 3 years.

#### **Unsafe/Unhealthy Worksite Reporting**

21. Any employee or contractor who discovers an unsafe or unhealthy working condition on any worksite, regardless of the level of activity, must report the deficiency in a prompt manner to a supervisor or administrator.
22. All unsafe or unhealthy working conditions must be reported through the District's hazard reporting software.
23. The supervisor/administrator must address the issue and keep the employee informed of remedial actions taken. Remediation must be tracked through the District's hazard reporting software.

#### **Working Alone**

24. The Division is committed to maintaining healthy and safe working environments for all employees who may be required to perform specific tasks alone.
25. **Working alone** as defined by Part 28 - Section 393 of the Alberta Occupational Health and Safety Code is:
  - 25.1. A worker is working alone at a work site, and
  - 25.2. Assistance is not readily available if there is an emergency or the worker is injured or ill.
26. It is mandatory that all new employees view and sign off that they have seen the District Occupational Health and Safety presentation on Working Alone. The presentation must be viewed and signed off by all employees on a three-year rotation.

### **Workplace Violence**

27. The Division believes in the prevention of violence and promotes a violence-free workplace in which all people respect one another and work together to achieve common goals. Any act of violence committed by or against any worker or member of the public is unacceptable conduct and will not be tolerated. We are committed to:
  - 27.1. investigating reported incidents of violence in an objective and timely manner;
  - 27.2. taking necessary action; and
  - 27.3. providing appropriate support for victims.
28. No action shall be taken against an individual for making a complaint unless the complaint is made maliciously or without reasonable and probable grounds. No employee or any other individual affiliated with the Division shall subject any other person to violence. See policy 400.3 Whistleblower Protection.

### **Visitor Health and Safety Management**

29. All visitors must sign a visitor log book upon arrival and sign upon leaving the worksite they were attending. All visitor log book records must be kept on file for 3 years. See form 700.3.3.

### **Contractor Management**

30. The Division is committed to maintaining a healthy and safe work environment for all contractors conducting various work activities for the Division. All contractors are required to conduct their operations in accordance with federal and provincial health and safety legislation.
31. The Division prefers to have the contractor assume the “prime contractor” role. This will only be applied if the contractor can demonstrate that they have a health and safety program that meets legislative requirements. In the event the contractor cannot demonstrate that they have a health and safety program, the contractor will work under the Division Workplace Health and Safety Program and will be required to follow all requirements set forth in the program.
32. Responsibilities of a Contractor without a Certificate of Recognition (COR):
  - 32.1. Ensure that all contractor employees are orientated on the Division Workplace Health and Safety Program and their responsibilities prior to commencement of work;
  - 32.2. Ensure their employees are aware of and follow the applicable Division Safe Work Practices and Procedures;
  - 32.3. Perform operations in accordance with the requirements of the Division Health and Safety Program;
  - 32.4. Cooperate fully with Division representatives with respect to safety investigations and reporting responsibilities;
  - 32.5. Maintain a strong commitment towards health and safety in all of the contractor’s work execution and operations; and



- 32.6. Conduct regular inspections of the work area and work procedures being conducted.