

Limerick Township

Health and Safety Policies and Procedures (March 2013)

The contents of this manual are for the use of the company as part of an overall workplace specific health and safety program. It is neither to be considered legal advice nor to be viewed as comprehensive and complete in and of itself.

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1.0 Health and Safety Policy	Date: March 2013
Authorized by:	Review:

Limerick Township

1.0 Policy

Management believes that all workers on site have the right to a safe and healthy workplace. We also believe that losses of all types must be controlled in order to maintain the security and viability of the job.

Managers of Limerick Township have the overall responsibility for the safety and security of all people on the work site. They are responsible for ensuring that all workers work safely and follow established safe work practices, including all sub-contractors and their workers. The managers and supervisors are also responsible for ensuring that legislated requirements under the Occupational Health and Safety Act and its Regulations are adhered to and that all equipment and machinery on the site is in safe working condition.

Workers are responsible for working safely in compliance with the Act and its Regulations and Policies and Procedures of the employer. Also workers will report any unsafe conditions to his/her supervisor or employer.

Maintaining a commitment to a safe and secure work site is in the best interest of all parties involved on the job site.

Signed:

Clerk Treasurer

Date:

2.0 Responsibilities and Accountability	Date: June 6, 2008
Authorized by:	Review:

2.1 Unsafe Conditions

2.1.1 Reporting

It is the responsibility of every person in the organization, or on the site, to report any unsafe condition, situation, equipment or machine immediately to his/her supervisor.

2.1.2 Procedure

- 1) A worker shall report to his or her employer or supervisor the absence of, or defect in, any equipment or protective device of which they are aware and which may endanger them or another worker.

- 2) They shall also report any contravention of the Act or Regulations or the existence of any hazard of which they know.

- 3) The supervisor or employer shall promptly investigate the reported condition and, if it is found to be unsafe, the necessary steps to control and correct the situation shall be taken.

- 4) If there is a major delay in the worker returning to the job, the supervisor may assign alternate work.

2.2 Health and Safety Responsibilities

Health and safety responsibilities and accountability will be incorporated into all aspects of the health and safety program. They will be communicated and adhered to by all personnel. They will be part of the health and safety manual.

2.2.1 Offence and Penalties

OHSA Sec. 66 (1) "Every person who contravenes or fails to comply with,
(a) a provision of this Act or the regulations
(b) an order or requirement of an inspector or a Director; or
(c) an order of the Minister,
is guilty of an offence ..."

Under Sec. 66 (2) a corporation can be charged with an offence as above.

Sec. 66 (4) “In prosecution of an offence under any provision of this Act, any act or neglect on the part of any manager, agent, representative, officer, director or supervisor of the accused, whether a corporation or not, shall be the act or neglect of the accused.” This means that any responsible person in an organization can be charged with an offence.

2.2.2 Constructors (Developers, Contractors or Sub-contractors, Home Builders)

1) Every constructor, and every employer engaged in construction, shall register with the Director of the Construction Health and Safety Branch before or within thirty days after undertaking a project, or first employing a worker in a construction (Ont. Reg. 213, Sec 5 (1) and (2)).

The Ministry of Labour “Notice of Project” form completed by the general contractor satisfies this requirement. Copies do not have to be filed by each sub-contractor.

2) A constructor shall file a notice with a Director before beginning work on a project if the total cost of the labour and materials for the project is expected to exceed \$50,000 (Ont. Reg. 213, Sec. 6 (1)(a) and (2)).

3) A constructor shall appoint a supervisor for every project at which five or more workers will work at the same time (Ont. Reg. 213 Sec. 14 (1)).

4) No constructor shall begin work at a project until arrangements have been made to provide a means of transporting workers to medical facilities (Ont. Reg. 213, Sec. 17)

5) A telephone or two-way radio shall be installed or be readily accessible at a project (Ont. Reg. 213, Sec. 18)

6) The general contractor shall provide and maintain the first aid station required by this Regulation ... as if he were the employer of the workers (Ont. Reg. 950, Sec. 15)

7) The 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 (Ont. Reg. 950, Sec 1(2)).

2.2.3 Site Supervisors and Superintendents

1) Site Supervisors shall supervise the work at all times either personally or by having an assistant, who is a competent person, do so personally (Ont. Reg. 213, Sec. 14 (2)).

2) Will be responsible for the safety performance of the employees working on their site, and will ensure that safe work practices are followed.

3) Shall ensure that all employees under their direction are instructed in the proper job safety procedures and have job safety training.

4) Thoroughly investigate all incidents and accidents that occur on their site and ensure that correct reports are completed and filed with the Ministry of Labour within required time limits.

- 5) Ensure that proper safety equipment is worn; safety boots, hard hats, fall arrest system, etc. (Ont. Reg. 213, Sec. 20 to 27).
- 6) Make an inspection of the site at least weekly of all machinery and equipment, including fire extinguishers, electrical installations, sanitation and medical facilities, temporary supports, etc. to ensure that they do not endanger any worker (Ont. Reg. 213, Sec. 14 (3) and (4)).
- 7) Ensure that an injured worker receives prompt medical attention. Prepare proper accident and medical reports as needed. Preserve the accident scene after critical injuries.
- 8) Conduct monthly safety meetings, record agenda and attendance of employees at the meeting; record all concerns of employees writing and take the necessary steps to correct concerns.

2.2.4 Workers

All Workers shall

- 1) Work in compliance with the Occupational Health & Safety Act and the regulations (OHSA, Sec. 28 (1)(a)).
- 2) Use or wear the prescribed protective equipment or clothing required by the employer (OHSA, Sec. 28 (1)(b)).
- 3) Report unsafe acts, conditions or equipment, or any contraventions of the Act, to the supervisor or employer (OHSA, Sec. 28 (1)(c) and (d))
- 4) Not remove or make ineffective any protective device... (OHSA, Sec. 28 (2)(a))
- 5) Not use or operate any equipment or protective device ... (OHSA, Sec. 28 (2)(a)).
- 6) Not engage in any prank, contest, feat of strength, unnecessary running or rough boisterous conduct (OHSA. Sec. 28 (c)).
- 7) Maintain their working area according to good housekeeping practice (Ont. Reg. 213, Sec. 35 to 40).
- 8) Report all personal accidents or incidents, regardless of how small, to their immediate supervisor.

Workers Rights

- 1) the right to refuse unsafe work See Section A for details
- 2) The right to participate
- 3) The Right to Know

2.2.5 Contractors, Sub-Contractors and Workers/Independent Operators

To determine if a person working on a construction site is a “worker” or an “independent operator” there is a WSIB Form ‘ DETERMINING WORKER/INDEPENDENT OPERATOR STATUS – CONSTRUCTION INDUSTRY’, which shall be completed.

Basically the questions cover five areas:

- 1) The contractor and the individual state that the relationship is one of a contract for service and not that of employer and employee.
- 2) The individual owns, rents or leases the majority of the tools, equipment or vehicles(s) required to do the job and is responsible for their care and maintenance.
- 3) The individual can work for various contractors and owners at the same time.
- 4) The contractor does not issue a T4 slip to the individual for income tax purposes.
- 5) The individual determines the hours and/or days worked within the construction schedule.

2.2.6 Contractors and Sub-Contractors

All Contractors and Sub-Contractors shall

- 1) **“HAVE THEIR OWN WSIB COVERAGE, and provide their WSIB certificate of good standing before starting any work on the project site. “**
- 2) Comply with the Occupational Health and Safety Act and all relevant Regulations.
- 3) Ensure that all workers under their direction are instructed in the proper job safety procedures and have received job safety training.
- 4) Thoroughly investigate all incidents and accidents that occur on their site and ensure that correct reports are completed and filed with the Ministry of Labour within required time limits.
- 5) Ensure that proper safety equipment is worn; safety boots, hard hats, fall arrest system, etc (Ont. Reg. 213, Sec. 20 to 27). If the employee shows up for work without their safety equipment, the supervisor or owner has the right and responsibility to forbid them to work or to remove them from the worksite if they are found there without it.
- 6) Make an inspection of the site at least weekly of all machinery and equipment, including fire extinguishers, electrical installations, sanitation and medical facilities, temporary supports, etc. to ensure that they do not endanger any worker. (Ont. Reg. 213, Sec. 14 (3) and (4)).
- 7) Ensure that an injured worker receives prompt medical attention. Prepare proper accident and medical reports as needed. Preserve the accident scene after critical injuries.
- 8) Contractors who supply machines, devices, tools and equipment and under a rental leasing or similar agreement are required to supply these in good condition and ensure that they comply with the act and regulations (OHSA, Sec. 31 (a)(b)(c)).

CONTRACTOR CHECKLIST FOR HEALTH AND SAFETY ITEMS

Sub-Contractor's Name _____

Sub-Contractor's Address _____

Sub-Contractor's Representative _____

Phone # _____ Email _____

Check	Item for Review	Comment	Initial
	WSIB Clearance Certificate –dated within 60 days		
	Accident history statement from WSIB		
	Copy of Policy and Procedures Manual		
	MSDS binder for WHMIS products		
	Copy of training record-- WHMIS, Fall arrest etc.		
	Copy of licenses, certificates etc		
	List of equipment being employed and any special hazards associated with it		
	Notice to sub-contractor re duty to report any injury that occurs to Limerick Township, MOL or WSIB as required		
	Notice to sub-contractor re the PPE requirements on the site and special procedures eg Lockout/Tagout, Confined space, Fork lift		
	Signed agreement for Health and Safety Responsibilities		
	Copy of Liability Insurance (Two Million dollars Minimum)		

Name of Manager/Project Coordinator _____

Location _____ Phone _____

Signature _____ Date _____

Note** The Manger/Project Coordinator is responsible to complete this form and VERIFY the contents before he/she initials and signs on behalf of Limerick Township.

Contractor/Sub-Contractor Health and Safety Responsibility Agreement

This agreement is made this _____ day of _____, 20 ____ between
The Contractor/Sub-contractor _____
of _____, and Limerick Township
of _____
_____ and including any other work locations
identified as “the project” _____

- 1) The Contractor/Sub-contractor agrees to abide by the rules and regulations of the Occupational Health and Safety Act of the province of Ontario and associated regulations and the rules and regulations of the Workplace Safety and Insurance Board and its regulations
- 2) The Contractor/Sub-contractor agrees to abide by Limerick Township’s Health and Safety Policy and Procedure manual and its rule and guidelines and will ensure that the employees under control of the Contractor/Sub-contractor will abide by these rules and guidelines also.
- 3) The Contractor/Sub-contractor shall provide proof of liability insurance coverage including property damage in an amount of no less than two million dollars per occurrence for the full length of the time of the contact. This insurance coverage will be written with insurance companies which are qualified to do business in the province of Ontario.
- 4) The Contractor/Sub-contractor shall employ only trained, competent and skilled people to do the work. The work of these employees of the Contractor/Sub-contractor shall be fully covered for workplace insurance under the Workplace Safety and Insurance Act by the Contractor/sub-contractor and shall provide a current Clearance Certificate from the Workplace Safety and Insurance Board.
- 5) The Contractor/Sub-contractor shall maintain in good standing all permits and licenses required by any authorities having jurisdiction over the business of the Contractor/Sub-contractor. This shall be done at the expense of the Contractor/Sub-contractor. The Contractor/Sub-contractor shall comply with all Federal, Provincial, Municipal government laws and regulations which are applicable to its business. The Contractor/sub-contractor further agrees and acknowledges that any violation of Limerick Township’s Safety rules or the legislated requirements of the Occupational Health and Safety Act or regulations is justification for immediate termination of its contract with Limerick Township, without any further obligation on the part of Limerick Township.
- 6) This agreement is made in accordance with the laws of Ontario and the courts of Ontario shall have jurisdiction in matters relating to this agreement for the parties involved.

7) The Contractor/Sub-contractor shall not employ or retain anyone as a sub-contractor to perform any part of its obligations under this agreement without the written consent of Limerick Township

Signed this _____ day of _____, 200__

Contractor/sub-contractor _____
(authorized signature)

Name of Signing Officer _____ Title _____

Limerick Township

(authorized signature)

Name of Signing Officer _____ Title _____

2.2.7 Visitors to Construction Sites

All visitors shall go directly to the site office, and shall:

- 1) Check in and sign the register at the site office, and wait for an escort/contact.
- 2) Will follow health and safety procedures, programs and procedures while on site.
- 3) NOTE: Every person on a construction site shall wear appropriate personal protective equipment.

2.2.8 General Public

- 1) The general public will not be allowed on Limerick Township property at any time except for the purposes of an open house during those hours specified for that purpose.
- 2) The general public will be considered trespassing if on Limerick Township property without authorization.
- 3) All Limerick Township personnel shall warn trespassers and report any violations immediately to the site supervisor.

2.3 Visitor Safety Policy and Procedures

All Limerick Township personnel are committed to maintaining a safe and healthy working environment. In the interest of your personal safety and that of others, the following policies and procedures must be adhered to during your visit to this site.

Your cooperation in these important safety matters is greatly appreciated. We hope you have an enjoyable and informative visit.

2.3.1 Registration

In special circumstances, for example open houses or demonstrations, visitors may be required to sign in a visitor's book and will be handed a name badge.

2.3.2 Site Safe Practices

- 1) General – Personal protective equipment may be required on some sites for visitors. If this is the case, then the visitor will be advised and arrangement made for the practices that are required.

2.4 Appraisal System

Health and safety shall be part of the performance appraisal system for all contractors, supervisors and workers. The following are some of the skills and abilities to be considered in assessing the relationship between the worker, person and the position.

2.4.1 Skills Description

- 1) Job Knowledge & Skills
Understands role, job parameters. Has appropriate technical skills and knowledge obtained through formal education and/or experience. Stays current and participates in skills upgrading courses.
- 2) Planning
Sets realistic objectives and goals, sets clear priorities, broad perspective, grasps the big picture.
- 3) Organizing
Establishes and develops organization appropriate for the task, integrates Limerick Township, Project and Site interests, co-ordinates with others, utilizes available resources and services to obtain maximum results from their activities.
- 4) Directing/Controlling
Assigns work and directs its completion; evaluates results against objectives; knows why, where, when and how to move on situations requiring attention; knows the important things that are going on in the organization, manages time well; adapts to change.
- 5) Communicating
Verbal and written communications are effective and listens well. Reporting is timely.
- 6) Developing Subordinates
Recognizes contribution, confronts performance problems, accepts individual differences, uses their strengths, provides support for their limitations, provides development opportunities, helps build employee self-esteem.
- 7) Relating to Others
Able to establish contact and maintain good relations with others. Able to influence superiors, peers and others. Motivates subordinates. Identifies, confronts, and solves human relations problems. Sensitive to employee well being.
- 8) Problem Solving
Is able to solve basic problems with amount of direction normally required for position. Defines and analyses problems and determines alternative solutions. Anticipates and deals with problems head on. Persists, develops new concepts and imaginative approaches as required at this position.

9) Initiative

Can be relied upon to accomplish tasks or goals within direction given.
Accepts responsibility given.

10) Effectiveness

All jobs involved the following elements in varying degrees:

- a) providing advice/recommendations for others to make decisions,
- b) participating equally with others in taking action, and
- c) taking control, having a controlling impact on results.

Consider these factors as they relate to the employee's job and rate the employee's effectiveness.

11 a) Safety and Loss Control

Implements and maintains the standards of performance for all required elements of the safety, health, and loss control program.

Evaluation Forms

The forms are to be completed in reference to Section 2.4.1 Skills Description. The grading is done on the basis of the following gradient. Each topic will be evaluated for performance that is 1-above average, 2-good, 3-below average and needs attention. After the grade mark of 1 or 2 or 3 for each topic is filled, comments re this topic must be added and initialled at the end of the row. The completed report must be signed by the evaluator and subsequently reviewed with the person evaluated and his/her signature affixed to indicate that he/she has seen the report.

Manager/Supervisor Evaluation Form

Name: _____ Position: _____

Date: _____ Location: _____

Topic	Performance	Comments	Initial
Job Knowledge and Skills			
Planning			
Organizing			
Directing/Controlling			
Communicating			
Developing Subordinates			
Relating to Others			
Problem Solving			
Initiative			
Effectiveness			
Safety and Loss Control			

Evaluator _____, Signature _____ Date _____

Signature of person evaluated _____ and date _____. This indicates that he/she has read and been given a copy of this evaluation. It does not indicate that the person evaluated necessarily agrees with this evaluation.

Worker Evaluation Form

Name: _____ Position: _____

Date: _____ Location: _____

Topic	Performance	Comments	Initial
Job Knowledge and Skills			
Works in compliance with the OSHA and Regulations			
Uses/wears the appropriate personal protective equipment			
Reports hazardous conditions			
Completes paper work as required by legislation and the employer			
Performs workplace inspections as required			
Keeps workplace clean and hygienic as required			
Is timely in reporting for work and for break periods			
Follows general safety rules of Limerick Township			
Listens to instructions and completes tasks as given			
Safety and Loss Control			

Evaluator _____, Signature _____ Date _____

Signature of person evaluated _____ and date _____. This indicates that he/she has read and been given a copy of this evaluation. It does not indicate that the person evaluated necessarily agrees with this evaluation.

2.5.1 Strategic Planning

- 1) Consider present and proposed workplace health and safety legislation in municipality's planning.
- 2) Assess the impact of workplace health and safety on the health and performance of the municipality.

2.5.2 Organization Planning

- 1) Set workplace health and safety objectives and performance targets.
- 2) Co-ordinate the development and implementation of the workplace health and safety policy.
- 3) Assign responsibility for responding to recommendations of the health and safety committee or representative. (as per job description)

2.5.3 Finance

- 1) Ensure sufficient funds are assigned to implement the overall health and safety program, and for training workers, supervisors and managers.
- 2) Track the total costs of all accidents and occupational illnesses, and the costs and benefits of the health and safety program.

2.5.4 Purchasing

- 1) Obtain health and safety information from suppliers (e.g., Material Safety Data Sheets and proper labels for hazardous materials).
- 2) Ensure that all items purchased (including personal protective equipment) and all rented or leased equipment conforms to the Act and Regulations.
- 3) **REQUIRE ALL CONTRACTORS TO PROVIDE PROOF OF WSIB COVERAGE** before starting any work on Limerick Township property.

2.5.5 Progressive Discipline

At Limerick Township discipline for Health and Safety issues is important. The following behaviour of an employee may be considered an item for discipline up to and including dismissal.

- 1) False statement (s) on the employment application re medical history
- 2) Not complying with Limerick Township health and safety policy and procedures
- 3) Falsification of records
- 4) Theft of the employer's property or that of another employee's property
- 5) Wilful damage to the employer's property or the property of another employee
- 6) Possession of or consumption of alcohol or non-prescription drugs on employer's premises or project site.
- 7) Being impaired by alcohol or a non-prescription drug while at work
- 8) Driving while impaired at work
- 9) Unprovoked assault while at work

Progressive Discipline will be the method used to deal with conduct/behavioural issues. The Following is a general guideline for the progression

- 1st Offence – Verbal Warning/Reprimand
- 2nd Offence—Written Warning/Reprimand
- 3rd Offence – Suspension without pay
- 4th Offence-- Dismissal

I, _____ an employee of Limerick Township understand and agree to abide by this method of progressive discipline.

Employee's Signature

Supervisor's Signature

Date

Date

3.0 Health and Safety Committee/Representative	Date: June 6, 2008
Authorized by:	Review:

3.0 Health and Safety Committee and Representatives

3.1 Requirements

3.1.1 Number of Workers

Five (5) Workers or less: - No Health and Safety Representative or Committee.

Six (6) Workers or more up to 19 workers

- One Health and Safety Representative ..

20-49 Workers,

- Joint Health and Safety Committee, at least 2

members.

50 Workers or more

- Joint Health and Safety Committee, at least 4

members.

3.1.2 Health and Safety Representative

10) Selected by the workers or the union.

11) Powers and rights of the Representative are detailed in the Occupational Health and Safety Act, Sec. 8.

Terms of Reference

Limerick Township is currently at the level to require a JHSC.

3.1.3 Joint Health and Safety Committee

1) Members to be from workers and management.

2) Membership at least half worker representatives.

3) Worker representatives selected by the workers or the union.

4) Management representatives selected by the constructor or employer.

5) Two "certified members" are required, one from the workers and one from management where there is 20 to 49 workers

6) Powers and the rights of the Committee and of the members of the Committee are detailed in the Occupational Health and Safety Act, Sec. 9.

See also Section A Special Procedures Work Refusal And Work Stoppage

3.2 Structure of Committee

3.2.1

1) Where there are fewer than fifty workers there shall be at least two members of the committee. Presently there is one each from the workers, fire fighters and office staff.

- 2) Where there are fifty or more workers regularly employed there shall be at least four members of the committee.
- 3) At least half of the members of the committee shall be workers who do not exercise managerial functions.
- 4) Worker members shall be selected by the workers they represent or by the trade union if there is one.

3.2.2 Co-chairs of Committee

- 1) Two members of the committee, one worker member and one management member, shall be co-chairs of the committee meetings.
- 2) Where there are fifty or more workers regularly employed there shall be at least four members of the committee.
- 3) At least half of the members of the committee shall be workers who do not exercise managerial functions.
- 4) Worker members shall be selected by the workers they represent or by the trade union if there is one.

3.2.2 Co-chairs of Committee,

- 1) Two members of the committee, one worker member and one management member, shall be co-chairs of the committee meetings.
- 2) One co-chair shall be selected by the members who represent management and one selected by the members who represent workers.
- 3) It is recommended that each co-chairperson shall chair alternate meetings with the other acting as recording secretary.

3.2.3 Certified Members see also Sec 45-48 OSHA and Section A At Limerick Township, certification training is not required due to the exemption for municipalities with volunteer fire fighters.

3.2.4 Function and Powers of the Committee

- 1) Identify situations that may be a source of danger or hazard to workers.
- 2) Make recommendations to the employer and the workers for the improvement of the health and safety of workers.
- 3) Make recommendations to the employer and the workers on programs, measures and procedures affecting the health and safety of workers.
- 4) Obtain information from the employer respecting,
 - a) the identification of hazards of materials, processes or equipment
 - b) health and safety experience, work practices and standards in similar or other industries
- 5) Obtain information about the conducting or taking of tests of equipment, machinery, etc. or chemicals, etc. for the purpose of health and safety.
- 6) Be consulted about, and having a worker member present at the beginning of, any testing for the purpose of health and safety.
- 7) Keep minutes of meetings, and have them available for review by an inspector.

- 8) Designate one of the worker members to inspect the physical condition of the workplace at least once per month, and who shall report any danger or hazard found to the committee.
- 9) Designate one or more of the worker members to investigate cases where a worker is killed or critically injured. The member(s) designated may inspect the place where the accident occurred, if they do inspect it they shall report to the committee.
- 10) The committee shall meet at least once every three months.
- 11) The committee shall be consulted with respect to proposed industrial hygiene testing, and be present at the beginning of such testing.
- 12) A worker member shall be given time to accompany a Ministry of Labour Inspector while carrying out an inspection of the workplace.
- 13) In the event of a report of a refusal to work by a worker, the committee will designate one worker member to be present at the investigation.

3.3 Duties

3.3.1 Co-chair

- 1) Chairs the meetings, or alternates with the other co-chair, and assigns duties or projects to committee members.
- 2) Presents monthly reports to management on committee activities; follows up with management to ensure response to committee recommendations.
- 3) Reviews the minutes before distribution, and ensures meeting agenda is distributed before meetings.
- 4) Guides the committee to fulfil its functions, as outlined by Limerick Township policy and current legislation.
- 5) Receives reports from Worker Trades Committee and others as required.
- 6) Provides all committee members with an opportunity to contribute to discussions, decisions, and recommendations in meetings.

3.3.2 Secretary

- 1) Prepares the agenda, in consultation with the co-chair, and circulates it to all committee members before meetings.
- 2) Records committee and member activities and meeting minutes.
- 3) Has the minutes approved by the co-chair prior to distribution.
- 4) Prepares statistical reports, monthly reports on incidents, accidents, etc. for distribution to members and managements.

3.3.3 Members

- 1) Shall attend all meetings as scheduled.
- 2) Perform workplace inspections as necessary.
- 3) Participate in training and certification programs to meet requirements of Limerick Township and the legislature.
- 4) Promote health and safety in Limerick Township.

3.3.4 Expanded Functions

The Act lays the groundwork for a broader cooperation and consultation between workplace parties. Some of these expanded functions are:

- 1) Cooperation and consultation on development of health and safety policy and program.
- 2) Promotion of the health and safety policy.
- 3) Job safety analysis.
- 4) Involvement in the purchasing and engineering process of new equipment, processes, procedures and materials for assessment of their safety potential.
- 5) Participating in the investigation of accidents, incidents and occupational illnesses.
- 6) Development and training of employees in health and safety.

3.4 Operation of Committee

3.4.1 Quorum

A quorum shall consist of any number of members, provided that both management and workers are represented, and at least half of those present are worker members. NOTE: It is a joint committee, both workers and management shall be represented.

3.4.2 Consensus

The committee shall deal with issues on a consensus basis rather than the majority vote principle. This is the preferred method because it has a better chance of leading to a solution that will have the support of all parties.

3.4.3 Deadlock of Committee

If a consensus for a specific item can not be found, the committee may invite an inspector from the Ministry of Labour to make specific recommendations and presentation to help solve a deadlock of the committee.

3.4.4 Meeting Agenda

- 1) The co-chairs will prepare the agenda and forward copies to all committee members one week in advance of the meeting.
- 2) The committee may accept any items pertaining to health and safety as proper for discussion and resolution.
- 3) Meeting preparation checklist:
 - a) Minutes of previous meeting consulted.
 - b) Discussion material prepared and copied.
 - c) Meeting room scheduled and prepared.
 - d) Presentation materials available (flip charts, overhead).
 - e) Notice of meeting distributed.
 - f) Agenda prepared and distributed.

4) Sample Agenda:

- a) Roll call.

- b) Approval of minutes of the last meeting.
- c) Unfinished business.
- d) Regular reports:
 - WOKRPLACE INSPECTION
 - ACCIDENTS
 - FIRST AID
 - EMPLOYER REPONSE TO RECOMMENDATIONS
 - TRAINING
- e) New business.
- f) Date of next meeting.
- g) Adjournment.

3.4.5 Minutes of Meetings

- 1) Minutes of meetings are to be recorded, circulated and filed. They shall be reviewed and signed by the co-chairs prior to circulation. They shall be circulated within two weeks of the meeting.
- 2) Recommended distribution of minutes is as follows:
 - a) Committee members.
 - b) Directors, management, supervisors.
 - c) Union, if there is one.
 - d) Health and Safety bulletin board.
 - e) Health and Safety coordinator.
- 3) Minutes shall be available for inspection by an inspector at his/her request in accordance with the Act.

3.4.6 Prepare Reports

Establish and maintain a system for the preparation of monthly safety reports that reflect the monthly inspections of the workplace. Prepare a yearly report of conditions in the workplace, concerning all issues of Health and Safety.

3.4.7 General Comments

- 1) Any workers with health and safety concerns shall discuss them with the immediate supervisor before bringing them to the attention of the committee.
- 2) Committee meetings shall deal only with health and safety items. Mutual understanding and co-operation is to be sought for the benefit of all, employer and employees.
- 3) Entitlement to time from work for health and safety duties shall be in accordance with the Occupational Health and Safety Act.
- 4) Meeting dates shall be arranged on a pre-set schedule and the next meeting date and time shall be in the meeting minutes.

3.4.8 Unresolved Items

Unresolved items are placed on the agenda of the next meeting.

3.5 Management Reference

3.5.1 Recommendations to Employer

Recommendations shall be issued by the committee (not individual workers) in writing and will be submitted to the employer by the JH&SC.

3.5.2 Reply in Writing

The Act requires that the employer reply in writing to the committee within twenty-one days. The reply shall contain a timetable for implementation of the recommendations the employer does accept, and/or reasons for disagreement with any recommendation they do not accept.

4.0 Training	Date: June 6, 2008
Authorized by:	Review:

4.0 Training

4.1 Legislative Knowledge

4.1.1 Management, Supervisors and Workers

1) Owners, managers, general contractors, sub-contractors and supervisors shall be familiar with the requirements of the Occupational Health and Safety Act, Ontario Regulation 213 (Construction Projects), and any other relevant legislation.

2) Note: Lack of knowledge of the requirements of the law as detailed in the Act or in various Regulations is no defence if charges are laid.

4.1.2 Supervisors

1) A constructor shall appoint a supervisor for every project at which five or more workers will work at the same time (Ont. Reg. 213, Sec. 14(1)).

2) A supervisor shall be a “competent person” (OHSA, Sec. 25 (2)(c)).

3) A “competent person” means a person who,
 (a) is qualified because of knowledge, training and experience to organize the work and its performance
 (b) is familiar with the Occupational Health and Safety Act and the regulations that apply to the work, and
 (c) has knowledge of any potential or actual danger to health or safety in the work place. (OHSA, Sec 1 (1)).

4) The supervisor shall supervise the work at all times either personally or by having an assistant, who is a “competent person” do so personally (Ont. Reg. 213, Sec. 14 (2)).

4.1.3 Contractors and Sub-Contractors

All contractors and sub-contractors shall be trained at their own expense in Health and Safety to the level that will enable them to work in a safe manner and understand and abide by all Limerick Township policies, procedures and work practices.

4.2 Operator Training

4.2.1 Health and Safety Training

The Occupational Health and Safety Act required an employer to “provide information, instruction and supervision to a worker to protect the health or safety of the worker” (OHSA, Sec. 25 (2)(a)).

A supervisor shall “...provide a worker with written instructions as to the measures and procedures to be taken for the protection of the worker” and

“advise a worker of the existence of any potential or actual danger to the health and safety of the worker of which the supervisor is aware” (OHSA, Sec. 27 (2)(a-b))

In addition, training shall be provided on the wearing, use, care, limitations and maintenance of safety equipment and personal protective equipment.

4.3 WHMIS Training

4.3.1 Employer Responsibilities

- 1) LABELS – To ensure that all controlled products brought into the workplace are properly labelled.
- 2) MSDS – to obtain Material Safety Data Sheets for all controlled products brought into the workplace, before those products are used or handled by any worker.
- 3) TRAINING – To train workers who are exposed or may be exposed to a controlled product on the job, and to consult with the JH&SC on the content and delivery of the training program.

4.3.2 Worker Training

- 1) All workers shall receive generic WHMIS training covering legislation, information communication, recognition and evaluation of hazardous materials, control hazards, and categories of hazardous materials.
- 2) Workers who are exposed or are likely to be exposed to hazardous substances shall receive job-specific WHMIS training.
- 3) No worker shall work with a controlled product unless they have been trained on the hazards of that substance, and the precautions to be taken.
- 4) All WHMIS training shall be recorded in the worker’s personnel file.
- 5) WHMIS training shall be reviewed at least annually.

4.3.3 Worker Responsibilities

There are no specific worker responsibilities set out in the WHMIS regulations, but the general duties of the Occupational Health and Safety Act, Sec. 28 apply.

4.4 Orientation

4.4.1 Training and Familiarization

All newly hired employees and those returning from lay-offs shall be trained in SAFETY PROCEDURES, JOB SAFETY ANALYSIS, WHMIS, EMERGENCY PROCEDURES, HOUSEKEEPING AND FIRE SAFETY.

4.4.2 Instruction in Policies

The employee is to receive a job safety analysis instruction regarding:

- a) Hours of work,
- b) Break periods,
- c) Hygiene,

- d) Hazard awareness,
- e) General safety rules,
- f) Department-specific safety rules,
- g) Accident/incident reporting,
- h) Emergency procedures, i.e. exits, evacuation,
- i) Fire safety,
- j) WHMIS introduction (WHMIS training to be done separately)

The training is done partially in the supervisor's office and at the work site with the hands-on demonstrations and explanations.

It is important that the employees understand the instructions and that they also receive training from a supervisor or a competent, qualified person.

4.4.3 On-Site Job Training

The on-job training shall consist of the following:

- 1) Outline hazards and safety procedures.
- 2) Show the employee the proper safety and quality procedures.
- 3) Observe the employee while they do the job.
- 4) Provide feedback and reinforcement.

4.4.4 Follow Up and Review of Training

Follow up daily for the first week with visual and verbal contacts. Review one week, after the employee has started the job.

4.4.5 Safety Familiarization Checklist for Employees

Items to consider in the familiarization process

- 1) Occupational Health & Safety Act.
- 2) Safety manual and use.
- 3) Employee safety training.
- 4) Safety meetings with employees.
- 5) Accident investigations.
- 6) Fire alarms and evacuation.
- 7) First aid procedures.
- 8) Ambulance/critical injuries.
- 9) Refusal to work.
- 10) Special safety procedures – lockouts, confined spaces, asbestos, etc.
- 11) Safety Committee protocol.

Limerick Township Familiarization Checklist

Name :	Job Title:	Date:
Address:	Location:	Date of Hire:
Contact #	Emergency #	

Topic	Review date	Signature	Supervisor
Hours of Work/ Break periods			
General safety Rules			
Hazard Awareness			
Department Specific Rules			
Hygiene			
Emergency Procedures			
Fire Safety			
Accident/incident Reporting			
WHMIS Introduction			
First Aid			
Return to Work Procedures			
Work Refusal			
Policy and Procedure Manual			
MSDS review			

5.0 Hazard Identification	Date: June 6, 2008
Authorized by:	Review:

5.1 Workplace Hazards Minimization Procedures

5.1.1 Identification of Hazards

A hazard is a condition or practice with the potential for accidental loss.

When identifying hazards, the most frequently encountered health and safety hazards are:

- 1) Chemical agents (dust, fumes, mists, and gases);
- 2) Electromagnetic radiation (ionizing and non-ionizing radiation);
- 3) Physical stresses (noise, and extremes of temperature and pressure);
- 4) Disease producing organisms (unsanitary facilities and contaminated food or water);
- 5) Bodily strain, repetitive motion (poor equipment or job design);
- 6) Mechanical and electrical (machines and equipment);
- 7) Staff relationship could cause injury or illness, working alone, extended or double shifts, being understaffed, on strike, on layoff, seasonal shifts, high turnover, and communication problems such as minimal or no English skills.
- 8) Deadlines, bonus work, increased production, slowdowns, machinery or equipment breakdowns, pay days, holidays, and vacations could cause injury or illness.

The analysis shall describe hazardous production processes that could cause injuries or illness. Define priorities and steps for minimizing illness, injury and accident potential.

5.1.2 Facility Signage

- 1) Signs shall be posted at all site entrances requiring all personnel and visitors to wear HARD HATS and SAFETY BOOTS, and all visitors to check-in at the site office.
- 2) Hazards and warning signs shall be posted in hazard areas to inform employees of dangers present in the workplace, e.g. eye protection, hearing protection, etc.
- 3) Directional signs shall guide traffic in a safe manner.

5.1.3 Exits

- 1) Access to and egress from a work area shall be provided as specified in Ont. Reg. 213, Sec. 70-72.
- 2) The opening and closing of the exit doors of any buildings shall function according to the Building Code and Fire Code regulations. Locks or other means of fastening shall not restrict the use of exit doors.
- 3) Escape routes shall be kept clear and exits shall be clearly marked and adequately illuminated.

5.1.4 Floors and Floor Openings

- 1) All openings, and all open sides and ends of a floor, roof, or surface to which a worker has access shall have a guardrail installed in compliance with Ont. Reg. 213, Sec. 85-86.
- 2) No guardrail is required if an opening is covered and the cover is of suitable strength and securely fastened in place.
- 3) Floors shall be smooth and of even construction, and kept clear to avoid tripping hazards. Where floors may be wet or slippery, sand or similar material shall be used to prevent slipping, or area be barricaded to prevent access.

5.1.5 Stairs and Landings

- 1) Stairs and landings shall conform to Ont. Reg. 213, Sec. 75-77.
- 2) Stairs (permanent or temporary) shall be installed in multi-storey buildings as construction progresses. Hand rails shall be provided on open sides.
- 3) Stairs and stairwells shall be kept clear of obstructions, such as storage of materials and deposits of waste.

5.1.6 Ventilation

- 1) Ventilation shall be provided in all areas where hazardous vapours may collect where there may be danger to a worker, e.g. confined spaces such as closets basements, etc.
- 2) Exhausts shall be properly installed to draw all contaminated air away from workers, and shall be properly connected to the exhaust fan.
- 3) Contaminated air exhausts and fresh air intakes shall be properly separated to prevent re circulation of contaminated air.

5.2.7 Hygiene

- 1) Drinking water shall be provided at the site with a sanitary means of drinking, workers shall not have to share a cup (Ont. Reg. 213 Sec. 28).
- 2) The constructor shall provide or arrange for the use of toilet and clean up facilities before the work has started on a project (Ont. Reg. 213 Sec. 29(1))
- 3) For each group of fifteen or fewer workers toilet facilities shall consist of one flush toilet or comparable unit (Ont. Reg. 213 Sec. 29 (3) and (4)).
- 4) Clean up facilities shall consist of hot running water, wash basin, soap or hand cleaner and paper towels where practicable; or cold running water, etc; or hand cleaner and paper towels (Ont. Reg. 213 Sec. 29(5)).

5.2.8 Ergonomics

- 1) Limits on weight and size of materials lifted or carried by employees shall be established. Proper lifting and carrying techniques shall be taught.
- 2) Mechanical equipment shall be used for handling or bulky objects or materials i.e. lift trucks, hydraulic lift tables or scissor lifts shall be used where applicable.

5.2.9 Positive Lock-out Systems See Section E Lockout/Tagout

- 1) Positive lock-out systems shall be provided for all power systems and individual powered equipment.
- 2) All LOCK-OUTS shall permit locking out of equipment.

3) The LOCK-OUT SYSTEM shall provide the means to reduce the system or equipment to a **zero energy state** and **total immobility**.

5.2.10

- 1) Equipment shall be kept clean, properly maintained and lubricated and all guards in place and functional.
- 2) Pinch points, in-running nip points, and points of operation shall be guarded, and guards shall be secured in position. Interlocked guards, automatic and operator guards shall be properly adjusted and fully functional.
- 3) Operating controls shall be guarded against accidental operation. And they shall be lockable and the key removable when the equipment is not in operation.
- 4) Emergency stop buttons and pull cords shall be operational, correctly positioned, labelled and colour coded.
- 5) There shall be provisions for LOCK-OUT and ISOLATION of the equipment, for the purpose of maintenance and trouble-shooting.
- 6) The OPERATOR MANUAL and SERVICE MANUAL shall be readily available.
- 7) Lockout tags shall be signed and dated and a record of the application and removal of the tags shall be kept for review by other employees.

5.2.11 Compressed Gases

- 1) Compressed gas containers shall be stored away from heat sources, stairs, elevators and exit routes, and in an adequately ventilated area.
- 2) Containers shall be segregated by contents, stored upright and secured against falling over.
- 3) They shall be protected against rust and corrosion.

5.2.12 Hydraulic Power Systems

- 1) Pressure shall be regulated within system limits, and pressure lines throughout the system shall be correctly identified.
- 2) The general condition of pressure lines and other equipment shall be inspected for leaks, dents, nicks or severe scratches and damaged parts replaced, and inspection records maintained.
- 3) All maintenance personnel shall be trained on LOCK-OUT procedures including SYSTEM PRESSURE BLEED OFF before servicing hydraulic power systems.

5.2.13 Pneumatic Power Systems

- 1) Pressure shall be regulated within system limits, and pressure lines throughout the system shall be correctly identified.
- 2) The general condition of pressure lines and other equipment shall be inspected for leaks, dents, nicks or severe scratches and damaged parts replaced, and inspection records maintained.
- 3) All maintenance personnel shall be trained on LOCK-OUT procedures including SYSTEM PRESSURE BLEED OFF before servicing pneumatic power systems.

5.2.14 Lifting Gear

All lifting equipment and operators of lifting equipment shall comply with ONt. Reg. 213, Sec 150-156. In addition to this:

- 1) All guards shall be in place over running gear. (Ont. Reg. 516, Sec. 24)
- 2) Controls shall be placed in such a way that the operator has unrestricted operational control and view of the work/lift area; all safety controls shall be operational, in particular hoist and carriage controls, i.e. brakes, limit stops.
- 4) Equipment shall be clearly labelled with capacity and load testing information.

5.2.15 Conveyors

- 1) Conveyors shall be guarded at all gears, shafts, pulleys, and nip points (Ont. Reg. 516, Sec. 24).
- 2) Drop guards shall be installed to catch falling materials (Ont. Reg. 516, Sec. 34)
- 3) Emergency stop controls shall be readily accessible and operational, and there shall be adequate access to the conveyor.

5.2.16 Electrical

- 1) HIGH VOLTAGE control panels shall be closed and secure, and properly identified and accessible.
- 2) Explosion-proof fixtures shall be used in areas that contain flammable vapours, gases and dusts.
- 3) The system shall have LOCK-OUT provisions and all pieces of equipment shall have individual LOCK-OUTS.
- 4) All electrical equipment shall be protected from liquids and shall have manual restarting provisions in case of power failures.

5.2.17 Vibration

- 1) Vibration is a physical hazard that may affect the entire body, or only the extremities (arms, legs, hands or feet) depending on its source.
- 2) Vibration shall be minimized by maintaining equipment and machinery in good condition, and the effects controlled by the use of anti-vibration gloves, mats, and seats as appropriate.

5.2.18 Thermal Stress

Extremes of heat and cold can contribute to the causes of accidents.

- 1) Cold – When the body begins to lose heat the hands and feet are affected first, with loss of manual dexterity (loss of ability to use the hands and fingers). Further heat loss produces speech difficulty and forgetfulness. These may all lead to accidents in the workplace.
- 2) Heat – The main way in which the body cools itself is through perspiration which is then evaporated from the skin. When there is excessive loss of body fluid, workers may become dizzy, and suffer from heat rashes and cramps. The combination of high temperature and high humidity may lead to heat related performance impairment which may lead to accidents.

5.2.19 Housekeeping

A work site is in order when there are **no** unnecessary things about and when all necessary things are in their proper place. Ont. Reg. 213, Sec. 35-48 spells out specific requirements and standards of housekeeping to be followed on a construction site.

5.2.20 Noise Levels

Workplaces in Ontario must meet the noise level requirements of 85 decibels as of July 1, 2007. The prior level was 90 decibels. The workplace may need to have noise level testing done to determine if this level is being exceeded so that protective measures can be put in place.

At Limerick Township there are known situations where the regulated level would be exceeded on a daily basis. However, some practices performed from time to time may exceed this limit. Supervisory staff will monitor the noise levels and require appropriate hearing protection as needed.

6.0 Hazardous Materials	Date: June 6, 2008
Authorized by:	Review:

6.3 Hazardous Materials

6.3.1 Definition of Hazardous Materials

A hazardous material is a biological or chemical agents (or combination of such agents) whose presence or use in the workplace may endanger the health and safety of a worker.

The Act and the various regulations are in place to ensure that:

- 1) exposure of workers to hazardous materials in the workplace is controlled,
- 2) hazardous materials in the workplace are clearly identified, and
- 3) workers receive information and training to enable them to handle hazardous materials safely.

6.3.2 Hazardous Materials Procedure

- 1) An employer shall 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 (OHSA, Sec. 37 (3)).
- 2) A hazardous product may be received without an MSDS and stored while actively seeking a supplier MSDS (Ont. Reg. 661, Sec. 5 (1)).
- 3) MSDS's for new hazardous materials are to be added to the master file and sheets for discontinued materials removed. A file of MSDS's for all discontinued materials is to be kept for future reference. A copy of each Material Safety Data Sheet will be placed in the appropriate site binder.

6.3.3 Warning Properties

Some materials like ammonia possess properties such as an irritating or objectionable odour which serve as good secondary safety factors. Other materials are either undetectable (e.g. carbon monoxide), or seem innocuous at harmful levels (e.g. benzene), or dull the sense of smell (e.g. hydrogen sulphide) so that no effective warning is given. Odour shall never be relied on for hazard evaluation.

6.3.4 Exposure Limits

- 1) Threshold Limit Value (TLV) – Time-Weight Average Exposure Value (TWAEV).

TWAEV is the average of the airborne concentration of a biological or chemical agent determined from air samples of the airborne concentration to which a worker is exposed in a workday or a work week. (Ont. Reg. 654, Part 2A, 1.).

- 2) Short Term Exposure Limit (STEL) – Short-Term exposure Value (STEV).

STEV is the maximum airborne concentration of a biological or chemical agent to which a worker is exposed in any fifteen minute period determined from a single

sample or a time-weighted average of sequential samples taken during such a period. (Ont. Reg. 654, Part 2A, 2.).

3) Ceiling Limits (ceil.) – Ceiling Exposure Value (CEV).

CEV is the maximum airborne concentration of a biological or chemical agent to which a worker is exposed at any time. (Ont. Reg. 654, Part 2, 3.).

4) Skin Notation (skin)

The “skin” notation indicates that direct or airborne contact may result in significant absorption of the agent through the skin, mucous membranes or the eyes (Ont. Reg. 654, Part 3, Notations) Precautions are required to prevent direct absorption, such absorption can contribute to overall exposure and may invalidate the TWAEV/TLV for exposure by inhalation.

6.3.5 Gases and Vapours

1) Simple asphyxiants are gases which cause suffocation by excluding oxygen from the lungs mainly by their inert presence (e.g. nitrogen). All gases except oxygen are asphyxiating, but, more important many gases are toxic before they become asphyxiating.

2) Toxic gases include:

- a) Chemical asphyxiants which cause suffocation by acting upon the blood and tissues so as to prevent the body from utilizing oxygen (e.g. carbon monoxide).
- b) Irritants which injure by inflaming air passages, lungs or both (e.g. ammonia and chlorine)
- c) Anaesthetics which curtail the activity of the central nervous system (e.g. 1,1,1-trichloroethane).
- d) Gases which paralyze the respiratory system (e.g. hydrogen sulphide)
- e) Substances which attack specific organs (e.g. carbon tetrachloride attacks the liver and kidneys, and methanol attack the optic nerve)

3) Flammable gases and vapours burn and may explode when combined in certain proportions with air and then ignite (e.g. natural gas, propane, etc.).

4) Oxygen enrichment will increase the rate at which flammable substances burn, and will also lower the temperature at which substances will spontaneously ignite (e.g. greasy rags will ignite in an oxygen enriched atmosphere at room temperature). Some substances which do not burn in normal air will burn in an oxygen enriched atmosphere.

6.3.6 Flammable Liquids

1) Definition: A flammable liquid is a liquid with a flash point below 37.8 C (100 F). Flash point is the lowest temperature at which a liquid gives off sufficient vapour to form a flammable mixture with air.

2) Storage and Dispensing: Up to 235 litres (50 gals) of flammable liquids may be stored indoors, provided it is stored in a metal cabinet of specified construction or in sealed containers, each less than 23 litres (5 gals).

Portable containers for dispensing flammable liquid must be equipped with a spring-loaded cap and a flame arrestor.

An area for dispensing flammable liquids must have mechanical ventilation from floor level ($18M^3/HR/M^2$). Containers and dispensing equipment shall be bonded and grounded.

When not required for immediate use, larger quantities of flammable liquids shall be kept in sealed containers located either outdoors, or in a separate building, or in a room having fire-resistant walls and other specified features.

6.3.7 Consumer Products

Consumer goods are products, materials or substances which are packaged as a consumer product in a quantity normally used by the consuming public (e.g. WD-40 lubricant, Javex bleach). These products can be just as hazardous as controlled products even though they do not fall under current legislation when packaged as a consumer product and in quantities normally used by the consuming public (Ont. Reg. 644, Sec. 4 (2) (e)). Use all consumer products with caution and read and follow the warnings on the labels.

6.4 Waste Disposal

Under Ontario Regulations 101, 102, 103, and 105 made under the Environmental Protection Act the generation and disposal of waste is strictly controlled. Waste Audits and Waste Reduction Workplans are required for all construction and demolition projects of 2000 sq. m. or more floor area (approx. 21,500 sq. ft., about 10 homes).

Waste Audits and Waste Reduction Workplans are required. Also, specified materials have to be separated at the source (at the site) for recycling. The Waste Reduction Workplan has to be posted at the site where most workers can see it.

6.4.1 Waste Audits

A Waste Audit is required by Ont. Reg. 102, it is a study of the wastes generated on a project site; what is generated, how much, how it is generated, and how it is managed. The regulation requires that these items be addressed:

- (a) What the waste material is, how much there is, and what condition it is in.
- (b) How the waste is produced, including management decisions that affect the amount or type of waste produced.
- (c) The way the waste is managed. (Ont. Reg. 102, Sec. 2)

A written report of the Waste Audit is required before construction work begins at the site (Ont. Reg. 102, Sec. 20 (2) and Sec. 24 (1)).

6.4.2 Waste Reduction Workplan

The Waste Reduction Workplan has to be based on the Waste Audit and it has to include plans to reduce, reuse and recycle waste. In addition it must set out who is to do each part of the plan, when they will do it, and what the expected results are. (Ont. Reg. 102, Sec. 3)

The order of Limerick Township of the actions in the plan are:

- 1) Reduce the amounts of waste.
- 2) Reuse the materials left over.
- 3) If the waste can not be reduced or reused it may be recycled.

A written report of the Waste Reduction Workplan has to be prepared, the plan has to be put in operation (Ont. Reg. 102, Sec. 21 and 22).

6.4.3 Waste Materials (Housekeeping)

Waste material and debris shall be removed to a disposal area and reusable material shall be removed to a storage area as often as is necessary to prevent a hazardous condition arising and, in any event, at least once daily. (Ont. Reg. 213, Sec. 35 (1))

6.4.4 Liquid Waste

Do not mix liquid wastes. Liquid wastes are to be collected and stored in suitable containers, labelled according to contents. Flammable and hazardous wastes are to be stored in a safe manner, and full documentation is required on contents of drums, volumes, contaminants, etc.

Hazardous wastes shall only be shipped off-site by an approved waste hauler to an approved waste disposal facility. Proper manifests shall be completed for shipment.

6.5 Controlled Substance Purchasing Inventory

6.5.1 Controlled Products

WHMIS deals with workplace chemicals or products that can affect your health or safety. These materials are called Controlled Products. The Controlled Products Regulations (Canada) provide guidelines for determining what materials are classified as Controlled Products.

The manufacturer and/or supplier is responsible for determining which of their products are classified as Controlled Products.

6.5.2 Product Selection and Purchasing

- 1) Engineering and purchasing shall consult with the JH&SC on any changes to hazardous materials used in the plant, and before any new hazardous materials are brought on-site.
- 2) Where there are alternatives, the least hazardous material available shall be used.
- 3) Site supervisors shall maintain an up-to-date inventory of hazardous materials on their projects.

6.6 MSDS

- 1) All incoming materials shall have Limerick Township purchase order number attached, and all related paperwork with the shipment.
- 2) Hazardous products will not be received unless proper supplier labels are attached. Material Safety Data Sheets are to be with the shipping/receiving documents if specified on the purchase order (OHSA, Sec. 37 (3)).
- 3) Purchasing and site supervision shall ensure that unexpired MSDS's are on file for all hazardous materials on-site (OHSA, Sec. 37 (5)).
- 4) All sample or trial orders of hazardous materials shall have a purchase order issued, "NO CHARGE" if appropriate, to ensure that there are proper records. This purchase order shall specify that supplier labelling and MSDS are required.
- 5) MSDS files are to be maintained on each site for the hazardous products there
- 6) Contractors and sub-contractors shall supply an MSDS for every hazardous material they bring on to Limerick Township property, and shall train their employees in the requirements of the WHMIS regulations. This shall be part of the contract.

6.7 Hazard Reporting

Any worker has the responsibility to report to his/her employer(supervisor) the existence of any hazard which he or she is aware of either verbally or by filling out a hazard report form (supplied).

The supervisor in turn, will ensure that any hazard reporting is followed up on in a timely manner. The supervisor will also ensure that a copy of the hazard report is given to the employer, the Health and Safety representative and/or the Joint Health and Safety Committee. (see also Section 2 on Roles and Responsibilities

Limerick Township Report Form for Hazards

Reported by:	Date:	Reported to:
Location of Hazard:		
Describe hazard Class A (circle) B C	Describe safety issue(s)	
Action taken:	Copies given to: Time:	
Signature:		
Received by:		
Follow up: (use extra pages if necessary)		

Class A—Immediate Corrective Action
 Class B---High Priority corrective Action
 Class C—Scheduled Corrective Action
 See Section 7.1.6 for detailed definition

7.0 Inspections	Date: June 6, 2008
Authorized by:	Review:

7.1 Introduction

7.1.1 Planned General Inspections

Planned general inspections shall be performed by a worker member of the JH&SC at least once a month (OHSA, Sec. 9 (23)). Planned general inspections shall also be performed by department supervisors on a regular schedule in their own departments and by health and safety representatives where a JHSC is not required.

7.1.2 Unplanned Inspections

Unplanned inspections are in addition to those required by the Act and shall be performed by the site supervisor on a daily basis as part of their routine.

7.1.3 Pre-Start-Up Inspections

All workers shall inspect their equipment before beginning work each day or shift, and shall report any safety concerns their supervisor.

7.1.4 Contacts

During planned and unplanned inspections workers shall be contacted and consulted by supervisors.

7.1.5 Observations

All observations made during planned, unplanned, and pre-start-up inspections shall be documented in the site supervisor's daily log, or by the JH&SC, or reported to the supervisor by the worker. These shall be analyzed and the situation acted upon to correct any hazard.

7.1.6 Classifications of Hazards

Once hazards have been identified they shall be classified and given a priority for action.

Class A: IMMEDIATE CORRECTIVE ACTION – When equipment, process or procedure is in an **unstable** condition that **cannot** be controlled or isolated and **danger is imminent**. This could mean death, permanent disability, extensive loss of structure

Class B: HIGH PRIORITY CORRECTIVE ACTION – When equipment, process or procedure is in an **unstable** condition that **can** be controlled or isolated but has potential to cause injury; injury can be prevented temporarily and **danger is not imminent**. That is, serious injury or illness that results in temporary disability or property damage that is disruptive but less severe than class “A”.

Class C: SCHEDULED CORRECTIVE ACTION – When equipment, process or procedure is in a **stable** condition that has potential to cause injury, but injury **can** be prevented temporarily and **danger is not imminent**. This may be minor injury of illness that is non-disabling or property damage that is non disruptive

7.2 General Inspections

7.2.1 Frequency and Responsibilities

- 1) The worker members of the Joint Health and Safety Committee shall select a worker member to inspect the physical condition of the workplace at least once a month.
- 2) The same member does not have to perform all inspections, or all of a particular inspection.
- 3) All concerns raised during the physical inspection shall be recorded, and entered in the minutes of the next Committee meeting.

7.2.2 Workplace Inspection Procedure

Before beginning a workplace inspection, prepare for it by gathering information about the worksite, procedures, processes and materials.

Inspectors

The inspections shall be carried out by a worker member and the department supervisor. Inspectors need to have knowledge and understanding of the workplace equipment, processes and procedures in order to perform their inspection effectively.

Preparation

- 1) Information:
 - a) A detailed workplace layout and a site plan shall be obtained with the physical features of the site marked on it. The information shall include location equipment, stairs and walkways, process flow and location of ventilation and sanitation equipment.

b) A machinery and equipment record that shows preventative maintenance, power source, types of guarding, noise levels and ergonomic factors.

2) Planning:

- a) Plan a route for the inspection to follow, and document it.
- b) Make sure that the supervisors and workers know that if you will be in their work area and have the supervisor walk with you if possible. Make sure that you do not interfere with a worker or a process.

3) Additional Information for preparation:

- a) Limerick Township Rules/Regulations
- b) Job Task Analysis
- c) Job Description
- d) CSA (Canada Standards Association) Specifications
- e) Manufacturer's Specifications
- f) Personal Protective Equipment specifications
- g) Emergency Procedures
- h) Accident/Incident Investigation Reports
- j) Ministry of Labour Reports and Orders
- k) Reports and Recommendations of previous inspections

Procedure

- 1) Talk with workers and supervisors. They may know of issues that are not readily apparent.
- 2) Have the supervisor conduct the inspection with you. Do not diminish or undermine the supervisor's authority and responsibility when making suggestions about an employee who is working in an unsafe manner.
- 3) If a hazard is **Class A**, immediate action shall be taken to shut down the machine, equipment or process.
- 4) Follow the planned route. Use the previous inspection as a guide, and highlight any uncorrected hazards from the last inspection.
- 5) Find out about workers that may be in that area frequently. Talk with new transferred or temporary workers about orientation training they received.
- 6) Use your sense to detect noises, fumes, vapours and gases.
- 7) Carefully document all observations and the locations of any hazards.
- 8) Inspect all areas of the workplace once a month. Hazardous operations shall be inspected more frequently.

9) For special processes a process operator, engineer or maintenance person shall be included in the inspection.

10) On multi-shift operations inspections shall not be confined to one shift.

Inspection Observations

Record all observation of situations that may be a source of danger or hazard to any worker.

7.2.3 Inspection Analysis

1) The JH&SC, Management and the Health and Safety Co-ordinator shall analyze the workplace inspection report and make recommendations for the necessary modifications to equipment, process or procedures to reduce or eliminate the risk from identified hazards (OHSA Sec, 9, (18)(b)).

2) All hazards shall be classified according to their potential risk and those with the highest potential for risk will be acted on first.

3) When analyzing the causes of substandard conditions the following will be considered:

- a) Personal Factors
 - i) Lack of Knowledge/Skill, ii) Inadequate capability
- b) Job Factors
 - i) Inadequate work standards
 - ii) Inadequate engineering, maintenance, tools/equipment, leadership/supervision, purchasing.

4) Limerick Township shall respond to written recommendations with a plan and a timetable for implementation, or a written reason for not implementing the recommendations, within twenty-one days of the recommendation (OHSA, Sec. 9(20) & (21)).

7.2.4 Report

1) The report shall include date, time, description of the hazard, JH&SC member's name and any supporting documentation, such as the health effects of hazards and the results of any environmental monitoring, that will identify the hazard and support the recommendations.

2) If further information is required to further assess the hazard it shall be requested as soon as reasonably possible (OHSA, Sec. 9 (18)(d)).

- 3) Review the information gathered and report hazards that threaten serious injury, death or illness immediately to the supervisor or employer.
- 4) Recommendations to the employer shall be made in writing by the Committee and shall note any corrective actions taken at the time of the inspection. They shall also include recommendations for further investigation if needed and possible solutions for control of the hazard.
- 5) Records of identified hazards and recommendations shall be provided to the Joint Committee, Management, and Health and Safety Co-Coordinator immediately following the inspection, and shall be reviewed by all.
- 6) A copy shall be posted on the Health and Safety Bulletin Board.

7.2.5 Certified Members

Inspections shall be performed by a certified member if possible (OHSA. Sec. 9 (24)). Limerick Township is not required to undergo certification training for the JHSC members.

NOTE *** All employees who do inspections may need to have been given health and safety training in the following areas:

- Workplace inspection
- Supervisor training
- Hazard Analysis
- Hazard reporting
- Incident/Accident reporting
- Incident/Accident investigation
- Job specific training

Be sure that 1) inspection reports go to the appropriate person(s) for corrective action or maintenance etc.

2) copies of reports where capital items are identified, will be forwarded to the employer

3) copies of inspection reports will go to the health and safety representative or JHSC member for review and follow up action.

4) the above noted items listed for training are being carried out and recorded as such.

Following are two types of inspection checklists. One is for the office building/industrial establishment, the other is for the construction project type of workplace.

**Limerick Township Inspection Checklist
For Buildings and Offices**

Date: _____ Person Inspecting _____

Location _____ Weather _____

1.Walking Surfaces_	Yes	No	Action
Walkways free of obstruction			
Surfaces in good condition			
Trip/slip hazards			
Warnings near hazards			
Extension cords			

2. Environment	Yes	No	Action
Lighting adequate			
Noise levels			
Air quality			
Temperature and Humidity			
Cleanliness/Housekeeping			
Hazards present?			
Cleaning compounds present?			
Cleaning compounds labelled			
MSDS book available (current)			
Safety signage			

3. Office Equipment	Yes	No	Action
Good mechanical condition			
Secure from tipping			
Free of sharp edges			
Proper assembly/adjustment			
Emergency devices accessible			
Safe handling procedures			
Electrical cords secured			
Preventative maintenance			
Defective parts identified			

4. Bookcases/Cabinets	Yes	No	Action
Good condition			
Secured			
Draws closed when no in use			
Safe storage/Stacking/Piling			
Step stools/ladders available			
Heavy items location?			

5. First Aid	Yes	No	Action
Availability of first aid kit			
Regulation 1101			
Certificates posted			
Inspection checklist			
Log book available			

6. Fire Protection	Yes	No	Action
Fire extinguishers available			
Accessibility			
Monthly/Yearly inspections			
Pull station accessibility			
Fire exits signed/lighted			
Fire exits clear			
Fire doors?			

7. Health and Safety Board	Yes	No	Action
WSIB Form 82			
ESA poster version 3.0			
OH&S Act and Regulations			
WSIB "What's in it for you" form			
JHSC members names			
JHSC meeting's minutes			
Policy statement			
Names of trained First Aiders			

8. Training	Yes	No	Action
WHMIS/First aid			
Emergency Procedures			
Security Procedures			
Special training (eg. Fork lift)			
Training records			

9. Employee Contact/Other	Yes	No	Action
Knowledge of H&S policy			
Knowledge of H&S Board			
Knowledge of MSDS binder			
Knowledge of/use of equipment			
Knowledge of security policy			
Knowledge of reporting duties			

Notes/Observations

1)

2)

3)

4)

Follow Up

1)

2)

3)

4)

5)

Limerick Township Inspection Checklist For Construction Projects

Date: _____ Person Inspecting _____

Location _____ Weather _____

1. Access to the Site	Yes	No	Action
Ground is level			
Clean/Free of debris			
Ramps in place			
Ladders or stairs in place			
Condition of accesses			

2. Guardrails/Barricades	Yes	No	Action
Properly located			
Properly constructed			
Properly secured			
Free of nails/splinters			

3. PPE in use	Yes	No	Action
Foot protection			
Head protection			
Eye protection			
Hearing protection			
Breathing protection			

4. Power tools and cords	Yes	No	Action
Condition of tools			
Guards in place			
Appropriate PPE			
Extension cords-rated over 300v			
State of plugs and cords			
Lockout/Tagout ready			
Safe layout of cords			
Connections/overloads			

5. Ladders	Yes	No	Action
Proper size and type			
Safe condition			
Proper angle			
Proper footing			
Proper non-slip bases			
Tied-off-secured			

6. Gas Cylinders	Yes	No	Action
Properly secured			
Properly located			
Proper hook-up			
Proper label(s)			
Proper storage			
Proper lifting/moving			

7. Housekeeping	Yes	No	Action
Work areas			
Accesses and landings			
Walkways			
Materials secured			
Chemicals labelled and stored			

8. Fire Protection	Yes	No	Action
Fire extinguishers			
Inspected and charged			
Location identified clearly			
Emergency plan in place			

9. Worker Training	Yes	No	Action
Safety program			
Injury reporting			
Hazard reporting			
WHMIS			
OH&S Act and regulations			

10. First Aid	Yes	No	Action
First aid kits available			
Adequate contents			
Inspection list			
Record book of injuries			
Adequate number trained			
Certificates posted			
Regulation 1101 displayed			

11. H&S Information	Yes	No	Action
WSIB Form 82			
ESA poster version 3.0			
OH&S Act and Regulations			
H&S Rep name			
JHSC members names			
Names of trained first aiders			
Policy statement			
MSDS binder			
Report forms			
Warning signs			

12. Machinery	Yes	No	Action
Inspection recorded			
Safe operating condition			
Operator trained			
Signals/Warnings used			

13. Scaffolds/Framework	Yes	No	Action
Safe operating condition			
Properly constructed			
Fall Protection used			
PPE in use			

14. Storage of Material	Yes	No	Action
Safe location			
Properly stacked			
Properly identified			
Proper moving apparatus			

15. Other	Yes	No	Action

Notes/Observations

1)

2)

3)

4)

Follow Up

1)

2)

3)

4)

8.0 Accident and Incident Procedures	Date: June 6, 2008
Authorized by:	Review:

8.1 Reporting Injury or Occupational Illness

8.1.1 Reporting Procedure

In case of an accidental injury or occupational illness, the worker shall:

- 1) Promptly obtain first aid and notify the supervisor.
- 2) Notify the employer/supervisor immediately of any injury requiring "health care".

Note: "Health Care" includes medical, surgical, optometric, and dental aid; the services osteopaths, chiropractors, and chiropodists; hospital and skilled nursing care. In an emergency, a doctor or a hospital staff member may notify the WSIB Form 8 and send it to the Board within 48 Hours.

The employer shall

- 1) Make sure that first aid is given immediately.
- 2) Record the first aid treatment or advice given to the worker.
- 3) Provide immediate transportation to a hospital, a doctor's office, or the workers home if necessary.
- 4) Complete and give to the worker Form 156 if the worker goes off site for "Health Care" along with a job description and a functional abilities form (FAF)
- 5) Complete a WSIB Form 7, and send it to the Board within three days; and send any other information that maybe requested.
- 6) Pay full wages and benefits for the day or shift on which the injury occurred.]

8.1.2 Classes of Accident

- 1) FIRST AID – Provide first aid in all cases of injury, as required to ease the suffering and prevent further damage. Record treatment in the First Aid Log Book.

Worker will return to work after treatment.

- 2) NO LOST TIME – Provide first aid as above. Provide immediate transportation to a Health Care Facility if required, by ambulance, taxi or private car. Complete a WSIB Form 7, and send it to the Board within 3 days.

Worker will be paid for the balance of the shift and will return to work at or before the start of the next regularly scheduled shift.

3) LOST TIME – As above, except the worker does not return to work at the start of the next regularly scheduled shift.

In this situation every effort shall be made to return the worker to meaningful work as soon as possible. Workers able to do modified work shall be accommodated.

8.1.3 Lost Time Injuries Procedure

MONITOR

- 1) The supervisor will maintain telephone and personal contact with the injured worker.
- 2) The worker is responsible for keeping the municipality advised of any changes in his/her physical condition. When possible the worker should meet with or telephone the supervisor following his/her medical appointments to advise of any change in condition or restrictions.
- 3) Both injured worker and the municipality are responsible for maintaining contact with the WSIB as necessary.

RETURN TO REGULAR DUTIES

It is in the best interest of the worker and Limerick Township that the worker returns to work as soon as possible. As soon as the treating physician says the worker is fit to return to regular duties the worker shall notify Limerick Township. Limerick Township shall make arrangements for the worker's immediate return.

RETURN TO MODIFIED DUTIES

- 1) When the treating physician indicates that the worker is ready to begin Modified Duties, an individual return to work place is to be developed in conjunction with the worker, the supervisor, the attending Physician, and the Workplace Safety and Insurance Board.
- 2) The supervisor is responsible for meeting with the injured worker at the beginning and end of the first shift. Any initial difficulties are to be dealt with at these times. Informal contact shall be maintained on an as-required basis.
- 3) Meetings between these individuals will then occur on a weekly basis until the worker begins regular duties.
- 4) The worker will be provided time to attend any appointments for related.

FOLLOW UP

- 1) The supervisor will maintain regular contact with the worker and with the Workplace Safety and Insurance Board until there is a successful resolution, involving either a return to the pre-injury duties or some form of permanent accommodation.
- 2) The supervisor will follow up at appropriate intervals when the worker returns to regular duties, to ensure that there are no further difficulties.

8.1.4 Accidental Exposure to Hazardous Chemicals

Obtain first aid if you have been exposed to hazardous chemicals. The MSDS and container label for a particular material give specific first aid instruction.

- 1) Skin contact:
Immediately remove contaminated clothing and flood the exposed skin with water for at least 15 minutes. Obtain medical attention immediately except for minor cases of skin contact.
- 2) Eye contact:
Immediately flood the affected eye(s) thoroughly with large amounts of gently flowing water for at least 15 minutes. Obtain medical attention immediately.

8.2 ACCIDENT/INCIDENT INVESTIGATION

8.2.1 Definition of an Accident

An Accident is an undesired event that results in harm to people, damage to property, or loss in the process.

8.2.2 Definition of and Incident

An incident is an undesired event, which in different circumstances could have resulted in harm to people, damage to property or loss to the process.

8.2.3 Investigations

Every accident and incident shall be investigated by the department supervisor. It shall be analyzed to determine the root cause, and to develop procedures to prevent future occurrences. The supervisor shall treat an incident the same way they do an accident. After the investigation is complete, a report shall be submitted to Management and the JH&SC for discussion and generation of recommendations.

8.2.4 Critical Injury

If the accident results in death or a critical injury the employer shall notify the Ministry of Labour immediately, and send written notice of the circumstances of the occurrence within 48 hours after the accident (OHSA, Sec 51(1)).

Ontario Regulation 714/82 under the Occupational Health and Safety Act defines a “critical injury” as one which:

- 1) Places life in jeopardy;
- 2) Produces unconsciousness;
- 3) Results in substantial loss of blood;
- 4) Involves the fracture of a leg or arm but not a finger or toe;
- 5) Involves the amputation of a leg, arm, hand or foot but not a finger or toe;
- 6) Consists of burns to a major portion of the body; or
- 7) Causes the loss of sign in an eye.

A worker member of the JH&SC may investigate cases where a worker is killed or critically injured, and if they do investigate they shall report their findings to the Committee and to a Director of the Ministry of Labour (OHSA, Sec 9 (31)).

8.2.5 Coroner’s Inquest

In the event of a death from an industrial accident the Coroners Act requires that a notice of death be made to the Coroners Office immediately. The Coroner may call an inquest, as in a court of law, witnesses will be called. The employer and the family of the deceased receive automatic standing, a member of the JH&SC may request and be granted standing at the inquest. As in a court of law, witness’ testimony cannot be used against them.

8.2.6 Accident Procedure

- 1) The senior person in the area in which the accident occurred shall take control of the scene, call for HELP and designate persons to assist.
- 2) Asses all hazards, make sure that the area is safe for yourself and others; remove the injured worker from the area if the hazard is still present.
- 3) Ensure that the injured worker receives the necessary first aid and that emergency services are called if necessary. Be specific about the nature of the injury or illness in your instructions to the person who calls for emergency services.

4) De-energize the equipment; control the potential for secondary accidents. Positive, careful, temporary actions need to be taken to prevent further injuries.

5) Identify sources of evidence and take notes. Preserve the scene of the accident from alteration or removal of evidence until notes have been made and pictures taken (OHSA, Sec. 51(2)).

6) Notify the managers that need to be at the scene.

8.2.7 Accident/Incident Investigation

Accident investigation is the responsibility of the employer. The investigation shall include:

- 1) Systematic collection of all information pertinent to the accident. Very important are eye witness statements. Do not ask leading questions. Let the witness describe the accident in their own words.
- 2) Examine the scene, draw layouts or sketches, and take photographs. Examine all equipment and report on the condition or damage. Do whatever is necessary to get a good representation of the accident scene.
- 3) Check all records, training records, maintenance records, production schedules and job procedures.
- 4) Determine root causes and draw conclusions based on the evidence.
- 5) Make a report to management and JHSC.

8.2.8 Physical Evidence.

Securing the accident area is of vital importance. A disturbance of the physical evidence might result in incorrect conclusions and recommendations. "Where a person is killed or critically injured at a workplace, no person shall... interfere with, disturb, destroy, alter or carry away any ... thing at the scene... until permission to do so has been given by an inspector" (OHSA, Sec. 51 (2)).

The physical evidence shall be recorded first. Check for the following items:

- 1) Position of the injured worker relating to the equipment.
- 2) Describe the equipment used at the time.
- 3) Describe the materials that were used.
- 4) What safety devices were used, particularly guarding, PPE, etc.
- 5) Describe the positioning and usage of the guarding on the equipment.
- 6) Check the position of the equipment controls.
- 7) Make note of the housekeeping in the area.
- 8) The lighting level around the equipment.
- 9) What is the noise level in the area.
- 10) Condition and temperature of the surrounding air.

8.2.9

A person in a supervisory capacity shall be appointed to handle the analysis, but not the supervisor directly involved. The analysis shall focus on grouping all the gathered information into the following five areas to find the primary and secondary causes, determine an unsafe act or unsafe condition, and then the measures to be taken to prevent a reoccurrence. The questions Who? What? When? Where? Why? And How? Shall be asked for each area.

- 1) Process Factors – task training, job task analysis, proper job instruction, tools and equipment, standards, wear and tear, and abuse and or misuse.
- 2) Material Factors – including raw materials, chemicals and other substances that people use, work with, and process.
- 3) Environmental Factors, the air, light, temperature, pressure, humidity, radiation, mist, vapours, gases, fumes, dusts, weather, moulds, fungi, bacteria, and viruses.
- 4) Personnel Factors – Physiological or physical capability and stress, mental or physiological capacity and stress, lack of knowledge, lack of skill, and improper motivation.
- 5) Management Factors – leadership, supervision, policies, procedures, standards and practices, engineering, purchasing, maintenance.
- 6) History – of previous accidents and trends.

Recommendations shall consider improved inspection procedure, improved training, better definition of job responsibilities and pre-job planning by supervisors.

8.2.10 Interviews

It is important to conduct the interviews as soon as possible after the accident. Eye witnesses are the first people to start with. Other people to interview are people who know the nature of the workplace or operation, people who designed the job or equipment, other people on the job or trained persons. Use the following procedure:

- 1) Put the person at ease by finding out their present condition. Let them know that this is not a “witch hunt” but an inquiry to help prevent the accident from occurring again. Make it as relaxed an atmosphere as possible. Try to be sensitive to any underlying feelings.
- 2) Interview at the accident scene if it is not a hazard because there will be visual cues. You can use visual aids at the scene. The worker may also help locate missing items that flew apart or were moved.
- 3) Interview each person separately so they are not influenced by another person’s interpretation of the accident. Keep your notes short and try not to show your emotions.
- 4) Get their own version of the accident. Don’t ask leading questions and only ask questions to get more detail or expand on the person’s

- description. Ask questions that you know the answers of, to check the validity of their observation and help you check your own understanding of the situation.
- 5) Give the person positive feedback so that you end the interview on a positive note. This will keep the lines of communication open. If they remember anything or come up with possible prevention measures ask them to bring them to your attention.

8.2.11 Report

The report shall be comprehensive and organized in a clear, logical and concise format. In order to take effective remedial action the root causes of the accident or illness must be identified. The report shall be organized in the following order:

- 1) Description of the accident, incident or occupational disease.
- 2) Consequences.
- 3) Immediate and root causes.
- 4) Corrective action immediately taken.
- 5) Recommendations for further action to be taken.

8.2.12 Follow-Up

If the accident report is prepared by the JH&SC, and recommendations made in writing, Limerick Township management, shall respond in writing within 21 days. The report shall be posted on the Health and Safety Bulletin Board. The recommendations shall be followed up by the supervisor who compiled the report.

8.2.13 Notice of Accidents

- 1) First aid only injuries shall be reported to the worker's supervisor, and recorded in the first aid log book.
- 2) A No Lost Time accident report will be made in the First Aid Log Book for any accident where Health Care is required and the worker returns to work before, or at the start of the next regularly scheduled shift. The employer/supervisor shall complete and give to the worker a WSIB Form 156 to take to the health care facility. The employer shall complete a WSIB Form 7 and send it to the WSIB within three days. The Health Care Worker shall complete a WSIB Form 8 and send it to the Board within 48 Hours.
- 3) It is classed as a Lost Time Accident if the worker does not returned to work before or at the start of the next regularly scheduled shift. A WSIB Form 7 shall be completed and sent to the Workplace Safety and Insurance Board within three days.

- 4) The Joint Health and Safety Committee, the union and a Director of the MOL shall be notified in writing within four days of any work-related accident requiring medical attention (OHS Act, Sec. 52(1)).
- 5) In the event of the death of a person or critical injury in the workplace, as defined in Ont. Reg. 712, the employer shall notify a Ministry of Labour inspector, the JHSC and the union immediately by telephone or other direct means. And, the employer shall send a written report of the circumstances to a director of the MOL within 48 hours of the accident happening (OHS Act, Sec. 52 (1)).
- 6) "Where an accident... or other incident... occurs at a project site... notice in writing of the occurrence shall be given..." to the MOL, the JHSC and the union by the constructor (contractor), (OHS Act, Sec. 53). This is required even if no one is injured.

8.3 ACCIDENT/INCIDENT INFORMATION TO BE COLLECTED

8.3.1 The Worker

Name

Age

Home Address

Phone Number – Home

Phone Number – Work

Occupation

Experience

Training for job

Familiarity with equipment

How supervised

Personal protective equipment used

Personal problems on/off job

How did the accident happen?

Opinion of how accident could have been prevented

Mental and physical abilities

Nature of injuries

Approximate return to work date

Physician's name and address

8.3.2 The Supervisor

Name
Age
Home address
Phone number – home
Phone number – work
Occupation
Experience as supervisor
Training for job
Experience in worker's job
Method of supervision
Personal knowledge of worker
Knowledge of OH&SA and Regulations
Opinion of how accident happened
Opinion of how accident could be prevented
Instructions from management

8.3.3 First Aid

Were services available Y/N?
Treatment given
Description of treatment
Name of first aid attendant

8.3.4 The Scene

Diagram (attach if appropriate).
Photos (attach if appropriate).
Measurements (supply if appropriate).

8.3.5 Notification of Official Agencies

Agency: first said on-site, ambulance, hospital location, police, fire
Time and date of accident
Time and date of notification
Time and date of arrival on site

8.3.6 The Employer

Name and address of head office
Address of office where worker records are located
Notes on firm's health and safety program

8.3.7 The Equipment and Site

General condition
Make
Manufacturer's information
Serial number
Model number
Maintenance records
Was equipment suitable?
Was equipment adequate?
Layout/design of operation
Production schedule/capacity

8.3.8 People With Information About the Accident

Name
Phone number - work
Recollection of the accident
Other information of the accident
Knowledge of the job
Experience in industry
Familiarity with equipment used
Supervision
Training
Knowledge of OH&SA and Regulations
Knowledge of firm's health and safety program
Opinion of how accident could have been prevented

8.3.9 The Environment and Site

General Condition
Lighting
Ventilation
Temperature
Noise

8.3.10 Name of Relative(s) to Notify in Case of Emergency

Name
Relationship
Phone number – work
Phone number – home

8.3.11 Unsafe Conditions

Lacks guards/safety devices
Lack of/inadequate warning systems
Fire/Explosion
Unexpected movement
Poor housekeeping
Protruding objects
Close clearance/congestion
Unsafe position/posture
Equipment not locked out
Atmospheric condition
Arrangement/placement/storage

8.3.12 Unsafe Practices

Operating/using equipment without authority
Operating/working at unsafe speed
Failure to secure against movement
Removing safety device
Using defective tools/equipment
Using tools/equipment unsafely
Riding moving equipment
Fixing energized equipment
Horseplay
Failure to wear PPE

8.3.13 Management Factors that Contributed to the Accident/Incident

Design Factor – Was the design of any part of the workplace a factor?
Maintenance Factor – Were the maintenance procedures at the workplace a factor?
Training Factor – Was/were the worker(s) involved in the incident properly trained for the job that was being performed?
Operating procedures – Were the workplace/equipment operating procedures a factor in the incident?
Physical Condition of Worker – Was the physical condition of the worker a factor in the incident?
Job Practices – Were any job safety practices not followed in the incident?
Human Factors – Did human factors contribute to the incident? –
Ergonomic/Stress?
Environmental Factors – Did environmental factors contribute to the incident?

8.3.14 Factors That May Have Contributed to Unsafe Conditions

Worn out from normal use, abuse/misuse by worker(s), required inspection not occur, regular inspection not specified, housekeeping failure, regular housekeeping not specified, inadequate lighting, lubrication failure, corrosion/rusting exposure, exposed vibration, extreme temperature exposure, tampering, unauthorized removal, previous problem not corrected, unable to determine cause, other than above.

8.3.15 Corrective Measures Taken or to be Taken:

Retrain person(s) involved, retrain worker(s), retrain primary person(s) involved, discipline person(s), temporary reassignment of person, permanent reassignment of person, action to improve inspection, action to improve housekeeping, job safety analysis done, revise job safety analysis, repair/replace equipment, improve design, improve construction, install guard/safety device, relieve congestion, improve PPE, perform regular pre-job instruction, use safer materials, manufacturer inspected equipment, inform all supervisory staff, other.

9.0 Claims Management	Date: June 6, 2008
Authorized by:	Review:

9.1 WSIB Claims Management

9.1.1 Reporting of Accidents

All employees are covered by the Workplace Safety and Insurance Board for personal injury by accident arising out of and in the course of the employment. All accidents which occur during the execution of their duties, whether on premises or another location, must be reported to the supervisor/employer for immediate action.

9.1.2 Choice Of Doctors

The employee has the initial choice of doctors without the permission of the Workplace Safety and Insurance Board.

9.1.3 Contact With Injured Worker

The injured worker shall be contacted by the supervisor, and interviewed as soon as possible after the accident to:

- 1) Make sure that the injured worker received the proper First Aid as soon as reasonably possible;
- 2) Obtain the injured worker's version of the events of the accident;
- 3) Provide transportation for the injured worker to a medical facility, doctor's office, or to their home; and
- 4) Reassure the injured worker of Limerick Township's efforts to assist in the worker's full recovery and return to work.

9.1.4 Modified Work

Limerick Township shall make arrangements for modified work to suit the physical limitations specific for the injured worker, and shall accommodate the worker as soon as possible.

9.1.5 Employee Returns to Work

As soon as the employee has returns to work a completed Form 9 shall be sent to the WSIB. The WSIB may also request other information as they may require.

9.1.6 Responsibility

It is the responsibility of the supervisor/employer to monitor the progress of the injured worker on a modified work program.

9.1.7 Monitoring Absence

The supervisor/employer shall monitor the absence of an injured worker until the injured worker returns to work. This should be done on a regular, on going basis depending on the particular situation. Monitoring during time off may involved communication with the employee, the WSIB, and the attending physician.

9.1.8 Principle of the Modified Work

If the program is going to have a good chance of success, then the following principles must be incorporated into the process.

- 1) The attending physician is the one who directs the physical recovery process with help from other specialized person such as the WSIB staff may provide and medical specialist.
- 2) The work that is attempted must be productive and have value in doing
- 3) This modified work must not aggravate the existing disability
- 4) An additional hazard must not be created by the injured worker performing the modified work
- 5) The work being done must help the injured worker to return to his or her original position if at all possible
- 6) The injured worker will schedule his/her medical appointments at reasonable times to try to fit in with the employer's timetable
- 7) The injured worker will provide medical progress reports as frequently as is possible
- 8) The modified job will be further modified as per the medical progress reports re hours of work, type of work and reporting requirements

Contact Record for Modified Work

Employee's Name _____ Phone _____

Supervisor's Name _____ Phone _____

Date of Injury _____ Return to Work Date _____

Claim # _____ Adjudicator _____ Phone _____

Attending Physician _____ Phone _____

Review Date _____ Target End Date _____

Date of contact	Person contacted	Items discussed

Description of Pre-Injury Job (including physical demands)

Medical Precautions as per Functional Abilities Evaluation or attending physician's report

Can the injured worker do the pre-accident job with some modification?

If yes, then what modifications are needed/

If no, then what other suitable modified work is available?

Are other accommodations required such as hours of work, weight lifting restrictions, sitting, standing, bending twisting, etc as per the medical reports. ?

NOTE** The supervisor is responsible for keeping this form up to date and keeping in regular contact with the injured worker, the adjudicator and any medical service provider as is necessary to allow for the best chance of success in the return to work of the injured worker.

10.0 Health and Safety Communications	Date: June 6, 2008
Authorized by:	Review:

10.1 Communication in the Workplace

10.1 Information Distribution

10.1.1 Promotion

Health and Safety information will be prompted through the Health and Safety postings. Information relating to accidents and incidents will be analyzed and communicated to management and the JH&SC so that appropriate actions can be taken to reduce and ultimately eliminate the risk.

The promotion program shall include but not to be limited to:

- 1) Safety talks
- 2) Posters and banners
- 3) Articles in safety bulletins and Limerick Township newsletters
- 4) Guest speakers
- 5) Contests of competitions
- 6) Special tours and inspections
- 7) Awards of Recognition
- 8) Suggestion Box

Reference materials shall be available to all who wish to gain more knowledge on health and safety.

10.2.1 To Be Posted/Available at the Workplace/Project

- 1) Name, trade and employer of the Health and Safety Representative, or of each of the members of the Joint Health and Safety Committee.
- 2) Limerick Township Health and Safety Policy
- 3) Occupational Health and Safety Act, in English and the majority language of the workplace.
- 4) Workplace Safety and Insurance Board poster, Form 82.
- 5) Material safety data sheets.
- 6) Warnings of physical hazards
- 7) Any Ministry of Labour orders written by an inspector and notice of compliance with Ministry of Labour orders.
- 8) First Aid kit(s) in compliance with Reg 1101 WSIB
- 9) Minutes of most recent JHSC meeting, if applicable

If the work is at a Project, then in addition the following:

10) First Aid station in a vehicle or building at the site, provided and maintained by the General Contractor.

11 Telephone or two-way radio shall be installed or readily accessible at the project.

12) Constructor's name.

13) Business name.

14) Address and telephone number of the constructor's head office or principal place of business in Ontario.

Note: Items 10, 11 and 12 are on the Notice of Project from which shall be posted at the project site.

15) Address and telephone number of the head office and the nearest branch office of the Construction Health and Safety Branch, Ministry of Labour.

10.2.2 Meetings

Regular departmental or general Limerick Township meetings shall be held to discuss the Health and Safety performance of Limerick Township.

10.2.3 Training

Training shall be scheduled to keep all employees up to date on their knowledge of Health and Safety and accident prevention.

10.3 Off-The-Job Safety

Off-The-Job Safety will be promoted and communicated throughout Limerick Township.

10.4 Safety Rules

10.4.1 General Safety Rules

- 1) Follow instructions; do not take chances. IF you do not know, ASK.
- 2) Report immediately any condition or practice you think might cause injury to people or damage to equipment.
- 3) Put everything you use back in its proper place when finished. Disorder causes injury and wastes time, energy and material. Keep your work area clean and orderly.

- 4) Use the right tools and equipment for the job, and use them safely.
- 5) Whenever you or the equipment you operate is involved in an accident, no matter how minor, report immediately. Get first aid promptly.
- 6) Use, adjust, alter and repair equipment only when authorized.
- 7) Wear personal protective equipment as directed. Keep it clean and in good condition.
- 8) Do not horseplay. Avoid distracting others.
- 9) When lifting, bend your knees, grasp the load firmly, then raise the load keeping it as close to your body as possible. Get help for heavy or bulky loads, or use mechanical equipment.
- 10) Obey all rules, signs and instructions.

10.4.2 Specific Safety Rules

Specific safety rules shall be developed for each work area to help protect workers from hazards specific to that area.

10.4.3 Review

General and specific safety rules shall be reviewed by the Joint Health and Safety Committee at least once a year to adapt to any changes that may have occurred. Any revisions resulting from the review shall be incorporated into the General Safety Rules, posted on Safety Bulletin Boards and inserted into Health and Safety Program Manuals.

11.0 Material Handling	Date: June 6, 2008
Authorized by:	Review:

11.1 Basic Principles

- 1) Mechanical means for moving material shall be used whenever possible.
- 2) Material handling equipment shall be regularly inspected and maintained in accordance with manufacturers specifications and legislated requirements.
- 3) The mass, size and material type shall be analyzed and matched to the proper equipment to safely handle the transportation.
- 4) All persons involved in material handling shall be trained in the appropriate procedures.
- 5) Personal protective equipment shall be provided and shall be worn where safeguards and procedures can not eliminate the hazards from moving material. The worker will provide his/her own CSA certified safety footwear.
- 6) When manual lifting cannot be avoided, proper instruction shall be given and followed to prevent injury.
- 7) Lifting tasks shall be designed so that they do not require twisting or jerky movements.
- 8) Containers shall be as compact as possible. In any situation where a load cannot be moved comfortably and safely by a single worker, two or more workers shall be employed to perform the task. ASK FOR HELP
- 9) All aisles and pathways used by mechanical material handling equipment shall be level, clear, and wide enough to allow easy manoeuvring.
- 10) The load capacity shall be clearly marked on a mechanical material handling equipment.

11.2 Material Handling Equipment

11.2.1 General

The use of dollies, trucks, conveyors, and cranes can eliminate many of the injuries associated with manual lifting and carrying, but these may introduce

other hazards. These hazards can be reduced by appropriate selection of equipment, by maintenance programs to ensure the equipment condition, by the training of workers in operations, repairs, and emergency procedures, and by the design of the workplace.

11.2.2 Powered Hand-trucks

Low-lift trucks are designed for horizontal movement, and high-lift trucks or stackers are used for raising loads. Powered hand-trucks can protect the worker from the risk of injuries caused by pulling or pushing heavy loads.

11.2.3 Loading

The truck's load capacity shall be clearly marked. Stackers and lift trucks shall have overhead guards to protect the operator from falling objects.

It is crucial that material be properly loaded on pallets. Irregularly shaped material shall be placed so that it will not fall; it shall be blocked, tied, or otherwise secured. The load shall be distributed evenly over the skid to prevent the truck from losing the load or tipping. The operator shall refuse to pick up any unstable loads. The load shall be carried as low as possible to maintain the stability of the truck.

11.2.4 Fork Lift Safety Rules (CSA Standard B335-04)

- 1) Only trained and authorized persons shall drive fork lift trucks (Ont. Reg. 516, Sec. 51 (2)(a)).
- 2) Always do pre-operation check at the start of the shift, with a walk round the vehicle and immediate area before starting to move. Report any hazards or problems to the supervisor. Do not operate defective equipment.
- 3) If the truck is designed to be operated with driver in a standing position, stand firmly on both feet. Keep all parts of the body inside running lines of the truck.
- 4) Do not drive with wet or greasy hands or feet. This could lead to loss of steering control or to feet slipping off foot pedals.
- 5) Always face in the direction of travel.
- 6) Only carry loads for which the truck is designed and rated. Check the load capacity plate before picking up a load (Ont. Reg. 516, Sec. 59).
- 7) Stop at doors, corners, exits, etc., when vision is obscured, and sound horn. Sound the horn also when approaching personnel. Avoid sudden stops, starts or turns. These could spill the load.
- 8) Drive slowly on wet or slippery surfaces, and rough ground. Cross railroad tracks at very slow speed and at an angle.
- 9) When travelling empty drive with forks just clear of ground (10 cm-15 cm max).

- 10) Do not drive into an area where there may be flammable or explosive dust or drive under suspended loads.
- 11) Do not indulge in horse-play or stunt driving, or carry passengers.
- 12) Do not lift a worker on the forks unless an approved platform is used (Ont. Reg. 516, Sec 52).
- 13) Before entering elevators make certain they are unoccupied and locked at floor level and able to carry the load. Switch off engine in elevator, and lower the forks.
- 14) When climbing or descending inclines, the load should always be uphill. Do not drive across an incline.
- 15) Never leave truck unattended without lowering platform or fork, setting brake, neutralizing controls, shutting off power, and removing ignition key) (Ont. Reg. 516, Sec. 57 & 58).
- 16) When parking the truck, do not obstruct gangways, exits, or emergency equipment. Do not park on an incline.

11.2.5 Brakes

Powered trucks shall have brakes set to prevent the truck from moving during the loading or unloading. They shall also have "dead man controls" to stop the vehicle if the controls are released.

11.2.6 Operators

All operators shall be thoroughly trained before using any mechanical material handling equipment. All operators of rider type trucks shall have a driver's licence.

12.0 Preventative Maintenance	Date: June 6, 2008
Authorized by:	Review:

12.1 Policy

In order to ensure maximum efficiency and safety for all equipment, machinery and workers, preventative maintenance schedules shall be developed and followed.

The preventative maintenance schedules shall be designed to avoid emergency breakdown of all equipment and machines. They shall be designed to meet local conditions, specific pieces of equipment or machinery, and specific processes.

12.2.2 Major Maintenance

The schedule for major adjustments, overhauls and parts replacement is to be based on the recommendations of the manufacturer of the equipment or machine. Major maintenance shall be performed by the maintenance department.

12.2.3 Maintenance Manuals

Maintenance manuals shall be developed for each piece of equipment or machine detailing the required activities and schedule. The schedule shall be based on the recommendations of the manufacturer of the equipment or machine. It shall be adjusted as required based on maintenance records, testing and measurements of critical components, and the experience of the maintenance manager.

Copies of maintenance records shall be kept in the Maintenance Manual for easy reference. Maintenance records shall be analyzed to determine any recurring problems, and the maintenance schedule adjusted to suit.

One copy of the Maintenance Manual shall be kept at the machine and one in the maintenance department files.

12.3 CONTROLLING MAINTENANCE HAZARDS

12.3.1 Lockout

All equipment and machines shall be locked out before it is worked on for maintenance, lubrications or adjustment.

12.3.2 Guard Removal

If guards are removed for maintenance, and equipment or machine must be run, barrier tapes shall be set up to keep other workers out of the danger area.

12.3.3 Training

Maintenance personnel are involved in a complex and changing set of circumstances which expose them to more risks than regular workers. They need more, and more varied and health and safety training than other workers.

Additional training shall be provided in:

- 1) Safety and health hazardous identification.
- 2) Selection, use and care of equipment, machine tools, personal protective equipment, etc. required to be used.
- 3) First aid and life saving techniques.
- 4) The hazards and methods of controlling the hazards of substances which may be encountered in the workplace, in addition to basic WHMIS training.
- 5) How to use and inspect hoists, chains, blocks, falls and ropes.
- 6) Confined space entry.
- 7) Welding and flame cutting safety.
- 8) Fire prevention.

12.4 RECORD KEEPING AND ANALYSIS

12.4.1 Routine Maintenance

Routine Maintenance shall be recorded on a checklist developed for each piece of equipment or each machine and kept in the Maintenance at the machine.

12.4.3 Breakdown Maintenance

Breakdown Maintenance shall be recorded in detail and copies filed in the maintenance department; a copy of the description of the work performed shall be placed in the Maintenance Manual at the machine. A detailed report of all costs associated with the work shall be written including, but not limited to:

- a) Which equipment or process?
- b) What was replaced or repaired?
- c) Who did the work?
- d) How long did the work take?
- e) Costs of parts and labour.
- f) Loss of production in hours and dollars.

12.4.4 Analysis

An analysis shall be made to determine the root cause of the breakdown or problem. This analysis shall include:

- a) Was the cause of the breakdown or problem:
 - i) Lack of knowledge/skill
 - ii) Inadequate capability
 - iii) Inadequate work standards
 - iv) Inadequate engineering, maintenance, tools/equipment, purchasing
 - v) Inadequate supervisions/leadership
- b) Has it happened previously?
- c) Will it happen again?
- d) Can reoccurrence be prevented?
- e) What are the steps to prevent reoccurrence?
- f) Were spare parts available?

12.4.5. History

The maintenance history has to be analyzed for trends in the frequency of breakdowns, location of wear, maintenance, and the associated costs. This shall include:

- a) What was replaced or repaired?
- b) Who did the work?
- c) How long did the work take?
- d) Cost of parts and labour?
- e) Loss of production in hours and dollars.
- f) Was the work successful?

12.4.6 Maintenance Plan

When the analysis has been done a schedule shall be developed specifying:

- a) Parts requiring immediate attention
- b) A long term plan
- c) Breakdowns shall be addressed first

As the program develops, breakdowns will be reduced and more time can be allotted to scheduled preventative maintenance.

12.4.7 Feedback and Control

A system for follow-up and feedback from the operators of machinery and equipment is necessary to:

- a) Measure the effectiveness of the program.
- b) Modify preventative maintenance program is necessary.

12.4.8 Costs

Details maintenance costs shall be tracked as a way of measuring the effectiveness of the preventative maintenance program. These should include:

- a) Preventative maintenance (parts and labour costs).
- b) Emergency maintenance (parts and labour costs).
- c) Down-time (lost production costs).
- d) Administration costs.

A. Special Procedures	Date: June 6, 2008
Authorized by:	Review:

A.1 Refusal to Work

The Occupational Health and Safety Act gives a worker the right to refuse unsafe work; Section 43(3) reads:

“A worker may refuse to work where he or she has reason to believe that,
(a) any equipment, machine ... is likely to endanger himself, herself or another worker;
(b) the physical condition of the workplace ... is likely to endanger himself or herself; or
(c) any equipment ... is in contravention of this Act and ... is likely to endanger himself, herself or another worker.”

A.1.1 Work Refusal Procedure

- 1) On refusing to work under this section of the Act the worker shall promptly report the circumstances of the refusal to the employer or supervisor.
- 2) The supervisor shall investigate the report in the presence of the worker and, if there is such, a JH&SC worker member or a H&S representative.
- 3) The worker shall remain in a safe place near his or her work station until the investigation is complete.
- 4) If the situation is corrected or resolved the worker will return to work.
- 5) The worker may continue to refuse to work if they have “reasonable grounds to believe” that the conditions listed in the Act still exist.
- 6) At this stage the worker or the employer shall immediately notify a Ministry of Labour inspector of the situation.
- 7) The inspector shall investigate the refusal to work in the presence of the employer, or a person representing the employer, the work, and if there is such, the person mentioned in item (2).
- 8) The worker shall remain in a safe place near the work station unless the employer assigns reasonable alternative work.

9) The inspector shall decide whether the machine, device, thing or the workplace or part thereof is likely to endanger the worker or another person, and give his decision in writing.

10) The inspector may order the machine, device, thing or the workplace or part thereof to be shut down until the hazardous situation has been eliminated.

11) No worker shall be assigned to use or operate the equipment, machine, device or thing or to work in the workplace or in the part of the workplace being investigated unless, in the presence of a person described in item (2), the worker has been advised of the other worker's refusal and of his or her reasons for the refusal.

12) No reprisals are permitted against the worker for a work refusal; this includes threats, discipline, suspension, intimidation, penalty or coercion of the worker.

13) NOTE: Any order, decision or refusal to make a decision by an inspector can be appealed by anyone affected.

NOTE:

THE WORK REFUSAL IS NOT OVER UNTIL THE WORKER RETURNS TO WORK.

A.1.2 Work Refusal Outline

A2 Work Stoppage (See Section 44 to 49 of the OHSA)

A2.1 Work Stoppage (Dangerous Circumstances)

Work can be stopped in “dangerous circumstances” The OHSA allows for this to occur when a situation in which ALL of the following are true:

- a provision of the Occupational Health and Safety Act or the regulations is being contravened; and
- the contravention poses a danger or a hazard to a worker; and
- the danger or hazard is such that any delay in controlling it may seriously endanger a worker. Section 44(1)

(There are some workplaces where the right to stop work does not apply if the work stoppage would endanger the life health or safety of another person. See section 43 of the Act for full details.)

A2.2 Bilateral Work Stoppage

If a certified member has reason to believe that dangerous circumstances exist, he/she may ask a supervisor to investigate. The supervisor must do so promptly and in the presence of the certified member.

The certified member may request that a second certified member representing the other workplace party to investigate if he/she still has reason to believe that dangerous circumstances continue after the supervisor’s investigation and remedial action(s). The second certified member shall do so promptly and in the presence of the first certified member.

If both certified members agree that dangerous circumstances exist, the certified members may direct the constructor or employer to stop the work or stop the use of any part of a workplace or of any equipment, machine, device, article, or thing.

The constructor or employer must do so immediately and make sure that the compliance does not endanger a person.

If the certified members do not agree whether dangerous circumstances exist, either certified member may request that an inspector investigate the matter and the inspector will do so and give a written decision to the certified members.

The employer can request that the certified members or the inspector cancel the direction, after the constructor or employer has taken steps to remedy the dangerous circumstances.

A2.3 Unilateral Work Stoppage

If a certified member or an inspector has reason to believe that the procedure for stopping work (Bilateral work stoppage) will not be sufficient to protect a constructor's or employer's workers at the workplace from serious risk to their health or safety may apply to the Ontario Labour Relations Board (OLRB) for a declaration or recommendation or both against the employer. Sec 46(1)

The OLRB in making its finding must determine, using prescribed criteria, whether the constructor or employer has demonstrated a failure to protect the health and safety of workers.

Further details regarding the work stoppage can be found in Sections 46 to 49 of the Act.

Certified members especially need to be familiar with these details. This information is given in the training for JHSC members to be certified.

A.3 Lockout

A.3.1 Equipment, Machinery, Etc.

- 1) Before any equipment is worked on for maintenance or repair, it shall be switched off, all hydraulic and pneumatic pressure reduced to zero, and all mechanical energy released. All power sources shall be blocked out by the person working on the equipment.
- 2) Each person working on each piece of equipment, machine or part thereof shall put their own locks on the lockout devices.
- 3) The only time a lock can be removed is when:
 - a) The person who owns the lock has completed his work and the machine is safe to operate.
 - b) When it is necessary to energize the process or equipment to effect repairs or test the process or equipment.
 - c) When the worker who installed the lock is absent and the work is complete, the supervisor responsible for the equipment, machine, device or thing or the part thereof may removed the lock.

Note: A supervisor removing a lock from a locked-out piece of equipment accepts legal responsibility for any resulting accident caused by the operation of the equipment. **LOCK REMOVAL SHALL NOT BE DELEGATED!**

- 4) Disciplinary measures shall be taken up to and including discharge for any violation of these procedures. Also charges may be laid under Sec. 28((1)(a), and 28(2)(a) or (b) of the Occupational Health and Safety Act.

5) Any personnel performing work on equipment or machinery, or part thereof shall be issued a lock and one key. The duplicate keys shall be kept by the constructor or site superintendent/foreman. Additional locks and key will be issued as required.

Specific lockout procedures shall be developed for each piece of equipment or machinery, or process.

A.3.2 Portable, Equipment, including Ladders

Portable equipment that is unsafe shall be tagged “UNSAFE DO NOT USE” and taken out of service until it is repaired and checked for safety.

A.4 Confined Space Entry Procedure

A.4.1 Definitions

No worker shall enter a “confined space” without proper precautions as specified in Ont. Reg. 629/05

“Confined space” means a fully or partially enclosed space,

a) that is not both designed and constructed for continuous human occupancy and

b) in which atmospheric hazards may occur because of its construction , location, or contents or because of work that is done in it. Sec 119 (1)

A confined space can also be looked upon as a space that

1) is not designed for continuous human occupancy;

2) is large enough and shaped in a way to allow a person to enter it; and

3) contains or has the potential to contain a hazardous atmosphere.

A.4.2 Procedure

1) Before entry into a confined space the obligations Section 119 (3) to 119 (20) must be complied with. See section D Confined Space Regulations

Note**Limerick Township does not have confined spaces as per the definition above.

A.5 HOT WORK – FIRE OR EXPLOSION RISK

A.5.1 Permits

A permit system may be used as a means of control and record of Hot Work. Permits shall be required before any Hot Work is started, and a record of all appropriate checks, inspections and preparations made. The permit shall be checked and signed off by the department supervisor where the work is to be performed.

A.5.2 Procedure

Where heat is used and sparks may be generated such as welding, flame cutting or grinding, sufficient to cause ignition of gases, vapours, dusts, etc., special care shall be taken to prevent fire.

- 1) Inspect the site regularly for combustible materials, gases and fumes and flammable dust on surfaces and remove them or purge the area as necessary.
- 2) Establish a fire watch when any welding, flame cutting or grinding is being done. To remain on location during the work and for 30 minutes after work has ceased.
- 3) Ont. Reg. 213, Sec. 52 (2) requires "... at least one fire extinguisher shall be provided,
 - (a) where flammable liquids or combustible materials are stored, handled or used;
 - (b) where oil-fired or gas-fired equipment, other than permanent furnace equipment in a building, is used;
 - (c) where welding or open-flame operations are carried on."
- 4) Isolate flammable and combustible materials from sources of ignition, and ensure that all containers of flammable liquid are properly grounded to prevent the build-up of static electricity.
- 5) When dispensing or transferring flammable liquids ensure that proper bonding and grounding straps are in place.
- 6) Fire extinguishers shall have a ULC 4A40BC rating.
- 7) Fire extinguishers shall be protected from freezing and physical damage, and they shall be inspected at least once per month by a competent worker who shall

record the date of the inspection on a tag attached to it (Ont. Reg. 213, Sec. 54 and 55).

A.6 Hot Work – Environmental

A.6.1 Suggested Exposure Limits

Suggested maximum temperatures (Degrees C):

Work/Rest	Light Work	Moderate Work	Heavy Work
Continuous Work	30.0	26.6	25.0
45 Min /15 Min rest	30.6	28.0	25.9
30 Min / 30 Min rest	31.4	29.4	27.9
15 Min / 45 Min rest	32.2	31.1	30.0

LIGHT WORK – sitting, standing, light hand or arm work

MODERATE WORK – walking, moderate lifting or pushing

HEAVY WORK – digging, heavy, lifting or pushing

ADJUSTMENTS FOR THE TABLE

Un-acclimatized workers shall be reduced by 2.5°C

Obese or elderly reduce by 1 or 2°C

Female reduce by 1°C

Air velocity over 1.5 m/s (5.4 km/hr) increase by 2°C

Light Clothing, shorts increase by 2°C

Body armour or impermeable jacket reduce by 2°C

Rain coat, firemen's coat, full length coat reduce by 4°C

Completely enclosed suit reduce by 5°C

A.6.2 Controls to Reduce the Effect of Heat Exposure:

Steps shall be taken to reduce the performance impairment effect of heat exposure:

- 1) Reduce metabolic heat production by reducing effort
- 2) Reduce radiant heat production from hot surfaces by insulating or shielding
- 3) Ventilation and air conditioning
- 4) Reduce the humidity
- 5) Heat acclimatization
- 6) Salt and fluid substitutions

A.7 Equipment Changes

A.7.1 Purchase, Replacement or Relocation

- 1) When equipment is to be purchased, replaced or relocated, the effect on worker health and safety shall be considered and shall not be compromised.
- 2) The JH&SC or representative shall be consulted for recommendations.
- 3) The equipment shall comply with all relevant legislation and regulations.
 - (a) Occupational Health and Safety Act and Regulations
 - (b) Canadian Electrical Codes and Ontario Electrical Safety Code
 - (c) Canadian Standards Association
 - (d) Canadian Environmental Protection Act

A.7.2 Modified Process/Equipment

Modifications to process or equipment shall be handled in the same way as new or replaced equipment.

Note: All changes to equipment, machines, etc. shall be reviewed by suspension and JH&SC for changes required to the Safe Operating Procedures.

B. Designated Substances	Date: June 6, 2008
Authorized by:	Review:

B.1 Definitions

B.1.1 Definition

“Designated substance” means a biological, chemical or physical agent or combination thereof prescribed as a designated substance to which the exposure or a worker is prohibited, regulated, restricted, limited or controlled (OHSA, Sec. 1(1)).

B.1.2 Designated Substances

Acrylonitrile
Arsenic
Asbestos
Benzene
Coke Oven Emissions
Ethylene Oxide
Isocyanates
Lead
Mercury
Silica
Vinyl Chloride

B.2 Assessment

B.2.1 Does the Regulation Apply?

The relevant Designated Substance Regulation applies where two conditions are met:

- 1) The substance is present in the workplace; and
- 2) A worker is likely to be exposed to the substance.

If the regulation applies an assessment shall be made (Designated Substance Regulations, Sec 6(1)).

B.2.2 The Assessment

An assessment is a detailed and methodical examination of the workplace where a worker may be exposed to a designated substance.

The Designated Substance Regulation (Sec. 6(2)) specifies that the employer shall consider and take into account such matters as,

- (a) the method and procedures used or to be used in the processing, use, handling, or storage of the designated substance;
- (b) the extent and potential extent of the exposure of a worker to the designated substance; and
- (c) the measure and procedures necessary to control such exposure by means of engineering controls, work practices and hygiene practices and facilities.

NOTE* There are no known designated substances at Limerick Township's office or buildings.

B.2.3 Consultation

The employer shall consult with the Joint Health and Safety Committee on the assessment, and the Committee may make recommendations. Also, the employer shall give a copy of the assessment to each member of the Committee (Designated Substance Regulation, Sec. 6 (3) & (4)).

B.3 Control Program

B.3.1 Need for a Control Program

Where the assessment discloses, or would disclose if done correctly, that a worker is likely to be exposed to the designated substances and that the worker's health may be affected, the employer shall develop and put into effect a control program (Designated Substance Regulation, Sec. 7(1)).

B.3.2 Contents of Control Program

The control program shall include provision for:

- (1) Engineering controls, work practices and hygiene practices and facilities to control the exposure of a worker to the designated substance.
- (2) Methods and procedures to monitor the concentrations of the substance in the air of the workplace and the exposure of the workers to the substance.

(3) Workers' records of exposures to the substances, including the worker's name, occupation, time-weighted average exposure monitoring results, any respiratory or other personal protective equipment used.

(4) Medical examinations and clinical tests of exposed workers, the records to be kept by the doctor.

(5) Training program for the supervisors and workers who may be exposed to the designated substance on the health effects of the substance and the appropriate control procedures.

NOTE: A worker has the right to refuse to participate in a medical surveillance program (OHSA, Sec. (3)). The refusal of a worker to undergo medical surveillance will prohibit the worker from certain jobs involving the designated substance (Designated Substance Regulation, Sec. 13(1)).

B.4 Special Codes

The Designated Substance Regulations all contain special "Codes". These are specifications for respiratory equipment and other personal protective equipment, specified methods of measuring the concentration of the contaminant in the workplace, and codes for medical surveillance of exposed workers.

C. Emergency Procedures	Date: June 6, 2008
Authorized by:	Review:

C.1 General

C.1.1 Purpose

The purpose of the emergency procedure is to prevent panic, maintain order and minimize the danger to workers in an emergency situation. The objective is to minimize loss to life, health, equipment and materials in the even of a major emergency, and to maximize the safety and security of all workers and their jobs.

C.1.2 Definition

An “EMERGENCY” is any event which causes or has the potential to cause a major loss to life, health, equipment, material or buildings.

Examples are leak or spill of hazardous material, fire, explosion, flood windstorm, structural damage to, or failure of, building or equipment leading to risk of collapse.

C.1.3 Coordination

The Health and Safety Co-ordinator shall be responsible for overall coordination and maintenance of the Emergency Plan.

Each department supervisor shall be responsible for Emergency preparedness in their own department in compliance with the overall Emergency Plan, including the training of workers.

C.2 Reporting

C.2.1 Responsibility

The person responsible for reporting an emergency condition or situation is the supervisor of the department, or the most senior person present. **The appropriate outside agencies shall be notified immediately in all cases of hazardous material release, fire and critical injury, by dialling “911”.** The person making the call shall stand-by to direct the emergency services when they arrive and provide any information required by them, such as building layout, chemical storage locations, access routes, etc.

C.2.2 Spills of Hazardous Materials

In case of a spill of hazardous material:

- 1) Determine the seriousness of the spill, determine what materials are involved and what is the level of risk.
- 2) If there is risk to life or health, evacuate the area immediately, and sound the EVACUATE alarm.
- 3) The spill is to be contained, if it can be done safely, to prevent the spilled material from getting into the drainage system, or into a stream or river. Use inert materials such as a sand to build a dyke for containment.
- 4) The clean up shall only be done by properly qualified personnel.
- 5) If the spill is of major proportion and the spilled material has entered the sewage system or a water course, immediately notify:
 - a) The ministry of the Environment HOTLINE 1-800-268-6000
 - b) The local Sewage Treatment Plant.

C.3 Evacuation

C.3.1 Alarm

The alarm signal shall have two levels - **an intermittent ringing indicates “STAND-BY”** – shut down any machine or equipment, and prepare to evacuate the building - **continuous ringing of the alarm indicates “EVACUATE IMMEDIATELY”**.

The decision on whether to sound a “STAND-BY” or “EVACUATE” alarm shall be made by the person initially reporting the emergency, based on the conditions at that time.

If the initial call is for a “STAND-BY” alarm, the decision to upgrade it to an “EVACUATE” alarm is to be made by the senior person on site.

C.3.2 Evacuation

When an “EVACUATE” alarm is sounded all personnel are to leave the building immediately by the nearest exit, with no running.

All personnel are to assemble in the main parking area in their department work groups, and each department supervisor shall take attendance to ensure that all are present and accounted for. **No personnel are to leave Limerick Township property until authorized by the senior manager on site.**

C.3.3 Testing Alarms

Fire alarms are to be tested monthly as part of the physical inspection of the facility, as required by Ontario Fire Code, Sec. 6.3.2.1, and recorded in the report of the inspection.

Note: The time of this test will be posted, and supervisors will advise all workers in their area of the test.

C.3.4 In Case of Fire

IN CASE OF FIRE

Upon Discovery of Fire:

- Leave the fire area immediately
- Close all doors
- Sound local fire alarm
- Call fire department 911
- Leave the building by the nearest exit

DO NOT USE ELEVATORS

Upon Hearing Fire Alarm:

- Leave the building by the nearest exit
- Close all doors behind you

CAUTION

If you encounter smoke in stairway, use an alternative exit.

REMAIN CALM

Note: A sign containing the above wording shall be posted at all fire alarm pull stations and in all departments.

C.3.5 Fire Fighting

If a fire is small, and there is no danger from hazardous chemicals or potential explosion, it may be fought by a trained personnel. **Note: this does not mean it should not be reported. ALL cases of fire shall be reported – it is very easy for a fire to grow out of control.**

C.4 Accidental Exposure to Hazardous Materials

C.4.1 First Aid Requirements

1) Eye Baths and Emergency Showers shall be readily available and accessible in areas where caustic/corrosive chemicals are used. The water supply shall provide a 15 minute flush at comfortable temperature and the proper signs and instructions shall be placed beside the stations.

2) First Aid Kits/Station/Equipment shall be located as prescribed by the regulations (WSIB Reg. 1101). Instructions for Accident/Incident reporting shall be posted prominently, adequate materials and equipment shall be available, and the names of all qualified FIRST AID attendants shall be posted.

3) First Aid for Accidental Exposure to Hazardous Chemicals

Obtain first aid if you have been exposed to hazardous chemicals. The MSDS and container label for a particular material give specific first aid instruction.

(a) Skin contact: Immediately remove contaminated clothing and flood the exposed skin with water for at least 15 minutes. Obtain medical attention immediately except for minor causes of skin contact.

(b) Eye contact: Immediately flood the affected eye(s) thoroughly with large amounts of gently flowing water for at least 15 minutes. Obtain medical attention immediately.

C.4.2 Spills of Hazardous Material

Every area of the facility where the hazardous materials are used shall have an Emergency Spill Kit readily available; and workers working with hazardous materials shall be trained in spill assessment and response as part of their job-specific training.

In case of a spill of hazardous material:

1) Determine the seriousness of the spill, determine what materials are involved and what is the level or risk.

2) If there is risk to life or health evacuate the area immediately and sound the Emergency Alarm.

3) Contain the spill, if it can be done safely, to prevent the spilled material from getting into the drainage system, or into a stream or river. Use inert materials such as sand to build a dyke for containment.

4) The clean up shall only be done by properly qualified personnel. Contaminated absorbents and collected spilled materials shall only be disposed of by an approved waste hauler.

5) If the spill is of major proportions, if there is any danger to the life or health of the public, or to the natural environment, or if the spilled material has entered the sewage system or a water course, **immediately** call:

a) The Ministry of the Environment HOTLINE 1-800-268-6000

b) The local Sewage Treatment Plant.

D. Confined Space Regulations	Date: June 6, 2008
Authorized by:	Review:

ONTARIO REGULATION 632/05

CONFINED SPACES.

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Definitions

1. In this Regulation,

“acceptable atmospheric levels” means that,

(a) the atmospheric concentration of any explosive or flammable gas or vapour is less than,

(i) 25 per cent of its lower explosive limit, if paragraph 1 of subsection 19 (4) applies,

- (ii) 10 per cent of its lower explosive limit, if paragraph 2 of subsection 19 (4) applies,
 - (iii) 5 per cent of its lower explosive limit, if paragraph 3 of subsection 19 (4) applies,
- (b) the oxygen content of the atmosphere is at least 19.5 per cent but not more than 23 per cent by volume, and
- (c) the exposure to atmospheric contaminants does not exceed any applicable level set out in a regulation made under the Act and listed in Table 1;

“adequate”, when used in relation to a procedure, plan, material, device, object or thing, means that it is,

- (a) sufficient for both its intended and its actual use, and
- (b) sufficient to protect a worker from occupational illness or occupational injury;

“adequately” has a meaning that corresponds to the meaning of “adequate”;

“assessment” means an assessment of hazards with respect to one or more confined spaces in a workplace, as described in section 6;

“atmospheric hazards” means,

- (a) the accumulation of flammable, combustible or explosive agents,
- (b) an oxygen content in the atmosphere that is less than 19.5 per cent or more than 23 per cent by volume, or
- (c) the accumulation of atmospheric contaminants, including gases, vapours, fumes, dusts or mists, that could,
 - (i) result in acute health effects that pose an immediate threat to life, or
 - (ii) interfere with a person’s ability to escape unaided from a confined space;

“cold work” means work that is not capable of producing a source of ignition;

“confined space” means a fully or partially enclosed space,

- (a) that is not both designed and constructed for continuous human occupancy, and
- (b) in which atmospheric hazards may occur because of its construction, location or contents or because of work that is done in it;

“emergency work” means work performed in connection with an unforeseen event that involves an imminent danger to the life, health or safety of any person;

“hot work” means work that is capable of producing a source of ignition;

“lead employer” means an employer who contracts for the services of one or more other employers or independent contractors in relation to one or more confined spaces that are located,

(a) in the lead employer’s own workplace, or

(b) in another employer’s workplace;

“plan” means a plan for one or more confined spaces in a workplace, as described in section 7;

“program” means a program for one or more confined spaces in a workplace, as described in section 5;

“purging” means displacing contaminants from a confined space;

“related work” means work that is performed near a confined space in direct support of work inside the confined space. O. Reg. 632/05, s. 1.

Application

2. Subject to section 3, this Regulation applies to all workplaces to which the *Occupational Health and Safety Act* applies. O. Reg. 632/05, s. 2.

Exceptions

3. (1) This Regulation does not apply to,

(a) work performed underwater by a diver during a diving operation as defined in Ontario Regulation 629/94 (Diving Operations) made under the Act;

(b) work or workplaces governed by,

(i) Regulation 851 of the Revised Regulations of Ontario, 1990 (Industrial Establishments) made under the Act,

(ii) Regulation 854 of the Revised Regulations of Ontario, 1990 (Mines and Mining Plants) made under the Act,

(iii) Ontario Regulation 213/91 (Construction Projects) made under the Act, or

(iv) Ontario Regulation 67/93 (Health Care and Residential Facilities) made under the Act; or

(c) farming operations. O. Reg. 632/05, s. 3 (1).

(2) Sections 4 to 7 and 9 to 21 of this Regulation do not apply to emergency work performed by,

(a) a firefighter as defined in the *Fire Protection and Prevention Act, 1997*; or

(b) a person who,

(i) holds a certificate under the *Technical Standards and Safety Act, 2000* designating him or her as a gas technician, and

(ii) is working under the direction of a fire department, as defined in the *Fire Protection and Prevention Act, 1997*. O. Reg. 632/05, s. 3 (2).

(3) A worker described in subsection (2) who performs emergency work shall be adequately protected by,

(a) personal protective equipment, clothing and devices provided by the worker's employer;

(b) training under section 8 provided by that employer; and

(c) written procedures and other measures developed by that employer. O. Reg. 632/05, s. 3 (3).

Confined spaces with multi-employer involvement

4. (1) This section applies if the workers of more than one employer perform work in the same confined space or related work with respect to the same confined space. O. Reg. 632/05, s. 4 (1).

(2) Before any worker enters the confined space or begins related work with respect to the confined space, the lead employer shall prepare a co-ordination document to ensure that the duties imposed on employers by sections 5 to 7, 9 to 12 and 14 to 20 are performed in a way that protects the health and safety of all workers who perform work in the confined space or related work with respect to the confined space. O. Reg. 632/05, s. 4 (2).

(3) Without restricting the generality of subsection (2), the co-ordination document may provide for the performance of a duty or duties referred to in that subsection by one or more employers on behalf of one or more other employers, with respect to some or all of the workers. O. Reg. 632/05, s. 4 (3).

(4) A copy of the co-ordination document shall be provided to,

(a) each employer of workers who perform work in the same confined space or related work with respect to the same confined space; and

(b) the joint health and safety committee or health and safety representative, if any, for each employer of workers who perform work in the same confined space or related work with respect to the same confined space. O. Reg. 632/05, s. 4 (4).

Program

5. (1) If an employer's workplace includes a confined space that workers may enter to perform work, the employer shall ensure that a written program for the confined space is developed and maintained in accordance with this Regulation before a worker enters the confined space. O. Reg. 632/05, s. 5 (1).

(2) The program may apply to one or more confined spaces. O. Reg. 632/05, s. 5 (2).

(3) The program shall be developed and maintained in consultation with the joint health and safety committee or the health and safety representative, if any. O. Reg. 632/05, s. 5 (3).

(4) The program shall be adequate and shall provide for,

(a) a method for recognizing each confined space to which the program applies;

(b) a method for assessing the hazards to which workers may be exposed, in accordance with section 6;

(c) a method for the development of one or more plans, in accordance with section 7;

(d) a method for general training of workers, in accordance with section 8; and

(e) an entry permit system that sets out the measures and procedures to be followed when work is to be performed in a confined space to which the program applies. O. Reg. 632/05, s. 5 (4).

(5) The employer shall provide a copy of the program to the joint health and safety committee or the health and safety representative, if any. O. Reg. 632/05, s. 5 (5).

(6) The employer shall ensure that a copy of the program is available to,

(a) any other employer of workers who perform work to which the program relates; and

(b) every worker who performs work to which the program relates, if the workplace has no joint health and safety committee or health and safety representative. O. Reg. 632/05, s. 5 (6).

Assessment

6. (1) Before any worker enters a confined space, the employer shall ensure that an adequate assessment of the hazards related to the confined space has been carried out. O. Reg. 632/05, s. 6 (1).

(2) The assessment shall be recorded in writing and shall consider, with respect to each confined space,

(a) the hazards that may exist due to the design, construction, location, use or contents of the confined space; and

(b) the hazards that may develop while work is done inside the confined space. O. Reg. 632/05, s. 6 (2).

(3) The record of the assessment may be incorporated into an entry permit under section 10. O. Reg. 632/05, s. 6 (3).

(4) If two or more confined spaces are of similar construction and present the same hazards, their assessments may be recorded in a single document, but each confined space shall be clearly identified in the assessment. O. Reg. 632/05, s. 6 (4).

(5) The employer shall appoint a person with adequate knowledge, training and experience to carry out the assessment and shall maintain a record containing details of the person's knowledge, training and experience. O. Reg. 632/05, s. 6 (5).

(6) The assessment shall contain the name of the person who carries out the assessment. O. Reg. 632/05, s. 6 (6).

(7) The person shall sign and date the assessment and provide it to the employer. O. Reg. 632/05, s. 6 (7).

(8) On request, the employer shall provide copies of the assessment and of the record mentioned in subsection (5) to,

(a) the joint health and safety committee or the health and safety representative, if any; or

(b) every worker who performs work to which the assessment relates, if the workplace has no joint health and safety committee or health and safety representative. O. Reg. 632/05, s. 6 (8).

(9) The employer shall ensure that the assessment is reviewed as often as is necessary to ensure that the relevant plan remains adequate. O. Reg. 632/05, s. 6 (9).

Plan

7. (1) Before any worker enters a confined space, the employer shall ensure that an adequate written plan, including procedures for the control of hazards identified in the assessment, has been developed and implemented by a competent person for the confined space. O. Reg. 632/05, s. 7 (1).

(2) The plan may be incorporated into an entry permit under section 10. O. Reg. 632/05, s. 7 (2).

(3) The plan shall contain provisions for,

(a) the duties of workers;

(b) co-ordination in accordance with section 4, if applicable;

(c) on-site rescue procedures, in accordance with section 11;

(d) rescue equipment and methods of communication, in accordance with section 12;

(e) personal protective equipment, clothing and devices, in accordance with section 13;

(f) isolation of energy and control of materials movement, in accordance with section 14;

(g) attendants, in accordance with section 15;

(h) adequate means for entering and exiting, in accordance with section 16;

(i) atmospheric testing, in accordance with section 18;

(j) adequate procedures for working in the presence of explosive or flammable substances, in accordance with section 19; and

(k) ventilation and purging, in accordance with section 20. O. Reg. 632/05, s. 7 (3).

(4) One plan may deal with two or more confined spaces that are of similar construction and present the same hazards as identified by the assessment. O. Reg. 632/05, s. 7 (4).

(5) The employer shall ensure that the plan is reviewed as often as is necessary to ensure that it remains adequate. O. Reg. 632/05, s. 7 (5).

Hazard recognition and other general training

8. (1) Every worker who enters a confined space or who performs related work shall be given adequate training for safe work practices for working in confined spaces and for performing related work, including training in the recognition of hazards associated with confined spaces. O. Reg. 632/05, s. 8 (1).

(2) The employer shall appoint a person with adequate knowledge, training and experience to conduct the training. O. Reg. 632/05, s. 8 (2).

(3) The employer shall ensure that training under this section is developed in consultation with the joint health and safety committee or the health and safety representative, if any. O. Reg. 632/05, s. 8 (3).

(4) The employer shall ensure that training under this section is reviewed, in consultation with the joint health and safety committee or the health and safety representative, if any, whenever there is a change in circumstances that may affect the safety of a worker who enters a confined space in the workplace, and in any case at least once annually. O. Reg. 632/05, s. 8 (4).

(5) The employer shall maintain up-to-date written records showing who provided and who received training under this section, the nature of the training and the date when it was provided. O. Reg. 632/05, s. 8 (5).

(6) The records may be incorporated into an entry permit under section 10. O. Reg. 632/05, s. 8 (6).

(7) Training under this section may be combined with training under section 9. O. Reg. 632/05, s. 8 (7).

Plan-specific training

9. (1) The employer shall ensure that every worker who enters a confined space or who performs related work,

(a) receives adequate training, in accordance with the relevant plan, to work safely and properly; and

(b) follows the plan. O. Reg. 632/05, s. 9 (1).

(2) The employer shall maintain up-to-date written records showing who provided and who received training under this section, and the date when it was provided. O. Reg. 632/05, s. 9 (2).

(3) The records may be incorporated into an entry permit under section 10. O. Reg. 632/05, s. 9 (3).

(4) Training under this section may be combined with training under section 8. O. Reg. 632/05, s. 9 (4).

Entry permits

10. (1) The employer shall ensure that a separate entry permit is issued each time work is to be performed in a confined space, before any worker enters the confined space. O. Reg. 632/05, s. 10 (1).

(2) An entry permit shall be adequate and shall include at least the following:

1. The location of the confined space.
 2. A description of the work to be performed there.
 3. A description of the hazards and the corresponding control measures.
 4. The time period for which the entry permit applies.
 5. The name of the attendant described in section 15.
 6. A record of each worker's entries and exits.
 7. A list of the equipment required for entry and rescue, and verification that the equipment is in good working order.
 8. Results obtained in atmospheric testing under section 18.
 9. If the work to be performed in the confined space includes hot work, adequate provisions for the hot work and corresponding control measures. O. Reg. 632/05, s. 10 (2).
- (3) Before each shift, a competent person shall verify that the entry permit complies with the relevant plan. O. Reg. 632/05, s. 10 (3).
- (4) 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. O. Reg. 632/05, s. 10 (4).

On-site rescue procedures

11. (1) The employer shall ensure that no worker enters or remains in a confined space unless, in accordance with the relevant plan, adequate written on-site rescue procedures that apply to the confined space have been developed and are ready for immediate implementation. O. Reg. 632/05, s. 11 (1).

(2) Before a worker enters a confined space, the employer shall ensure that an adequate number of persons trained in the matters listed in subsection (3) are available for immediate implementation of the on-site rescue procedures mentioned in subsection (1). O. Reg. 632/05, s. 11 (2).

(3) The persons shall be trained in,

(a) the on-site rescue procedures mentioned in subsection (1);

(b) first aid and cardio-pulmonary resuscitation; and

(c) the use of the rescue equipment required in accordance with the relevant plan. O. Reg. 632/05, s. 11 (3).

Rescue equipment and methods of communication

12. (1) The employer shall ensure that the rescue equipment identified in the relevant plan is,

(a) readily available to effect a rescue in the confined space;

(b) appropriate for entry into the confined space; and

(c) inspected as often as is necessary to ensure it is in good working order, by a person with adequate knowledge, training and experience who is appointed by the employer. O. Reg. 632/05, s. 12 (1).

(2) The inspection under clause (1) (c) shall be recorded in writing by the person, and the record of the inspection may be incorporated into the entry permit under section 10. O. Reg. 632/05, s. 12 (2).

(3) The employer shall establish methods of communication that are appropriate for the hazards identified in the relevant assessment, and shall make them readily available for workers to communicate with the attendant described in section 15. O. Reg. 632/05, s. 12 (3).

Personal protective equipment, clothing and devices

13. The employer shall ensure that each worker who enters a confined space is provided with adequate personal protective equipment, clothing and devices, in accordance with the relevant plan. O. Reg. 632/05, s. 13.

Isolation of energy and control of materials movement

14. The employer shall, in accordance with the relevant plan, ensure that each worker entering a confined space is adequately protected,

- (a) against the release of hazardous substances into the confined space,
 - (i) by blanking or disconnecting piping, or
 - (ii) if compliance with subclause (i) is not practical in the circumstances for technical reasons, by other adequate means;
- (b) against contact with electrical energy inside the confined space that could endanger the worker,
 - (i) by disconnecting, de-energizing, locking out and tagging the source of electrical energy, or
 - (ii) if compliance with subclause (i) is not practical in the circumstances for technical reasons, by other adequate means;
- (c) against contact with moving parts of equipment inside the confined space that could endanger the worker,
 - (i) by disconnecting the equipment from its power source, de-energizing the equipment, locking it out and tagging it, or
 - (ii) if compliance with subclause (i) is not practical in the circumstances for technical reasons, immobilizing the equipment by blocking or other adequate means; and
- (d) against drowning, engulfment, entrapment, suffocation and other hazards from free-flowing material, by adequate means. O. Reg. 632/05, s. 14.

Attendant

- 15.** (1) Whenever a worker is to enter a confined space, the employer shall ensure that an attendant,
- (a) is assigned;
 - (b) is stationed outside and near,
 - (i) the entrance to the confined space, or
 - (ii) if there are two or more entrances, the one that will best allow the attendant to perform his or her duties under subsection (2);
 - (c) is in constant communication with all workers inside the confined space, using the means of communication described in the relevant plan; and

(d) is provided with a device for summoning an adequate rescue response. O. Reg. 632/05, s. 15 (1).

(2) The attendant shall not enter the confined space at any time and shall, in accordance with the relevant plan,

(a) monitor the safety of the worker inside;

(b) provide assistance to him or her; and

(c) summon an adequate rescue response if required. O. Reg. 632/05, s. 15 (2).

Means for entering and exiting

16. An adequate means for entering and exiting shall be provided for all workers who enter a confined space, in accordance with the relevant plan. O. Reg. 632/05, s. 16.

Preventing unauthorized entry

17. If there is a possibility of unauthorized entry into a confined space, the employer shall ensure that each entrance to the confined space,

(a) is adequately secured against unauthorized entry; or

(b) has been provided with adequate barricades, adequate warning signs regarding unauthorized entry, or both. O. Reg. 632/05, s. 17.

Atmospheric testing

18. (1) The employer shall appoint a person with adequate knowledge, training and experience to perform adequate tests as often as necessary before and while a worker is in a confined space to ensure that acceptable atmospheric levels are maintained in the confined space in accordance with the relevant plan. O. Reg. 632/05, s. 18 (1).

(2) If the confined space has been both unoccupied and unattended, tests shall be performed before a worker enters or re-enters. O. Reg. 632/05, s. 18 (2).

(3) The person performing the tests shall use calibrated instruments that are in good working order and are appropriate for the hazards identified in the relevant assessment. O. Reg. 632/05, s. 18 (3).

(4) The employer shall ensure that the results of every sample of a test are recorded, subject to subsection (5). O. Reg. 632/05, s. 18 (4).

(5) If the tests are performed using continuous monitoring, the employer shall ensure that test results are recorded at adequate intervals. O. Reg. 632/05, s. 18 (5).

(6) The tests shall be performed in a manner that does not endanger the health or safety of the person performing them. O. Reg. 632/05, s. 18 (6).

(7) In this section,

“sample” means an individual reading of the composition of the atmosphere in the confined space;

“test” means a collection of samples. O. Reg. 632/05, s. 18 (7).

Explosive and flammable substances

19. (1) This section applies only in respect of atmospheric hazards described in clause (a) of the definition of “atmospheric hazards” in section 1. O. Reg. 632/05, s. 19 (1).

(2) The employer shall ensure that this section is complied with, by ventilation, purging, rendering the atmosphere inert or other adequate means, in accordance with the relevant plan. O. Reg. 632/05, s. 19 (2).

(3) The employer shall ensure that no worker enters or remains in a confined space that contains or is likely to contain an airborne combustible dust or mist whose atmospheric concentration may create a hazard of explosion. O. Reg. 632/05, s. 19 (3).

(4) The employer shall ensure that no worker enters or remains in a confined space that contains or is likely to contain an explosive or flammable gas or vapour, unless one of the following applies:

1. The worker is performing only inspection work that does not produce a source of ignition. In the case of an explosive or flammable gas or vapour, the atmospheric concentration is less than 25 per cent of its lower explosive limit, as determined by a combustible gas instrument.

2. The worker is performing only cold work. In the case of an explosive or flammable gas or vapour, the atmospheric concentration is less than 10 per cent of its lower explosive limit, as determined by a combustible gas instrument.

3. The worker is performing hot work. All the following conditions are satisfied:

i. In the case of an explosive or flammable gas or vapour, the atmospheric concentration is less than 5 per cent of its lower explosive limit, as determined by a combustible gas instrument.

ii. The atmosphere in the confined space does not contain, and is not likely to contain while a worker is inside, an oxygen content greater than 23 per cent.

iii. The atmosphere in the confined space is monitored continuously.

iv. The entry permit includes adequate provisions for hot work and corresponding control measures.

v. An adequate alarm system and exit procedure are provided to ensure that workers have adequate warning and are able to exit the confined space safely if either or both of the following occur:

A. In the case of an explosive or flammable gas or vapour, the atmospheric concentration exceeds 5 per cent of its lower explosive limit.

B. The oxygen content of the atmosphere exceeds 23 per cent by volume. O. Reg. 632/05, s. 19 (4).

(5) Subsections (3) and (4) do not apply if,

(a) the atmosphere in the confined space,

(i) has been rendered inert by adding an inert gas, and

(ii) is monitored continuously to ensure that it remains inert; and

(b) a worker entering the confined space uses,

(i) adequate respiratory protective equipment,

(ii) adequate equipment to allow persons outside the confined space to locate and rescue the worker if necessary, and

(iii) such other equipment as is necessary to ensure the worker's safety. O. Reg. 632/05, s. 19 (5).

(6) The equipment mentioned in subclauses (5) (b) (i), (ii) and (iii) shall be inspected by a person with adequate knowledge, training and experience, appointed by the employer, and shall be in good working order before the worker enters the confined space. O. Reg. 632/05, s. 19 (6).

Ventilation and purging

20. (1) This section applies only in respect of atmospheric hazards described in clause (b) or (c) of the definition of "atmospheric hazards" in section 1. O. Reg. 632/05, s. 20 (1).

(2) If atmospheric hazards exist or are likely to exist in a confined space, the confined space shall be purged, ventilated or both, before any worker enters it, to ensure that acceptable atmospheric levels are maintained in the confined space while any worker is inside. O. Reg. 632/05, s. 20 (2).

(3) If mechanical ventilation is required to maintain acceptable atmospheric levels, an adequate warning system and exit procedure shall also be provided to ensure that workers have adequate warning of ventilation failure and are able to exit the confined space safely. O. Reg. 632/05, s. 20 (3).

(4) If compliance with subsection (2) is not practical in the circumstances for technical reasons,

(a) compliance with subsection (3) is not required; and

(b) a worker entering the confined space shall use,

(i) adequate respiratory protective equipment,

(ii) adequate equipment to allow persons outside the confined space to locate and rescue the worker if necessary, and

(iii) such other equipment as is necessary to ensure the worker's safety. O. Reg. 632/05, s. 20 (4).

(5) The equipment mentioned in subclauses (4) (b) (i), (ii) and (iii) shall be inspected by a person with adequate knowledge, training and experience, appointed by the employer, and shall be in good working order before the worker enters the confined space. O. Reg. 632/05, s. 20 (5).

Records

21. (1) The employer shall retain every assessment, plan, co-ordination document under section 4, record of training under subsection 8 (5) or 9 (2), entry permit under section 10, record of an inspection under subsection 12 (2) and record of a test under section 18, including records of each sample, for the longer of the following periods:

1. One year after the document is created.

2. The period that is necessary to ensure that at least the two most recent records of each kind that relate to a particular confined space are retained. O. Reg. 632/05, s. 21 (1).

(2) If section 4 applies, the documents described in subsection (1) shall be retained by the employer responsible for creating them. O. Reg. 632/05, s. 21 (2).

22. Omitted (provides for coming into force of provisions of this Regulation). O. Reg. 632/05, s. 22.

TABLE 1

Number of Regulation in Revised Regulations of Ontario, 1990	Title
833	Control of Exposure to Biological or Chemical Agents
835	Designated Substance — Acrylonitrile
836	Designated Substance — Arsenic
837	Designated Substance — Asbestos
839	Designated Substance — Benzene
840	Designated Substance — Coke Oven Emissions
841	Designated Substance — Ethylene Oxide
842	Designated Substance — Isocyanates
843	Designated Substance — Lead
844	Designated Substance — Mercury
845	Designated Substance — Silica
846	Designated Substance — Vinyl Chloride

O. Reg. 632/05, Table 1.

E. Notices re WSIB Reporting, Return to Work Program, General Safety Rules	Date: June 6, 2008
Authorized by:	Review:

Limerick Township

All employees must follow the General Safety Rules as listed in Section 104.1 and copied here for the employees to receive a copy of. In addition, the duty of employees to report illness and or injury to the employer/supervisor is also listed here to remind all employees of the WSIB requirements for reporting.

General Safety Rules

- 1) Follow instructions; do not take chances. IF you do not know, ASK.
- 2) Report immediately any condition or practice you think might cause injury to people or damage to equipment.
- 3) Put everything you use back in its proper place when finished. Disorder causes injury and wastes time, energy and material. Keep your work area clean and orderly.
- 4) Use the right tools and equipment for the job, and use them safely.
- 5) Whenever you or the equipment you operate is involved in an accident, no matter how minor, report immediately. Get first aid promptly.
- 6) Use, adjust, alter and repair equipment only when authorized.
- 7) Wear personal protective equipment as directed. Keep it clean and in good condition.
- 8) Do not horseplay. Avoid distracting others.
- 9) When lifting, bend your knees, grasp the load firmly, then raise the load keeping it as close to your body as possible. Get help for heavy or bulky loads, or use mechanical equipment.
- 10) Obey all rules, signs and instructions.

An employee must report any work related injury or illness immediately to his/her employer/supervisor.

Limerick Township has an early and safe return to work program as listed in Section 9.1 of this policy manual.

I, _____ an employee of Limerick Township understand and agree to abide by the rules and requirements listed above.

Employee's Signature

Supervisor's Signature

Date

Date

Limerick Township Health and Safety Report Form for Hazards

Reported by:	Date:	Reported to:
Location of Hazard:		
Describe hazard Class A (circle) B C	Describe safety issue(s)	
Action taken:	Copies given to: Time:	
Signature:		
Received by:		
Follow up: (use extra pages if necessary)		

Class A—Immediate Corrective Action
 Class B---High Priority corrective Action
 Class C—Scheduled Corrective Action
 See Section 7.1.6 for detailed definition

Limerick Township Familiarization Checklist

Name :	Job Title:	Date:
Address:	Location:	Date of Hire:
Contact #	Emergency #	

Topic	Review date	Signature	Supervisor
Hours of Work/ Break periods			
General safety Rules			
Hazard Awareness			
Department Specific Rules			
Hygiene			
Emergency Procedures			
Fire Safety			
Accident/incident Reporting			
WHMIS Introduction			
First Aid			
Return to Work Procedures			
Work Refusal			
Policy and Procedure Manual			
MSDS review			

2.5.5 Progressive Discipline

At Limerick Township, discipline for Health and Safety issues is important. The following behaviour of an employee may be considered an item for discipline up to and including dismissal.

- 1) False statement (s) on the employment application re medical history
- 2) Not complying with Limerick Township health and safety policy and procedures
- 3) Falsification of records
- 4) Theft of the employer's property or that of another employee's property
- 5) Wilful damage to the employer's property or that of another employee
- 6) Possession of or consumption of alcohol or non-prescription drugs on employer's premises or project site.
- 7) Being impaired by alcohol or a non-prescription drug while at work
- 8) Driving while impaired at work
- 9) Unprovoked assault while at work

Progressive Discipline will be the method used to deal with conduct/behavioural issues. The Following is a general guideline for the progression

- 1st Offence – Verbal Warning/Reprimand
- 2nd Offence—Written Warning/Reprimand
- 3rd Offence – Suspension without pay
- 4th Offence-- Dismissal

I, _____ an employee of Limerick Township understand and agree to abide by this method of progressive discipline.

Employee's Signature

Supervisor's Signature

Date

Date