

Safety Plan Development



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Safety Plan Development Template

1 Purpose of a Safety Plan

A health and safety plan demonstrates a definite plan of action designed to prevent accidents and occupational diseases. Some form of a program is required under occupational health and safety legislation in most Canadian jurisdictions.

Saskatchewan Employment Act (SEA) Part III, Division 3 Section(s): 3-20(1)(4)

(1) An employer at a prescribed place of employment shall establish and maintain an occupational health and safety program or a prescribed part of an occupational health and safety program in accordance with the regulations made pursuant to this Part.

(4) An occupational health and safety program at a prescribed place of employment must be in writing and must be made available, on request, to the occupational health committee, the occupational health and safety representative, the workers or an occupational health officer.

A properly run health and safety plan will result in lower costs due to less injuries, time loss, and proper maintenance of equipment.

A well-developed safety plan will reduce the possibility of violations, and contraventions issued by Sask. Occupational Health & Safety officers.

A health and safety plan must include the elements required by the health and safety legislation as a minimum.

The development of a Health & Safety Manual is the first step in developing your safety plan. Setting out roles and responsibilities, policies, hazard assessment and identification, training, and practices in writing shows the first commitment by organization owners and management in developing a safety plan.

A good safety plan is one that is developed by both employers and employees, a great safety plan is one that both the employer, and the employee has bought into.

2 Purpose of this Outline

The purpose of the Safety Plan Development Template is designed to give organizations a helping guideline in developing their own safety plan to the requirements as set out by legislation.

This outline will reference the minimum requirements of setting up their own safety plan that is meets the Legislated requirements as set out by Saskatchewan Occupational and Health and Safety.

It is recommended to read the entire template so that you gain an overview and make it easier to develop and implement your Health & Safety plan.

Important: Reading the entire template will make it easier to develop and implement your Health & Safety plan.

3 Legislated References

The Saskatchewan Employment Act (SEA) Part III Divisions 1 – 14 references the broad range of what is required for a Health & Safety plan.

The *Occupational Health and Safety Regulations, 1996* is a reference telling the specifics of what is required in a Health & Safety plan, and the guidelines of how to get the proper end result. (Each organization shall have a copy of the SEA, and the Occupation Health and Safety Regulations 1996 that is accessible to all employees.

4 Best Practices

A best practice is a method or technique that has been generally accepted as superior to any alternatives because it produces results that are superior to those achieved by other means, or because it has become a standard way of doing things, e.g., a standard way of complying with legal or ethical requirements. Best practices are used to maintain quality as an alternative to mandatory legislated standards and can be based on self-assessment or benchmarking. Best practices are often set forth by an authority, such as a governing body or management, depending on the circumstances. While best practices generally dictate the recommended course of action, some situations require that industry “best practices be followed.”

Best practices are important for processes that you need to work correctly. They are simply the best way to do things and have been worked out through trial and error and are found to be the most sensible way to proceed.

Best practices are accepted as a way for organizations to do their tasks. They can also be referred to during time of prosecution of an organization after emergency.

5 Violations & Contraventions

Contraventions can be issued by an OHS safety officer for a violation of the employer, or the employee of the rules and regulations as laid out by Sask. Legislation.

References for citing violations and issuing a contravention are Sask. Employment Act (SEA), the Occupational Health & Safety Regulations, and industry Best Practices.

Important: The organization must prove they have taken all reasonable precautionary measures.

****After an incident it is up to the organization to prove they have done all that is reasonably practicable to prevent the incident before it happened.***

6 Steps

Before starting with the actual implementation of a Health & Safety plan, you should get a rough overview of what a Health & Safety plan entails.

6.1 Preparation

This will help you to get a basic understanding of what your safety plan should look like.

- 1) A statement of what your organization’s overall responsibilities and goals are.
- 2) An Organizational Flow Chart detailing the order of Authority and Responsibility for the organization.
- 3) A list of tasks that is required to be completed to achieve that goal.
- 4) A list of positions (i.e. Reeve, office administrator, equipment operator etc.) that are required to perform the tasks listed in the above step.
- 5) A list of equipment that is required to achieve the organization’s goals.

6.2 Development of a Health and Safety Manual

A safety manual is an organization's written guide for all employees to follow while working.

The Health & Safety Manual will provide written documentation for the following: ***(in accordance to the Sask. Employment Act Part III, Section(s): 3-20(3), and OH&S Regulation Section(s) 22 and 45 of the Saskatchewan OHS Manual).***

3-20(3) An occupational health and safety plan must include all prescribed documents, information and matters.

- 1) Corporate Responsibilities and Accountabilities
- 2) Policies
- 3) Hazard Assessment and Identification
- 4) Personal Protective Equipment (PPE)
- 5) Incident / Accident Investigations
- 6) Organization Rules
- 7) Preventative Maintenance
- 8) Inspections
- 9) Safe Work Practices
- 10) Safety Meetings and Training
- 11) Emergency Response
- 12) Statistics
- 13) Legislative References
- 14) Appendixes (Forms)
- 15) Job Hazard Analysis (JHA) / Procedures

In order to make it easier for employers, and workers to develop this properly, it is recommended to set up your Health & Safety Manual in the order given in this template.

6.3 Implementation of Worker Training Program / Observation

Workers must have certification of competency for the task and any equipment operated.

6.4 Review

The safety plan should be reviewed on a yearly basis in order to find any deficiencies.

Any deficiencies and corrections must be documented to provide proof of completion.

6.5 Definition(s):

Definitions can be found in the Sask. OH&S Manual at the start of different sections in the Sask. Employment Act (SEA), or the Sask. OH&S Regulations.

“Place of Employment” – means any plant in or on which one or more workers or self-employed persons work, usually work or have worked.

“Plant” – includes any premises, site, land, mine, water, structure, fixture or equipment employed or used in the carrying on of an occupation.

7 Safety Manual Guidelines

7.1 The Amendment Sheet

To be used for tracking when making changes to the HSE Manual – (e.g. Additions or Deletions)

7.2 Table of Contents

An index that will be used to make it easier as a reference when looking for pertinent information

7.3 Organizational Flow Chart

Denotes the order of Authority and Responsibility for the organization (includes any council members, chairpersons, administrators, supervisors, foreman, workers etc.).

7.4 Health and Safety Plan Purpose

The purpose of the health and safety plan is to establish a proactive approach to the elimination of workplace hazards through the policies and procedures contained in this manual, worker participation and training, and through the promotion of constant vigilance by all employees.

What is the Health & Safety plan based on:

Examples could be:

- Employee Training;
- Hazard Assessment / Identification and Control;
- Safety Inspections.

7.5 Health & Safety Policy

A health and safety policy ensures that the employer complies with the Occupational Safety and Health Act and relevant provincial legislation. It provides guidelines for establishing and implementing programs that will reduce workplace hazards, protect lives and promote employee health.

The Health & Safety Policy is a short guideline for what the Health & Safety plan contains.

The organization Health & Safety Policy must contain the following:

- a reference to the organization’s goals, aims, responsibilities for and/or commitment to
- health and safety;

- a reference to addressing the protection and maintenance of the health and safety;
- (including physical, psychological, and social well-being) of employees;
- a reference to management (senior and middle levels as applicable) responsibilities;
- a reference to supervisor responsibilities;
- a reference to worker responsibilities, the requirement to comply with government legislation;
- the signature of the current most senior manager;
- the date the policy was signed (must be within a 3-year timeline).

****The Health & Safety policy must be posted for the public to see, it is acceptable if it is workers handouts, orientation materials, copies of safety manuals in the organization vehicles.***

Important: The Health & Safety policy must be posted for the public to see.

7.5.1 Program Responsibility

References who has the overall responsibility for ensuring the Health & Safety plan is carried out (should be a position, and not a person's name).

7.5.2 References

This is to reference any common names for the organization (e.g. – RM #55555 Example will automatically mean Rural Municipality #55555 Name, (any reference to “this organization” will automatically mean Rural Municipality #55555 Name) etc.

7.5.3 Guiding Principles for Health & Safety

The guiding principles must reference:

- Responsibility;
- Priority;
- Recognition;
- Improvement.

7.5.4 Program Goals

- Goals that keep you focused
- Goals make you accountable to yourself
- Goals provide built-in benchmarks
- Goals are motivators
- Goals enable you to document your progress
- Goals allow you to refine your strengths and strengthen your weaknesses
- Goals compel you to achieve your potential
- Goals can make you more resilient

Examples of goals could be:

- No injuries;
- No downtime due to injuries;
- No OHS fines or contraventions;
- Lower WCB rates;
- No property damage or loss.

7.5.5 Safety Responsibilities

Safety responsibilities are to be spelled out for each position on the Organizational Flow Chart.

Examples:

- 1) Council – Chairman (Reeve / President / CEO / VP etc.)
- 2) Administration
- 3) Superintendent / Manager
- 4) Supervisor
- 5) Foreman
- 6) Workers
- 7) Contractors / Sub-contractors
- 8) Safety and Health Reps.
- 9) Occupational Health and Safety Committees
- 10) Visitors

7.5.6 Duty to Inform

In accordance of the following: **Sask. Employment Act 3-16 (1-5) and OH&S Regulation(s): 15, 18(a)(b).**

Saskatchewan Employment Act 3-16(1):

3-16(1) In this section, “required information”:

(a) means any information that an employer, contractor, owner or supplier knows or may reasonably be expected to know and that:

(i) may affect the health or safety of any person who works at a place of employment; or

(ii) is necessary to identify and control any existing or potential hazards with respect to any plant or any process, procedure, biological substance or chemical substance used at a place of employment; and

(b) includes any prescribed information

Hazards need to be identified, documented and reported to the employer, so that the employer is aware, and can do its due diligence in rectifying the hazard.

- This can be done through formal (written) /or informal inspections.
- Documented Hazard Id. or Hazard Assessment Forms.
- At regularly scheduled safety meetings, toolbox safety meetings, or special safety meetings.
- These hazards are to be brought to everybody’s attention so that every person is aware of the hazards and can do their job according to regulations.

Near Misses / Incidents / Accidents all need to be documented and investigated.

- Once investigation is complete, the findings, and their resulting action plan must be communicated back to the workers.
- This can be done at regularly scheduled safety meetings, toolbox meetings, or special safety meetings.

7.5.7 Health and Safety Committees

In accordance to the following Sask. OHS Act & Regulations:

- *Saskatchewan Employment Act: Part III, Division 4 - Section(s): 3-22 [1- 4 (a)(b)]*
- *Saskatchewan OH&S Regulation(s): Part IV - Section(s): 39 – 47*

Explain:

- Committee Members / Designates
- Representative Designation & Training (e.g. – 10 workers and up, 4 – 9 workers, 3 workers or less)
- Quorums & Minutes
- Frequency of Meetings
- OHS Committee Member Training

7.5.8 Code of Ethics

The purpose of a code of ethics is to provide guidance and set common ethical standards to promote consistency in behavior across all levels of employment. The code of ethics governs the actions and working relationships of board members and top management with employees and in dealings with other stakeholders.

7.5.9 Code of Conduct

Our Employee Code of Conduct organization policy outlines our expectations regarding employees' behavior towards their colleagues, supervisors and overall organization.

7.5.10 Refusal to Work / Right to Refuse

In accordance to the following Sask. OHS Act * Regulation(s):

- ***Saskatchewan OH&S Act Part III, Division 5: Section(s): 3-31 to 3-37***

All workers have the right to refuse any task at a place of employment if the worker has reasonable grounds to believe that the act or series of acts is unusually dangerous to the worker's health or safety or the health or safety of any other person at the place of employment.

Must clarify steps in the refusal process.

7.6 Policies

This section should be used to address the different policies regarding the tasks your organization performs, and the different hazards that may be encountered for each task.

The listed policies are the minimum required policies for any entity doing this type of business.

7.6.1 Cell Phone / Distracted Driving Policy

This is a policy that is set in accordance to the ***Saskatchewan Traffic Safety Act 241.1.***

This is designed to set the parameters that drivers or equipment operators are able to, or not able to use handheld devices while operating motor vehicles.

7.6.2 Chemical and Biological Policy

7.6.3 This policy in accordance with Saskatchewan OH&S Regulation(s): Part XXI – Section(s): 302(1a, d & 3b), 303(1a-b & 2c), 304 (1), 305-307 (1 - 3), 309, 310 (a-e) & 312-314

This policy is to let the workers know the parameters of working with the hazards of working with Chemicals, and Biological Substances.

Needs to address: Handling / Use / Storage / Production / and Disposal

Needs to contain a listing of all chemical substances used in the workplace (i.e. propane, O2, varsol, oils, greases, compressed gases etc.).

Does not need to address chemical or biological substances found in Table 19 of the OH&S Manual.

Does need to address chemical or biological substances found in Table 20 of the OH&S Manual.

Will need to address any chemical or biological substance in airborne concentration dangerous to workers found in Table 21 of the OH&S Manual.

Also, will need to address:

- PPE (i.e. respirators, face protection, gloves, aprons etc.).
- Accumulations, Spills & Leaks
- Emergency Eye Wash Stations
- Storage conditions

7.6.4 Confined Space Policy

This policy in accordance with Saskatchewan OH&S Regulation(s): Part XVIII – Section(s): 266 - 275

Most companies would have a “Zero Entry” policy in regard to any unnecessary or unauthorized entry into any tank, excavation trench or any area that has a restricted means of entrance or exit.

This policy would be if any person in your organization would enter into an enclosed or partially space that:

- 1) Is not primarily designed or intended for human occupancy, except for the purpose of performing work;
and
- 2) Has restricted means of entrance and exit.

This policy would be required for entering into trenches, wells, repairing water or sewer lines underground etc.

The policy shall:

- 1) Identify Hazards Associated with Confined Space Entry;
- 2) Provide Definitions;
- 3) Training;
- 4) Outline Employee Responsibilities;
- 5) Present Proper Procedures for Work Conducted in Confined Spaces; and
- 6) Determine Procedures for Safe Entry and Exit of Confined Spaces.

If there are instances where an employee must enter a confined space a Confined Space Entry Permit must be completed according to legislation.

7.6.5 Cranes, Hoists and Lifting Devices

This policy is in accordance to Saskatchewan OH&S Regulation(s):

Saskatchewan OH&S Regulation(s): Part XIII – Section(s): 203 (1), 204 (2), 206(1), 210 (1), 215(1), 216(1)(3)(4)

This policy would come into effect for organizations that would be using lifting devices such as pickers, or knuckle cranes, chain hoists, winches etc.

It must take into account:

- 1) Load rating as set by manufacturer;
- 2) Size of loads to be lifted;
- 3) How far boom must be extended;
- 4) Any outriggers to be deployed;
- 5) Overhead objects (re: powerlines, roof etc.);
- 6) Inspections (daily use inspections, and every 2 years or 1800 hours by a professional engineer);
- 7) Logbooks for any hoist, crane, or lifting device with a rated capacity of 5 tonnes or more;
- 8) Crowd control, safe operating zone or barricades.

7.6.6 Drug & Alcohol Policy – (Industry Best Practices)

This policy is to set guidelines for the organization in regard to substance abuse by any employee.

The guidelines most used by industry today are Canadian Model for Providing a Safe Workplace.

The policy is to address the unlawful use, possession, distribution or manufacturing of a controlled substance or alcohol.

The policy should set guidelines in regard to testing requirements (i.e. random, post incident, reasonable suspicion, contractual testing etc.).

Alcohol testing must be consistent with the standards referenced in the Canadian Model for Providing a Safe Workplace.

Drug testing must include drug concentration limits consistent with the Canadian Model for Providing a Safe Workplace, it must also include the substances for which the test will include.

The Drug and Alcohol Policy should be endorsed by Senior Management.

Workers should be accountable and aware of their role as it relates to the drug and alcohol policy.

The policy should set guidelines in regard to who in the organization is required to be tested (i.e. safety sensitive positions such as operating vehicles or equipment, low risk positions such as custodial work etc.).

The organization's Drug and Alcohol policy should outline the steps to be taken when an employee is found or suspected to be under the influence. Testing may be conducted when an individual reports to work in an unfit condition, and there are reasonable grounds to suspect substance abuse.

The policy should outline signs and symptoms of problematic substance use.

The Drug and Alcohol policy should clearly communicate that assistance is available for employees who struggle with addiction. An employer shall outline when self-help can be requested, the resources available, the employee's responsibilities, and rules for discipline. Contact information for assistance programs should be provided and other self-help resources including references to Employee Assistance Programs or Government sponsored Addiction & Substance Abuse program.

A procedure for assessing an employee for drug and/or alcohol addiction shall be in place to assist. Treatment programs should be available through employee and family assistance programs (i.e. Employee Assistance Programs or EAPs). Procedures should be in place to allow time for treatment as well as for safe return to work.

The policy should also define what prescription and non-prescription drugs are.

This should contain an acknowledgement stating the worker is aware of the organization's Drug & Alcohol Workplace Policy.

7.6.7 Electrical

This policy in accordance with Saskatchewan OH&S Regulation(s):

Saskatchewan OH&S Regulation(s): *Part XXX - Section(s): 451(1), 452(1)(2), 456, 458(1), 462(2), 463, 465(1)(4), 467(1)(2)(3).*

This policy sets out the safety plan in place for all workers in the workplace.

This policy is not necessarily for workers that work with electricity in an organization but spells out directions for non workers as well.

The guidelines will include as a minimum:

- 1) Training
- 2) Personal Protective Equipment (PPE)
- 3) High Voltage receptacles
- 4) Lock outs
- 5) Extension cords
- 6) Grounding
- 7) Ground Fault Interceptor Circuit (GFIC)
- 8) Accessibility to electrical panels

7.6.8 Entrances, Exits and Ladders

This policy sets out the requirements for the organization in order to keep access, and egress to a building clear of obstacles.

It also sets out the requirements for organization workers in the use of ladders.

Saskatchewan OH&S Regulation(s): *Part XVI – Section(s): 248, 249, 252(1) (2), 253 (2)(4-6), 255.*

It should include how to keep entrances, exits, stairwells clear of obstacles and well lit.

The policy should spell out the types of ladders that the organization uses, the storage, and maintenance of each ladder that the workers will use.

7.6.9 Environmental Policy

This policy is developed in accordance with the following Sask. Environmental Management and Protection Act.

Saskatchewan Environmental Management and Protection Act – Section(s): *Part III to Part VIII*

The policy should reference as a minimum:

- 1) Goals
- 2) A reference to comply with all environmental laws, regulations, and industry standards.
- 3) Planning
- 4) Training / Responsibilities
- 5) Emergencies
- 6) Inspections

7.6.10 Fall Protection

Saskatchewan OH&S Regulation(s): *Part XVI – Section(s): 101(1)(e), 102(1)(2)(c), 103, 104, 105, 106(1)(3), 107(1)(2)(a)(b)*

The policy is required for workers that will be working at a height of 1.2 meters or more without shock absorber. (Is not required for workers climbing into equipment with steps and handrails).

The policy is to include:

- 1) Training
- 2) Personal Protective Equipment (PPE)
- 3) Fall Arrest Systems
- 4) Inspections and Maintenance
- 5) Anchors
- 6) Lifelines
- 7) Equipment Standards (type, use, care, maintenance)
- 8) Hazard Assessment
- 9) Rescue from Heights Plan

7.6.11 Fire and Explosion - General

This policy sets out the requirements to provide protection for the employees in accordance with the following Legislation.

Saskatchewan OH&S Regulation(s): *Part XXV – Section(s): 360 – 362, 366 & 367*

The policy is to include a Fire Safety Plan that includes:

- 1) The emergency procedures to be used in the case of a fire, including:
- 2) Sounding the fire alarm;
- 3) Notifying the fire department;
- 4) Evacuating endangered workers, with special provisions for workers with disabilities;
- 5) The quantities, locations and storage methods of all flammable substances present at the worksite;
- 6) The designation of persons to carry out the fire safety plan and the duties of the designated person(s);
- 7) The training of designated persons and workers in their responsibilities for fire safety;
- 8) Conducting fire drills;
- 9) The control of fire hazards;
- 10) Fire Extinguishers;
- 11) Source control.

7.6.12 Fire and Explosion – Hot Work

This policy is to set out the requirements to provide protection for workers when doing any hot work.

Saskatchewan OH&S Regulation(s): *Part XXV – Sec 370(1-5), 371(1)(2), 373, 374(1-3)*

Definition: “Hot Work” is any temporary operation involving open flames or producing heat or sparks including, but not limited to, welding (gas or arc), cutting, grinding, brazing, soldering, thawing, torch applied applications, use of open flame heaters in buildings.

All “Hot Work” jobs require a permit unless the work will be performed in a Designated Hot Work Area.

This policy should include reference to:

- 1) Hazard Assessment (Inside / Outside, Flammable gasses)
- 2) Training
- 3) Ventilation
- 4) Atmospheric testing
- 5) Personal Protective Equipment
- 6) Type of gas used for hot-work (i.e. acetylene, propane etc.).

7.6.13 Fire and Explosion – Flammable & Combustible Substances

This policy is required to let employees know the dangers of flammable substances.

Saskatchewan OH&S Regulation(s): *Part XXV – Section(s): 363 – 366, 367, 368 & 369*

This policy should reference:

- 1) When a flammable substance is to be handled, used, stored, produced, or disposed of at the workplace;
- 2) Training;
- 3) Personal Protective Equipment (PPE);
- 4) Flammable Liquid Receptacles;
- 5) Hazardous Activities;
- 6) Adding fuel / gas to hot equipment;
- 7) Flammable Liquids & Substances in Vehicles & the Atmosphere;
- 8) Atmospheric Testing (Not working at a level of more than 10% LEL).

7.6.14 First Aid

This policy is to spell out the requirements of First Aid to the organization, and their employees.

Saskatchewan OH&S Regulation(s): *Part V – Section(s): 52 – 54(1)(2), 56, 60(1)(a), & 61(1)(2)(4)*

The First Aid plan is to inform the employees:

- 1) The provision of first aid – supplies, equipment, facilities, and emergency transportation;
- 2) First aid requirements;
- 3) Type of equipment required;
- 4) Personnel and supplies - Table 9 of the Sask. OH&S Manual;
- 5) First Aid Stations and register;
- 6) Training – Table 1 or 3.

Employees working alone are required to obtain Standard First Aid certification.

7.6.15 Fit for Duty – (Industry Best Practices)

This policy is required to set the written requirements for the employee to reference while at the worksite.

The policy of the organization is to provide a work environment where all employees, contractors and laborers are working in a safe and health workplace.

The policy should reference at a minimum:

- 1) Workers be fit to work;
- 2) Supervisors are responsible for observing the attendance, performance and behavior of all workers at the workplace;
- 3) No person should be at work under the influence of illicit, or prescription drugs, or alcohol;
- 4) Employee should notify supervisors of injury, illness, medical issue, family / personal issues, fatigue or other issues;
- 5) Requirement for workers to participate in the following if required:
 - a) Doctor's Medical Assessment;
 - b) Assessment done by a Substance Abuse Professional;
 - c) Education;
 - d) Physiotherapy Assessment;
 - e) Physical Demands Analysis;
 - f) Drug and Alcohol Testing;
 - g) Driving Tests.
- 6) Remedial action if a worker is deemed not fit for duty;
- 7) Physical Demands Analysis;
- 8) Competency;
- 9) Fatigue;
- 10) Psychological Fitness;
- 11) Employee Assistance.

7.6.16 General Duties

This is a written document that references the general duties required by the employer and the employee.

Saskatchewan OH&S Regulation(s) – *Part III, Section(s): 12 - 17, 19, 25 & 27*

This policy sets out the requirements for the provision of and maintenance of plant systems of work and working environments that ensure as far as is reasonably practicable the health, safety and welfare of the organization workers while at the worksite.

This policy will also set out the duties of the workers – i.e. use of safeguards, PPE, following the safe work practices and procedures for the workplace.

Should also reference:

- 1) Duty to inform;
- 2) Work Supervision;
- 3) Training;
- 4) Repair & Maintenance of Equipment.

7.6.17 General Health Requirements – Ergonomics

This is required to inform the employees of the written General Health requirements plan in the workplace.

Saskatchewan OH&S Regulation(s): – Part VI, Section(s): 64(1), 69(1), 77(3 & 4) & 81(2, 3ii & 4)

This policy should reference as a minimum:

- 1) Sanitation / Housekeeping
- 2) Lighting
- 3) Smoking
- 4) Musculoskeletal Injuries
- 5) Computer Use
- 6) Ventilation
- 7) Driving

7.6.18 Ground Disturbance

This policy is required for organizations that do any disturbance of the soil with power equipment, or at a depth of 30 cm or more by hand.

Saskatchewan OH&S Regulation(s): Part XVII – Section(s): 259 (1)(2)(4), 260(1)(a)(c), 262(1)(2), 263 (6)

Definition: Saskatchewan

**A ground disturbance is defined as any work, operation or activity that results in the penetration of the ground at ANY depth for powered mechanical equipment; penetration of the ground to a depth GREATER THAN 300 MILLIMETERS for hand equipment.*

Organizations that use Power Mobile Equipment for any soil movement below the ground surface are required to have training in Ground Disturbance.

Equipment used will include but not be inclusive: Track Hoes, Rubber Tire Hoes, Payloaders, Skidsteers, Rigs, Pile Drivers, etc.

This does not include areas that have stockpiles on it and has been surveyed before any dirt was piled on it.

This policy must include as a minimum:

- 1) Training
- 2) Locates
- 3) Permits
- 4) Opening Holes
- 5) Structures / Underground or above
- 6) Trenches / Shoring
- 7) Spoil piles
- 8) Backfilling
- 9) Checklists

7.6.19 Harassment in the Workplace

This policy is required so that employees learn the definition and dangers of harassment in the workplace.

7.6.20 Saskatchewan OH&S Regulation(s): *Part III – 36*

This policy must include as a minimum:

- 1) A definition of harassment;
- 2) A statement that every worker is entitled to employment free of harassment;
- 3) A commitment that the employer will make every reasonably practicable effort to ensure that no worker is subjected to harassment;
- 4) A commitment that the employer will take corrective action respecting any person under the employer's direction who subjects any worker to harassment;
- 5) An explanation of how complaints of harassment may be brought to the attention of the employer;
- 6) A statement that the employer will not disclose the name of a complainant or an alleged harasser or the circumstances related to the complaint to any person except where disclosure is necessary for the purposes of investigating the complaint or taking corrective action with respect to the complaint; or required by law;
- 7) A reference to the provisions of the Act respecting harassment and the worker's right to request the assistance of an occupational health officer to resolve a complaint of harassment;
- 8) A reference to the provisions of *The Saskatchewan Human Rights Code* respecting discriminatory practices and the worker's right to file a complaint with the Saskatchewan Human Rights Commission;
- 9) A description of the procedure that the employer will follow to inform the complainant and the alleged harasser of the results of the investigation;
- 10) A statement that the employer's harassment policy is not intended to discourage or prevent the complainant from exercising any other legal rights pursuant to any other law;
- 11) Implement the policy developed pursuant to subsection and post a copy of the policy in a conspicuous place that is readily available for reference by workers.

The policy should also include:

- 1) What is not harassment;
- 2) Training all persons while implementing the harassment policy;
- 3) The complaint procedure;
- 4) The investigation procedure;
- 5) Any interim action;
- 6) Mediation;
- 7) Disciplinary action;
- 8) Malicious complaints / False complaints;
- 9) How to terminate a negative interaction;
- 10) Responding when a negative interaction moves into harassment.

7.6.21 Sexual Harassment

The policy should include:

What is considered sexual harassment – examples include but not limited to:

- 1) Unwelcome sexual advances;
- 2) Requests for sexual acts or favors;

- 3) Granting or denying job benefits based on receptivity to sexual advances;
- 4) Other verbal or physical conduct of a sexually harassing nature that has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.
- 5) This includes any advances by any gender towards any gender.

Policy should also include a procedure for the Investigation of Sexual Harassment.

7.6.22 Hydrogen Sulphide – (H2S)

This policy is required for organizations that deal with sites that contain H2S.

Saskatchewan OH&S Regulation(s): *Part XXI - Sections: 302 (1)(a)(3), 307 & 309*

Sites that contain H2S include above oil & gas sites (tanks, load lines etc.), pipelines running through the area, tank trucks that transfer oil & gas, underground sites that test positive for H2S, sewer and waste sites.

The policy must include:

- 1) Exposure Limits;
- 2) Training;
- 3) Personal Protective Equipment (PPE);
- 4) Hazard Assessment (wind direction, safe zones etc.);
- 5) Emergency Procedures in the event of release of H2S gas.

7.6.23 Lockout / Tagout

Organization employees will at times be required to do maintenance and / or repairs to equipment. To do this safely sometimes equipment needs to be locked out and tagged to prevent accidental startup.

Saskatchewan OH&S Regulation(s): *Part X – Section(s): 139(1-7), (9)(10)(11), 140*

The lockout policy spells out the steps in making sure it is safe to do any repairs, or maintenance.

Equipment referenced includes equipment that:

- 1) Is electrically energized;
- 2) Contains stored electrical or mechanical energy, heat, pressure or chemicals that can be released to cause an accident.

The policy must at the minimum reference:

- 1) Contain a statement that requires all employees and contractors bring all such equipment to a zero energy – meaning there is no residual energy that can be released to cause an energy;
- 2) Procedures for locking out;
- 3) Procedures for removing lock;
- 4) Exceptions.

7.6.24 Machine Safety

This policy is required for organizations that operate power tools, machinery, power mobile equipment, etc.

Saskatchewan OH&S Regulation(s): *Part X - Section(s): 134(1-3), 135(2), 136(1)(2)*

This policy will include a reference to:

- 1) Guards
- 2) Rotating equipment
- 3) Pinch Points
- 4) Loose Clothing or Jewelry
- 5) Safety Stopping Devices
- 6) Unattended Machine
- 7) Training
- 8) Personal Protective Equipment (PPE) – (Eye, face, hand, arm protection etc.).
- 9) Repair or Maintenance
- 10) Exposure of Blades
- 11) Thermal or Pressure Release
- 12) Flying Debris
- 13) Automatic or Accidental Startup

7.6.25 Manual Lifting and Handling Loads

This policy is required to let the workers know about Sask. Regulations regarding manual lifting.

Saskatchewan OH&S Regulation(s): *Part VI - Section: 78*

This regulation does not state a maximum weight restriction that a worker can lift, because workers do not have the same strength, size etc.

The policy should reference using equipment for the handling of heavy or awkward loads.

If the use of equipment is not possible, then there should be more than one person doing the lifting or splitting the load if practicable.

Training should be done to show the worker(s) how to do the lift etc.

7.6.26 Noise Control

This policy is required where there is noise above the legal occupational safe limits.

Saskatchewan OH&S Regulation(s): *Part VII - Section(s): 99(2 & 3), 109 -114(1 & 2)*

This policy should reference the following:

- 1) Training;
- 2) Noise exposure assessment;
- 3) Sound mapping at the worksite;
- 4) Noise reduction;
- 5) Hearing protection at the worksite – (ear plugs, or earmuffs);
- 6) Daily exposure – (exceeds 85 dba, but lower than 90dba over an 8-hour time period);
- 7) Hearing conservation plan – required when 10 or more workers are exposed to noise levels above 85 dba;
- 8) Review of the hearing conservation plan at least every 3 years;
- 9) Record keeping.

7.6.27 Personal Protective Equipment (PPE)

This policy is required to inform workers about the requirement to wear PPE while at the worksite.

Saskatchewan OH&S Regulation(s): – *Part VII, Section(s): 86(1), 87(1 & 4 - 6), 91 & 93 - 98*

The policy should reference:

- 1) Organization Responsibilities;
- 2) Workers Responsibilities;
- 3) PPE Equipment Inspection;
- 4) Defective Equipment;
- 5) Hazardous Substances;
- 6) A reference to Section #4 – Personal Protective Equipment.

7.6.28 Power Mobile Equipment

This policy is a requirement for organizations that operate Power Mobile Equipment.

Saskatchewan OH&S Regulation(s): *Part VII & XI – Section(s): 154(1) (a)(b) (2) (3)(a), 155, 156, 157(4)(5), 158, & 167(1 & 2),*

Power Mobile Equipment that this applies to includes, but not limited to:

- 1) Track Hoes
- 2) Back Hoes
- 3) Payloaders
- 4) Tractors
- 5) Skid-steers
- 6) Mowers
- 7) Dozers
- 8) Ice Resurfacer
- 9) Forklifts
- 10) Graders
- 11) Compactors

This policy should include references to:

- 1) Training;
- 2) Competent Operators;
- 3) Visual Daily – Formal and Informal Inspections;
- 4) Maintenance;
- 5) Falling Objects;
- 6) Seat Belts;
- 7) Dangerous Movements;
- 8) Transporting Workers;
- 9) Forklifts.

7.6.29 Respiratory Protection Equipment

This policy is required when workers are working in a hazardous atmosphere.

Saskatchewan OH&S Regulation(s): *Part VII – Section(s): 66 (1), 88(1)(a)(b)(c), 88(2), 89, 90(a)(2)*

Respiratory protection is required for workers in an atmosphere where any work, activity or process in the place of employment gives off:

- a) a dust, fume, gas, mist, aerosol, or vapour or other contaminant of a kind and quantity that is likely to be hazardous to workers; or
- b) substantial quantities of contaminants of any kind.

The policy should reference:

- 1) Type of work;
- 2) Type of respiratory equipment required;
- 3) Fit testing;
- 4) Medical examination for use of certain type of respiratory equipment;
- 5) Training;
- 6) Storage, use, care and maintenance of respiratory equipment;
- 7) Proper fitting of equipment.

7.6.30 Rigging

This policy is required to inform the workers on the use of rigging practices.

Saskatchewan OH&S Regulation(s): *Part XIV – Section(s): 227, 228, 229, 230(1), 231(2)(b), 236(1)(2)*

Definition: Saskatchewan OH&S

“Pendant” – means a fixed-length rope that forms part of a boom-suspension system

“Rigging” – means any combination of rope, wire rope, cable, chain, sling, sheave, hook and associated fittings used in a hoisting operation.

Policy should include:

- 1) All rigging is assembled, used, maintained and dismantled under the supervision of a competent worker and in accordance with the manufacturer's specifications and instructions;
- 2) Any worker who is required or permitted to assemble, use, maintain or dismantle rigging is trained in safe rigging practices;
- 3) Inspection – visually before use, and formal written inspection at regular intervals (i.e. monthly, semi-annually etc.).
- 4) Defective or damaged equipment, spread hooks;
- 5) Maximum load limits are conspicuously marked;
- 6) Load limits are not exceeded.

7.6.31 Safeguards

This policy is required for employers to inform workers of the requirement to use safeguards in the workplace.

Saskatchewan OH&S Regulation(s): *Part X – Section(s): 137(1)(2)(3a)(4)(5), 138(3)*

Guarding is to be used to cover all moving parts of a machine.

Parts to be guarded include but not limited to:

- 1) Pinch Points;
- 2) Cutting Edges;
- 3) Points of machines at which materials can be cut, bored or shaped;
- 4) Open flame, steam pipes, or other surfaces with a temperature that exceeds or may exceed 80 degrees Celsius;
- 5) Cooled surfaces that is or may be less than minus 80 degrees Celsius.

Policy should include:

- 1) A requirement for guards to not be removed for any reason while the equipment or machinery is working;
- 2) A statement requiring any machine that has the guard removed to be marked as defective, and locked out / tagged out until the machine is repaired;
- 3) A statement requiring the guard to be replaced according to manufacturer's instructions before any worker is allowed to use the machine.

7.6.32 Transportation

This policy is required to set standards for use of vehicles owned and /or operated by the organization for work purposes.

In accordance with *Saskatchewan Regulations, Highway Traffic Safety Act* and Sections of the *Commercial Vehicle Drivers Hours of Service Regulations*.

The policy should include references to:

- 1) Maintenance Records;
- 2) Retention of Records;
- 3) Vehicle Inspections – (All vehicles that are rated at 5000kg. / trailers or more must be inspected daily according to Schedule 1, 2 or 3 of the NSC Standard 13);
- 4) Daily Driver Logs – (To be completed if the driver is operating a vehicle rated at more than 5000kg. and travelling more than 160 km in any direction from home terminal);
- 5) Hours of Service – (Drivers shall not be on duty more than 16 consecutive hours if they do not leave the province);
- 6) Cargo Securement – (In accordance to the National Safety Code Standard #10, including inspection);
- 7) Recording Defects – (Based on the vehicle's inspection report, or any defects the driver found while on duty, any defect must be logged and repaired when reasonably practicable).

7.6.33 Transportation of Dangerous Goods

This policy is a requirement for organizations that store, handle, or transport Hazardous Goods according to the Transportation of Dangerous Goods Act.

Transportation of Dangerous Goods Act, 1992 section: 18 (1, 2)

Transportation of Dangerous Goods Regulations, 1992 sections: 2.2 (1); 3.1 (1);

3.11; 4.1 (1); 5.1 (3); 5.4; 6.1; 8.1

Examples of Dangerous Goods that are handled:

- 1) Oil or oil-based products used in paving roads;
- 2) Gas / Diesel – (In quantities of more than 450 liters – not including attached fuel tanks for operation);
- 3) Propane / Compressed Gas - (In bulk, or a quantity of small tanks);
- 4) Ammonia / Fertilizer;
- 5) Other Goods that the organization handles that would be covered.

The policy must include references to the following:

- 1) Duty to report – (The occurrence or imminence of the release);
- 2) Emergency Measures – (To be taken as soon as possible to reduce or eliminate any danger to the public);
- 3) Classification;
- 4) Consigner Responsibilities;
- 5) Retaining Shipping Documentation;
- 6) Safety Marking;
- 7) Selecting Means of Containment;
- 8) Loading and Securing;
- 9) Training Certificates – (Must be renewed every 3 years if moving by road, rail, or water, or every 2 years if moving by air – can be completed in-house or 3rd party);
- 10) Immediate Reporting;
- 11) Table of Allowable Releases;
- 12) Provincial Emergency Contact Numbers.

7.6.34 Working Alone

This policy is a requirement when workers are working alone.

Saskatchewan OH&S Regulation(s): – Part III, Section(s): 35

Definition:

To work at a worksite as the only worker of this organization at that worksite, in circumstances where assistance is not readily available to the worker in the event of injury, ill health or emergency.

** Worksites can also include any organization owned vehicles or equipment on the worksite.*

The policy should include as a minimum:

- 1) Definition;
- 2) Risk Identification;
- 3) Communication – (i.e. cell phone, 2-way radio, check-in times etc.);
- 4) Working Alone Procedures.

7.6.35 WHMIS – (Workplace Hazardous Materials Information System)

This policy is required to inform workers of the written WHMIS policy in the workplace.

Saskatchewan OH&S Regulation(s) – Part XXII, Section(s): 315, 316, 318, 319, 321, 322, 325(1), 326 & 327

The policy must include references to:

- 1) Hazardous Products;
- 2) Hazardous Waste;
- 3) Working Training – (All workers must be trained in WHMIS – can be completed in-house or 3rd party);
- 4) Labelling;
- 5) Decanted Products;
- 6) Hazardous Product Transfer;
- 7) SDS – (Must be reviewed whenever products or processes change, or new products introduced).

7.6.36 Workplace Violence Prevention Policy

This is a requirement to inform workers of the organization's Workplace Violence Prevention Policy.

Saskatchewan OH&S Regulation(s): Part III Section(s): – 37(1), (3), (5), (6)

Definition:

** Workplace violence is any act in which a person is abused, threatened, intimidated or assaulted in his or her employment and will not be tolerated.*

This policy must include the acts that is included in this policy:

- 1) Threatening behavior - such as shaking fists, destroying property or throwing objects.;
- 2) Verbal or written threats - any expression of intent to inflict harm;
- 3) Harassment - any behavior that demeans, embarrasses, humiliates, annoys, alarms or verbally abuses a person and that is known or would be expected to be unwelcome;
This includes words. Gestures, Intimidation, bullying, or other inappropriate activities;
- 4) Verbal abuse - swearing, insults or condescending language;
- 5) Physical attacks - hitting, shoving, pushing or kicking;
- 6) Rumors, swearing, verbal abuse, pranks, arguments, property damage, vandalism, sabotage, pushing, theft, physical assaults, psychological trauma, anger-related incidents, rape, arson and murder are all examples of workplace violence.

Known factors – examples could be:

- 1) Working with the public;
- 2) Handling money, valuables or prescription drugs (e.g. cashiers. pharmacists);
- 3) Carrying out inspection or enforcement duties;
- 4) Providing service, care, advice or education;
- 5) Working with unstable or volatile persons;
- 6) Working in premises where alcohol is served;
- 7) Working alone, in small numbers, or in isolated or low traffic areas;
- 8) Working in community-based settings;
- 9) Having a mobile workplace
- 10) Working during periods of intense organizational change, risk of violence may be greater at certain times of the day, night or year;
- 11) Overdue bills;
- 12) Family responsibilities.

The policy must also reference:

- 1) Procedure for Identification of Workplace Violence Risk Factors – (What are the risk factors);
- 2) Preventative Measures;
- 3) Security Measures;
- 4) Weapons;
- 5) Violence Reporting Procedures;
- 6) Enforcement;
- 7) Training in Workplace Violence;

7.7 Hazard Assessment / Identification / Control / Reporting

This section is to inform employees of the dangers in the workplace

Saskatchewan Employment Act (SEA): *Division 3 - Section(s): 3-8(a), 3-9(a), 3-10(a), 3-11(a)*

Saskatchewan OH&S Regulation(s): *Part II - Section(s): 12, 18, 19*

Canada Industry Best Practices

Definition:

A hazard is any situation, condition or thing that has the potential to cause an injury, illness, death or property loss.

Risk - Probability that during a period of activity a hazard will result in an incident with definable consequence

Risk Management - Reduction of the consequence and probability of risk or risks to an acceptable level to achieve a zero-incident workforce.

7.7.1 Hazard Assessment / Identification / Control / Reporting are 4 different steps.

- 1) Hazard Assessment is the process of doing an assessment of the workplace when entering the work space.
- 2) Hazard Identification is process of identifying the hazard – i.e. documenting the hazard
- 3) Controlling the hazard is just that – i.e. putting up guards, signage etc.
- 4) Reporting the hazard is what it says – reporting verbally to supervisor and submitting documentation of the hazard.

Statement should include:

- 1) A goal of an incident free workplace;
- 2) Hazard assessments should be done before starting work, at regular intervals while the work is ongoing, or when processes or conditions change;
- 3) Hazards should be ranked according to severity and probability of the hazard;
- 4) Who is responsible for investigation and follow-up?

7.7.2 Types of Hazard Assessments – (Documented / Formal – should also include equipment prioritization)

- 1) Pre-Job Hazard Assessments
- 2) New Task Hazard Assessment
- 3) Field Level Risk Assessment (FLRA)
- 4) Job Task Risk (JTR) / Job Hazard Assessment (JHA)

7.7.3 Steps to Include:

- 1) Length of time worker will be required to work alone;
- 2) Communication;
- 3) Location of Work;
- 4) Type of Work;
- 5) Ability of the Employee Performing Work Alone;
- 6) Check-in Procedure;
- 7) Hazardous Work;
- 8) Travel Alone (Journey Management);
- 9) Weather Hazards – Cold / Hot.

7.7.4 Criteria for Evaluating the Potential Severity of a Situation

Hazards must be ranked for severity, and frequency.

The organization is to set out guidelines for potential severity.

- Low / Moderate / Serious / Catastrophic

Examples -

- 1) Low – First Aid / Vehicle Equipment damage less than \$500.00
- 2) Med – Medical Aid – Restricted Modified Duty / Vehicle Equipment damage \$500 to \$5000.
- 3) Serious – Lost Time Injury – Illness / Vehicle Equipment damage \$5000 to \$25000.
- 4) Catastrophic – Fatality – Permanent Disability / Vehicle Damage greater than \$25000.

Guidelines for Potential Consequence

- Safety / Environmental / Financial / Public

Examples

- 5 = injury results in a fatality, or there is major property damage
- 4 = injury results in permanent disability, serious health effects or property damage
- 3 = injury results in lost time, seeking medical help or significant property damage
- 2 = first aid or minor property damage: a person administers first aid to self
- 1 = insignificant: a person receives a very minor injury, no damage to property

Likelihood of Accident (Probability / Frequency)

- 5 = Definitely – 80 to 100% chance
- 4 = Likely – 60 to 80% chance
- 3 = Occasional – 40 to 60% chance
- 2 = Seldom – 20 – 40% chance
- 1 = Unlikely – less than 20% chance

7.7.5 Risk Matrix

	Acceptable level of risk for job task to be performed - remove obvious hazards before work is initiated
	Undesirable level of risk for job task to be performed - control all hazards via hazard control strategies prior to initiating work.
	Very High level of risk - do not complete work until JHA, SJP, ERP and Hazard control strategies are in place prior to initiating work. If Hazard ranking cannot be reduced, Job is halted until sign off by Management before work begins.

LIKELIHOOD	5	5	10	15	20	25	Risk Rating <div>High</div> <div>Medium</div> <div>Low</div>
	4	4	8	12	16	20	
	3	3	6	9	12	15	
	2	2	4	6	8	10	
	1	1	2	3	4	5	
		1	2	3	4	5	
CONSEQUENCES							

7.7.6 Controls

There are four types of controls: Elimination or Substitution, Engineering, Administrative and Personal Protective Equipment (PPE).

Examples of each control should be listed for each type of control.

7.7.7 List of Critical Tasks

This is a list of the most hazardous tasks that organization employees would do.

It could also include a task that is not done as often even though it might be a lower risk.

Tasks on this list should have a formal Job Hazard Analysis.

7.7.8 Other known Hazards could include:

- 1) Asbestos
- 2) Benzene
- 3) Hantavirus
- 4) Silica
- 5) West Nile Virus

7.8 PPE (Personal Protective Equipment)

This section is required to inform workers of the Personal Protective Equipment plan in accordance with **Saskatchewan OH&S Regulation – Part VII, Sections: 86(1), 87(1 & 4 - 6), 91 & 93 – 98**

All workers are required to wear PPE in the workplace for different tasks.

The most common types of PPE for workers are: hard hat, steel toe boots, Hi-Vis (flame retardant clothing), eye protection, hearing protection, hand, face, arm / leg protection, respiratory protection (masks, filters etc.).

Other types of PPE not mentioned above but are specific to the task carried out.

PPE is always the last line of defense but must be used in conjunction with other hazard controls.

This section must identify:

- 1) A requirement for the worker to wear required PPE;
- 2) Visual inspection of PPE - replacement of defective PPE;
- 3) Training – on each type of PPE – (must be documented);
- 4) The type of PPE that each worker is required to wear;
- 5) The requirements for each type of PPE;
- 6) Use, care and maintenance for each type of PPE.

7.9 Incident / Accident Investigations

All incidents / accidents / near misses / hazardous occurrences must be reported to supervisors to prevent repeat. It is up to supervisors to report to top management as soon as possible.

**Saskatchewan OH&S Regulation(s) – Part II Section 9, Part III Section 29 (1) (2), 30 31 (1)(2), 32
Part V - Section 57**

This section must state:

- 1) Reporting - Any Incident that results in an Injury, or Illness that results in a hospital stay of 72 hours or more, or a Dangerous Occurrence requires the employer, or contractor to report to the OH&S division.

Any Incident that causes or may cause the death of a worker or that requires a worker to be admitted to a hospital as an in-patient for a period of 24 hours or more is investigated as soon as is reasonably possible by:

- (a) The co-chairperson or their designate;
 - (b) The employer and the OH&S representative; or
 - (c) Where there is no committee or representative, the employer.
- 2) Responsibility – who is responsible for the investigation and control
- 3) Training in Investigation
- 4) Investigation Procedure
- 5) Investigation Method – (Before, after the accident, Collection of Evidence, Root cause)
- 6) Serious Accident Notification and Procedures
- 7) Final Documenting Procedures
- 8) Claims Reporting Procedures

7.10 Safety Rules – (Organization specific)

This section is to inform the employee of the safety rules in the organization.

Examples including: Wearing PPE, following restrictions on driver's license, no horseplay / harassment etc.

7.10.1 Progressive Discipline Policy

This policy is a requirement to inform the employee of the consequences of not following the rules.

Statement should also include how the discipline is carried out:

- 1) Verbal Warning - (documented with the employee's manager, placed in the employee's personnel file) – interview with employee;
- 2) Written Warning – (to be placed in employee file) – interview with employee;
- 3) 2nd Written Warning – (to be placed in employee file) – interview with employee;
- 4) Termination – (Consultation with solicitor may be required).

7.11 Preventative Maintenance Policy

This policy is required to let the employees know of the requirement to perform preventative maintenance on vehicles / equipment / facilities.

Saskatchewan OH&S Regulation(s): Part III – Section(s): 25

Regular maintenance is essential to maximize the usefulness of any equipment that is used by the organization.

By adhering to the manufacturer's recommendations, the preventative maintenance will minimize the potential for unexpected downtime and major repairs.

This section must cover:

- 1) The equipment that is used by the organization;
- 2) Routine maintenance, including cleaning, inspection, servicing and lubrication;
- 3) Scheduled / frequency and planned preventive maintenance;
- 4) Repairs and unscheduled maintenance resulting from equipment breakdown during regular operations;
- 5) All equipment under warranty will be returned to the dealership for warranty work;
- 6) All machinery shall be immobilized by lockout/tagout before any work is started;
- 7) A requirement to perform maintenance / repairs according to manufacturer's instructions.

7.12 Inspections

This policy is required to inform the employee of the importance of completing inspections in the workplace.

Saskatchewan OH&S Regulation(s): Part III – Section(s): 28

Inspections are an effective means of monitoring worksite conditions and compliance with safe work procedures. They ensure regulatory and organization standards are followed and are a positive means of identifying hazards before they become problems and/or accidents/incidents.

Inspections are a means of monitoring the effectiveness of a safety plan on an ongoing basis. Inspections can also identify hazards before an incident/accident happens as a result of non-compliance. All employees and contractors are expected to participate in the inspection process.

It is recommended that inspections conducted be rotated throughout various positions. A different person's view may identify something that another person's perception may have over-looked.

It is recommended that inspections conducted be rotated throughout various positions. A different person's view may identify something that another person's perception may have over-looked.

The policy should identify the types of inspections (Formal – documented and Informal – visual and documented).

The plan must identify:

- 1) The frequency of either type of inspection;
- 2) The equipment, vehicle, facilities to be inspected. (i.e. shop, fire extinguishers, PPE, equipment etc.).
- 3) Defects;
- 4) Corrective Actions;
- 5) Worker site inspections.

7.13 Safe Work Practices – (Generalities - Code of Safe Work Practices)

This section will outline safe work practices for certain tasks (list may not include all tasks at your organization) that are in line with other entities that do similar tasks.

These are a requirement for organizations to cover the generalities of each task according to Industry Best Practices. These are important to follow as a line of defense in the prevention of incident, accidents, injuries, illness.

7.13.1 Code of Safe Work Practices

This document is to inform the employees of the general direction that the organization's safety plan is heading.

7.13.2 Confined Space

This is a short document that informs the worker of the safe work practices that is in place regarding confined space entry, testing, rescue. Any organization that has workers enter into these spaces must have policies, practices, procedures written documentation.

Confined space is considered any place that is not a regular living space that access and egress is restricted.

Examples such as a trench (fixing water or sewer lines, tank, well, cellar etc.) are considered a confined space.

7.13.3 Cleaning Solvents and Flammables

This document references the safe use of day-to-day use of cleaning solvents and their flammability.

It references ventilation, toxic hazards, PPE, flammability and explosion etc.

7.13.4 Driver

This statement sets out the safe practice of driving vehicle.

It assigns:

- 1) Responsibility and authority of vehicle operator;
- 2) Measures of performance;
- 3) Driver Guidelines.

7.13.5 Electrical Practices

This practice references the use of electrical facilities and equipment by the worker.

All organizations need this reference as they would run electrical tools, cords etc.

It references:

- 1) Training;
- 2) Defective tools;
- 3) GFCI Outlets;
- 4) Extension cords etc.;
- 5) Grounding etc.;
- 6) Removing protective covers;
- 7) Use of water around energized electrical equipment.;
- 8) Inspection of power tools;
- 9) Repair of electrical equipment (Lockout / tagout) etc.

7.13.6 Environmental Practices

This is a short general document stating how the organization will deal with environmental issues.

This should reference:

- 1) How the business can recycle items (i.e. tires, cardboard, metal etc.).
- 2) Environmental assessment at your place of business;
- 3) Identifying environmental impacts which may arise from activities specific to the business;
- 4) Responsibilities (Management, Employees, Contractors).

7.13.7 Fatigue Management

Fatigue may present as a factor that adversely affects a worker's ability to perform mental and physical tasks. Due to the nature of work, our employees may suffer from fatigue due to repetitive physical activity and/or sleep deficit caused by long hours and on-call duties.

Definition: *Fatigue is defined as a state of being tired.*

The practice of fatigue management should include:

- Define fatigue;
- Provide guidelines for fatigue management training and education;
- Identify the signs, symptoms, factors and performance impairments associated with fatigue – (i.e. tiredness, sleepiness, irritability etc.);
- Examine the potential impairments to performance – (i.e. slower reactions, incorrect actions, increased tendency for risk-taking etc.);
- Discuss factors which may have an influence on fatigue- (i.e. home / health stress, money issues, job stress, type of work etc.);
- Outline employee responsibilities – (i.e. management, supervisors, employees);
- Determine the appropriate preventative methods for dealing with fatigue – (i.e. training, more frequent breaks, food and water, recognition etc.);
- Establish proper reporting procedures – (i.e. reporting unsafe acts, reporting all incidents / near misses etc.);
- Determine the methods for monitoring fatigue – (i.e. management monitoring work hours, monitoring supervisor / employee relationships etc.);
- Examine the program review processes – (i.e. review of Fatigue Management policy and procedures, comparing crews working extended hours to those not working extended hours etc.).

7.13.8 Excavations and Trenches

This practice is necessary if the organization is doing any excavation, or trenching work.

This document must reference at a minimum:

- 1) Soil Types – Type 1, Type 2, Type 3, Type 4;
 - Moisture content
 - Vibration
 - Adjacent buildings and structures
 - Adjacent weight (surcharge / spoil piles)
- 2) Pre-job Planning;
 - Type of soil
 - Line location
 - Notifications
 - Engineering approvals
 - Site organization
 - Ground disturbance damage prevention
 - Emergency planning
 - Side wall cutbacks
 - Boxes / Cages
 - Inspections
- 3) Duties / Responsibilities (Employer, Supervisor, Worker, Inspector);
- 4) Training – Level I or Level II ;
- 5) New workers;
- 6) Typical Hazards – (i.e. stability, shoring, entering and leaving, underground facilities etc.).

7.13.9 Housekeeping

This written practice spells out the requirement to keep the worksite clean and tidy.

Examples: (including but not limited to)

- 1) Place waste in appropriate receptacles;
- 2) Ensure walkways are clear of obstructions, cords and ice;
- 3) Store flammable materials (aerosols, paint cans etc.) in a closed metal cabinet;
- 4) Keep shop clear of tripping hazards;
- 5) Store wet and oily rags in closed metal containers;
- 6) Store pressure cylinders away from flame and secured against falling.

7.13.10 Hot Work, Fire and Explosive Gases

This code of practice is a requirement for organizations that perform hot work such as: welding, cutting, brazing, soldering and grinding.

It must reference:

- 1) Hazards:
 - Ignition hazards – (i.e. flammable or combustible gases, leaky tanks or lines, explosive atmosphere);
 - Slips, trips, falls;
 - Struck by particles or fluid etc.
- 2) Safety Equipment – Required PPE
- 3) Safety Guidelines
 - Safety meetings
 - Job Hazard Analysis / Safe Operating Procedures
 - Fire Extinguishers
 - Training
 - Screens
 - Atmospheric monitoring

7.13.11 Job Competency

This is a written requirement to inform employees what is required of them:

- 1) At their jobs;
- 2) Type of training required to do their tasks safely;
- 3) Orientations;
- 4) Sign off (by a Supervisor, Lead, or someone with lots of experience in that task).

7.13.12 Job Observations / Behavior Based

This is a written requirement stating that the organization will use job observations to track and identify job behaviors.

Observations should be completed by a trained observer, or a proven competent worker.

The observer should review with the worker the reason the worker performed the task in the manner that it was done.

All job observations should be documented on a standardized form or checklist to ensure accuracy of the task performed and signed off by both parties.

Records of observations must be kept so Management can analyze and identify trends and enhancements to make the work site activities safer

7.13.13 Ladders

This is a written practice to inform the employee of the safe use of ladders.

This must reference the use of step ladders, portable ladders, fixed ladders.

7.13.14 Lifting Practices

This is a written practice to inform the employee of the safe act of bending and lifting.

The written document must reference:

- 1) Bending / lifting / twisting;
- 2) Use of lifting equipment;
- 3) Risk Factors for back injury;
- 4) Team lifting;
- 5) Pain and strain prevention.

7.13.15 Overhead Power Lines

This is to inform the employees of the written practices surrounding Overhead Power Lines in the workplace.

This written practice follows the following Sask. OH&S legislation.

Saskatchewan OH&S Regulation(s): Part XXX- Section(s):465(2)(3)(6), 466, 467

Table 22 of the OH&S Manual

This written practice must reference as a minimum:

- 1) Limits of Approach;
- 2) Safe Work Procedures;
- 3) Large Equipment;
- 4) Guiding Loads;
- 5) Steps to take if you vehicle strikes a power line;
- 6) Steps to Workplace Safety.

7.13.16 Power Lifting Practices – (Hoisting)

This is to inform the employee of the written practice of lifting / hoisting loads with power lifting equipment.

Examples of lifting equipment: payloaders, overhead cranes, excavators, pickers etc.

The written practices must reference as a minimum:

- 1) Evaluate the load – size and weight;
- 2) Balance the load – finding the center of gravity or point of balance, keeping load close to equipment;
- 3) Equipment lifting capabilities;
- 4) Types of rigging;
- 5) Working around suspended loads;
- 6) Landing the load.

7.13.17 New / Young Worker / Short Service Employee

This written practice is to identify new workers to help promote the safety and well-being of its workers.

Tasks that may seem routine to an experienced worker may be a challenge to a new worker that can cause an enormous amount of stress and may result in mistakes being made.

Definitions:

**Short Service Employee is an individual who has less than six (6) months' experience with his/her present employer or in his/her current role and may not work alone until he/she has proven competency in their provided task.*

**Mentors are experienced and trusted advisors*

The written practice should reference as a minimum:

- 1) Work Crews;
- 2) Customer Notification;
- 3) Hi-Visibility Identification;
- 4) Health & Safety Compliance
- 5) Mentorship Program;
- 6) Subcontractors.

7.13.18 Slips, Trips and Falls

This written practice is to inform the employees of the hazards of slipping, tripping or falling.

Falls are placed in two categories:

- 1) Falls on the same level;
- 2) Falls from different elevation.

Written practice should reference:

- 1) Slipping - (i.e. grease, mud, ice etc.);
- 2) Tripping - (i.e. obstacles, uneven ground, poor lighting etc.);
- 3) Falls – (i.e. climbing, hurry, distraction etc.);
- 4) Prevention – (i.e. proper footwear, 3-point contact, traction aids, slow down etc.).

7.13.19 Sub-Contractor Management Plan

These written practices are to meant to determine the steps required when using Sub-Contractors.

Examples of documentation to look for when hiring Sub-contractors, but not limited to:

- 1) WCB Letter of Good Standing
- 2) WCB Experience Rate Sheet for the current year
- 3) Sub-contractor safety program

Examples of your program the sub-contractor must follow, but not limited to:

- 1) Requirement for sub-contractors to attend safety meetings;
- 2) Requirement for sub-contractors to participate in job hazard analysis, hazard identification, and incident / accident reporting and investigation;
- 3) Requirement for sub-contractors to made aware of and adhere to your organizations drug & alcohol policy.

7.13.20 Tools and Equipment

This document is to inform the employee of the written practices surrounding the use of tools and equipment.

Some of the references that are required but not limited to are:

Type of tools – (i.e. power, hand, pneumatic etc.) give examples of each, and best practice for each tool.

- 1) Operator competency
- 2) PPE
- 3) Guards
- 4) Ergonomic design
- 5) Inspection – frequency and type (visual, formal etc.)
- 6) Compressed Air Usage and Storage
- 7) Defective Tools
- 8) Grinding / Abrasive Tools
- 9) Use of gases (i.e. propane, acetylene etc.)
- 10) Use of Torches / Welders

Type of equipment: - (i.e. skidsteer, loader, excavator, compactor, mower etc.).

- 1) Operator competency
- 2) Pre-trip inspection
- 3) Preventative maintenance and repair
- 4) Operation of each piece of equipment

7.13.21 Towing / Recovery

This is required to inform the worker about the written practice surrounding the practice of towing or recovering vehicles or equipment.

Considerations when developing this practice should be as a minimum:

- 1) Size and weight of vehicle / equipment to be towed / recovered;
- 2) Size and weight of tow vehicle;
- 3) Correct tow strap / apparatus (rating, length etc.);
- 4) Hooks and connections;
- 5) Where vehicle / equipment is stuck (i.e. mud, snow, ice, ditch, etc.);
- 6) Position of tow vehicle;
- 7) Line of Fire;
- 8) Spotter.

7.13.22 Vehicle Safety

This is required to inform the worker of the written practice surrounding the safe operation of vehicles.

Considerations when developing this practice should be as a minimum:

- Operator certification and competency (It is recommended getting a driver abstract at least yearly);
- Requirement of operators to adhere to driver license restrictions – i.e. prescription glasses;
- Vehicle inspections;
- Preventative maintenance and repairs;
- Requirement to follow the rules and regulations of the Highway Traffic Safety Act;
- Cell phone use;
- Driving while impaired or under the influence of alcohol or drugs;
- Fueling vehicle;
- Winter Driving;
- Meeting Vehicles;
- Passing;
- Accidents.

7.13.23 Waste Management

This is required to inform employees of the written practices involving the recycling materials whenever possible.

Examples of recycling: (Cardboard, tires, waste fluids, metal, hoses, batteries etc.)

7.14 Safety Training and Orientation Policy

This policy is required to ensure that all employees receive adequate training.

It is a requirement for all employees to participate in the safety training programs. (Safety meetings, toolbox meetings, pre-job meetings are also considered training)

Required training to be completed on the first day of work as a minimum includes but not limited to:

- 1) Organization Safety Orientations for all new hires on the first day of being hired, before doing any other work-related tasks;
- 2) Health and Safety Policies and responsibilities;
- 3) Hazard Assessment and reporting training on the first day of being hired, before doing any other work-related tasks;
- 4) PPE related training.

Additional training that is required:

- 1) Emergency Response Procedures and contacts;
- 2) Incident, Injury, Illness, and Near Miss reporting;
- 3) On the job specific training as required;
- 4) Any other required courses;
- 5) Any OH&S courses that are required – (i.e. Level I, Level II, Supervisory Course).

Frequency of safety meetings must be posted (i.e. weekly, monthly, quarterly, pre-job etc.).

7.14.1 Safety Training Plan

A list of required applicable courses must be made available to the employee.

Who is to be trained – (i.e. supervisors, foremen, workers, subcontractors, OH&S committee/rep etc.)?

A standardized new employee package should be set up to ensure that all employees are at the same level of safety.

On the job training should be documented on a standardized form, with the worker being deemed competent when the employee is ready to enter the workforce on his own.

Subcontractors should have the same training qualifications as employees, so documentation will have to be obtained.

Field orientations will be documented on a standardized form so as not to miss any hazards. The form must be signed off by the worker, and the trainer.

A Position Inventory & Task List must be developed to give clarification on all tasks that each position in the organization is responsible for: (i.e. worker may be responsible for operating vehicles / equipment, office staff may be responsible for doing office work, computer entry, supervisors might be responsible for training etc.).

7.15 Emergency Response / Procedures & Contacts

This is a requirement in the HSE Manual to inform the employees the steps to take during times of emergency.

7.15.1 Emergency contact information of all relevant positions must be made available to any worker.

Emergency contact information should be made available to workers for such things as:

- Police
- Fire
- Ambulance
- Hospitals - closest
- Customers
- Sask. Power
- Sask. Energy
- Sask. Tel
- Sask. OH&S

7.15.2 Disaster Recover / Recovery Response Plan

It is a requirement to list all possible emergency types:

Examples but not limited to:

- Chemical, biological or radiological incidents
- Disgruntled employees
- Fatalities
- Fire and/or smoke
- H2S release
- Injury / Illness or Fatality
- Natural disaster or severe weather
- Structural failures
- Suspicious packages
- Train accidents
- Missing employee or visitor

7.15.3 Roles & Responsibilities

Responsibilities must be written out for each emergency type – (i.e. management, supervisor, worker etc.).

Evacuation procedures must be included in the emergency response plan and communicated to employees.

Documented training of emergency response must be completed – (can be table-top exercise, or live exercise) according to Sask. Legislation.

An emergency plan must be developed for the worksite.

7.15.4 Notification Procedures

This is developed to inform the employees of the proper chain in the notification of authorities, families etc. of an emergency or disaster. This is to ensure that the proper information is given out to the required persons.

Only authorized persons are to inform the media of the emergency or disaster.

No posting of emergencies, or disaster to social media without the written permission of management.

Steps for resuming works must be developed and written out for employees to avoid confusion.

Also required is a list of emergency equipment that is required at each site / vehicle / equipment. – (i.e. fire extinguisher, rotating beacons, communication device, first aid kit etc.)

A list of non - emergency equipment that is required at each site / vehicle / equipment – (i.e. shovel, chains, tow straps etc.)

7.16 Records & Stats

Record documentation

Management must keep the following records as a minimum:

- Employee orientation and training;
- Employee personnel files;
- Employee safety certifications;
- Workplace Inspection Reports;
- Hazardous Occurrence Reports;
- Accident Investigation Reports;
- Hearing test statistics;
- Vehicle & equipment inspections;
- Audit records;
- Any other records that are necessary to meet legal requirements;
- Confined Space;
- Accident Investigations;
- Serious Hazardous Occurrences.

7.16.1 Audits / Reviews

Organizations should make a priority of completing a yearly safety review or audit.

These can be completed in-house, or by a 3rd party following a safety audit review form.

An action plan should be developed following each review or audit.

7.16.2 Statistics

Statistics should be kept and reviewed on a monthly basis in order to identify any trends that would compromise safety of any employees, customers, or public.

Stats should include but not be limited to:

- How many workers during this time period;
- How many hours were worked during this time period;
- How many near misses during this time period;
- How many first aids during this time period;
- How many medical aids during this time period;
- How many lost time injuries during this time period;
- How many fatalities during this time period;
- How many kilometers driven during this time period;
- How many vehicle accidents for the time period;
- How many meetings were scheduled;
- How many employees attended;
- How many new employees were hired;
- How many orientations were completed during this time period;
- How many employees left the organization during this time period?

7.17 Legislated References.

This is a section that is not required as legislation is listed with each policy, but it is an easy way to just have a look in this section to address any legislation at a glance.

Relevant legislation could include but not be limited to:

- 1) Sask. Employment Act (SEA);
- 2) Sask. Occupational Health Regulations;
- 3) Sask. Highway Traffic Safety Act;
- 4) Industry Best Practices – (this can be used as a reference in an incident investigation and court of law).

7.18 Appendixes

Standardized Forms / Checklists should be developed by the organization to show that compliance has been completed. – (i.e. According to Sask. OH&S – If it is not on paper it never happened)

7.19 Job Hazard Analysis

This must be written out by the workers doing the task before the task begins.

7.20 Job Procedures

These step – by – step procedures must be written out by workers that do the job before the task is undertaken.

** Program development aid is available upon request.*

Safety Training Providers

Following are Saskatchewan Regional Colleges that are available to assist Municipalities with their safety training needs:

Southeast College	www.southeastcollege.org	1-866-999-7372
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****Southeast is also available to facilitate training to build a fit for purpose safety plan for Municipalities.***
<https://www.southeastcollege.org/courses/developing-a-safety-plan/>

Carlton Trail College	https://www.carltontrailcollege.com/	1-800-667-2623
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Northlands College	https://trainnorth.ca/	1-888-311-1185
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Great Plains College	https://www.greatplainscollege.ca/	1-866-296-2472
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Lakeland College	https://www.lakelandcollege.ca/	1-800-661-6490
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Cumberland College	https://www.cumberlandcollege.sk.ca/	306-752-2786
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Parkland College	https://parklandcollege.sk.ca/	1-866-783-6766
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North West College	https://www.northwestcollege.ca/	306-937-5100
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Regional Colleges can be contacted directly for course locations and dates.