

A stylized graphic of a circuit board with various lines and nodes, rendered in a light blue color, positioned on the left side of the slide.

DEVELOPING A SAFETY PLAN

A BRIEF OVERVIEW





WHY IS THIS IMPORTANT?

- Without a written comprehensive safety plan that documents all aspects of safety, training requirements and procedures an organization does not have clear direction.
- Vague policies can be open to interpretation and therefore can be seen as negligence by the OH & S.



WE HAVE A SAFETY
PLAN....

...SOMEWHERE?

- If there is a plan somewhere that is a great start!
- Does everyone know there is one?
- If the CAO is the only person who knows of its existence then it serves no purpose; it's just taking up space on a shelf.
- The purpose of a comprehensive Safety Plan is:
 - Reduce municipal and council liability
 - Create employee awareness
 - Outline training requirements
 - Incident and Accident reporting process



WE HAVE A SAFETY
PLAN....

...SOMEWHERE?

- Does everyone have access to it?
- The document should be stored in two places:
 - in the Administrator's office.
 - There also needs to be a copy stored where the workers have easy access to it so they can use it for review and revise as needed if equipment or materials are upgraded.



WE HAVE A SAFETY
PLAN....

...SOMEWHERE?

Does everyone know what it contains?

- If all stakeholders do not know, or are not aware of the documents' contents then there can be little value given to it.
- How does the document get reviewed and revised as people, equipment, materials or chemicals are updated?



WE HAVE A SAFETY
PLAN....

...SOMEWHERE?

- Does it meet the revised Saskatchewan OH&S Regulations 2020 Document?
- Do you use this as part of on-boarding new staff or as staff roles change?
- How often does the document get reviewed by all stakeholders?
- Has it been revised as people, equipment, materials or chemicals are updated?
- Do you use it a part of your monthly safety meetings or as part of your daily tailgate meetings?



WE DO NOT HAVE A
SAFETY PLAN...

...ANYWHERE

- OH&S standards requires that all employers have verifiable and documented safety and training policies in place that are readily available to an OH&S Officer upon demand.



WE DO NOT HAVE MONEY FOR THIS

- In the event of an incident within an organization OH&S has the power to levy fines and recommend jail terms as they see suitable.
- Lack of funding is not a defense and could result in further investigation and penalties imposed upon ALL decision makers and Stakeholders within the organization.

WHAT HAPPENS DURING THE SITE AUDIT WITH SOUTHEAST COLLEGE?

- Review existing Safety and Training Documents
- Inspect any RM-owned buildings and shops to determine compliance to current OH&S standards, which includes, at minimum:
 - Machine safety
 - Chemical and Hazardous Materials storage
 - Fire suppression
 - First Aid Stations
 - Housekeeping
- Engagement with RM Administrator, Council and Supervisor

SAFETY MANUAL CONTENTS

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Corporate Commitments
Policies
Hazard Assessment
Personal Protective Equipment
Incident / Accident Investigations
Safety Rule
Preventative Maintenance Policy
Inspections
Safe Work Practices
Training / Safety Meeting
Emergency Response / Procedures & Contacts
Records & Stats
Legislated References
Appendix
Procedures & JHA's
Acknowledgement Page



HOW CAN WE ASSIST YOUR ORGANIZATION?

Southeast College

Call 1-866-999-7372

- The *Developing Safety Plan Program* outline is available on the SARM website to guide you through building your own manual.
- If you are interested in a specific manual for your organization, Southeast College would be pleased to offer a cost effective option.

OTHER PROGRAMS AT SOUTHEAST COLLEGE



- Municipal Management Essentials program has been relaunched as **Professional Microcredentials** for Business
- Available Microcredential Classes:
 - Leadership and Influence
 - Time Management
 - Introduction to Supervising others
 - Conflict Resolution and Dealing with People
 - And many more...

OTHER PROGRAMS AT SOUTHEAST COLLEGE

- Safety Training
 - Ground Disturbance
 - Confined Space
- Custom Power Mobile Equipment (PME)
 - Grader and Mulcher
 - Industrial Tractor and Mower
 - Skidsteer
 - Ice Resurfacer (Zamboni)

THANK YOU

Questions?

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