

KENT REGIONAL SERVICE COMMISSION

WORKPLACE HEALTH AND SAFETY POLICY

2013-06

1. OBJECTIVE

Establish a policy to determine an adequate system of workplace health and safety related to the operations of Kent Regional Service Commission.

2. DEFINITIONS

“Accident”: an unexpected event that interrupts the regular performance of work and which can cause material damage or compromise the physical state or health of a person;

“Worksafe NB Agent”: a person responsible for enforcing the Act and the regulations concerning the health and safety in New Brunswick workplaces;

“Physical Agent”: the energy or an influence such as noise, heat, cold or radiation that can affect the body, a portion of the body or a function of the body;

“Health and Safety Coordinator”: the Development Officer / GIS of the Kent Regional Service Commission;

“Executive Director”: the person named under the article 13 (1) of the *Regional Service Delivery Act* or the person named by the board of directors;

“Employee”: all the members of management and salaried employees of the Kent Regional Service Commission;

“Confined Space”: space which is not intended for human occupation nor designed for this purpose, having restrictive entrance and exit or which is or can become dangerous to a person who enters it because of its design, construction or location, its air supply, the presence of materials or substances found therein, or for other reasons which may cause material damage or compromise the physical state or health of a person;

“Health”: the physical and mental wellness of a person who doesn’t have any illnesses, pain, or anomalies which can incapacitate his physical and mental state.

“Safety”: the totality of the measures that serve to constantly remind people of the possibilities of accidents and injuries;

“Director”: a person who within his duties must supervise one or more people. The supervisor may also be designated as a coordinator or a foreman.

3. GENERAL POINTS

- a. For interpretation purposes of this policy, the masculine includes feminine, and the singular includes plural, as required by the text.
- b. The Regional Service Commission #6 wants to establish a policy for the execution of all duties favorable to the health and safety of the staff of the Regional Service Commission #6.
- c. The Regional Service Commission #6 cannot provide a service that could cause an accident or cause harm to an employee.
- d. Every employee has to carry out his duties in an efficient manner and must take the necessary time to accomplish its work in a safe manner.
- e. Every employee of the Regional Service Commission is responsible for his own health and safety. All the employees have to follow the rules, the procedures, the instructions and all directives that concern the proper execution of their work, their health, their safety and those of his colleagues.

4. RESPONSIBILITIES OF THE EXECUTIVE DIRECTOR

- a. The Executive Director or his delegate only keeps the services of the directors of the various departments that commit to enforce the rules and procedures of the organisation in matters related to health and safety.
- b. At the time of the performance evaluation of a management employee, one of the important elements to be considered is the file of health and safety of the department for which he is responsible.
- c. The Executive Director or his delegate makes sure that all the files and the data pertaining to health and safety are updated and may be easily accessed by the board, the directors, the foremen, the employees and the authorities responsible for health and safety.
- d. The Executive Director or his delegate executes their duties according to all the rules and procedures relating to health and safety.

- e. The Executive Director or his delegate ensures that all other rules and procedures of the organization support and respect those that relate to health and safety.
- f. The Executive Director or his delegate ensures that the manual of rules and procedures for health and safety is updated; he makes sure it's distributed and posts the manual as it's indicated in the rubric "Purpose". The manual is revised every year in collaboration with the joint health and safety committee.
- g. When needed, the Executive Director or his delegate recommends to the directors of the departments and to the joint health and safety committee to modify the rules and procedures established in this matter.
- h. The Executive Director or his delegate ensures that all meetings dealing with health and safety are conducted in keeping with the rules and procedures set out in this manual.
- i. The Executive Director or his delegate executes their functions according to the rules and procedures applicable for health and safety.
- j. The Executive Director or his delegate ensures that all the other rules and procedures of the human resources department are consistent with those applicable for health and safety.
- k. The Executive Director or his delegate is actively involved in health and safety by reading the minutes of the meetings concerning safety, and periodically examining the files relating to safety, and randomly verifying the working methods by observations and informal safety checkups.
- l. The Executive Director or his delegate gathers all the files and information concerning safety, and provides the information to directors of departments, to the foremen, to employees and to the staff of Worksafe NB, if appropriate.
- m. The Executive Director or his delegate attends in an ex-officio capacity all of the joint health and safety committee meetings.
- n. The Executive Director or his delegate evaluates all requests made for training in health and safety by the members of the joint health and safety committee or by the directors of the departments, and coordinate activities in this matter and locates the funding required.

- o. The Executive Director or his delegate places this section of the policy of the manual in the files of the Commission for workplace health and safety.

5. RESPONSIBILITIES OF THE DIRECTORS

- a. The directors must execute their duties taking into account the policies, the regulations, the procedures and the operational guides for health and safety.
- b. They must ensure that the emergency and first aid equipment are accessible and maintained in the offices.
- c. The directors must ensure that there are complete first aid kits in every office of the Commission and in each building inspector's vehicle.
- d. When an accident happens, the director quickly investigates it, advises the Executive Director without delay and follows up with a written report.
- e. Supervisors must ensure that all employees in their department have the knowledge and training necessary before executing their duties.
- f. Supervisors must verify and ensure that all employees in their department have adequate protective equipment to perform their duties safely.
- g. Supervisors must bring suggestions to the Executive Director which will improve health and safety at work.

6. RESPONSIBILITIES OF THE EMPLOYEES

- a. Employees must perform their duties baring in mind the policies, regulations, procedures and the operational guidelines for health and safety.
- b. Employees must act in a way to protect their health and safety as well as that of those who work at the same place or in close proximity.
- c. Employees must advise their director or the Executive Director of any danger in the workplace of which they are aware.
- d. All the employees of the Commission including the students must wear the protective equipment required to accomplish their duties in a safe manner.

- e. Employees who use tools must:
 - i. inspect the tools before using them;
 - ii. not utilize defective tools;
 - iii. notify the director of any defective tools;
 - iv. maintain the tools in a good working condition
 - v. only use tools for the purpose they were designed;
 - vi. store all tools in their proper containers or in appropriate places when not in use;
 - vii. not leave tools on floors, on stairs, in passage ways or in raised locations where they could fall.

- f. It is always to the advantage of the employee to bring suggestions to improve the health and safety at work to their immediate director who will discuss it with the Executive Director.

7. RESPONSIBILITIES OF THE HEALTH AND SAFETY COORDINATOR

- a. The health and safety coordinator must coordinate the activities of the health and safety program of the Commission.

- b. He is the resource person responsible for the health and safety file for the employees and at Worksafe NB.

- c. The health and safety coordinator must prepare reports on all cases of injuries and he must maintain a log book of all the training that was followed by the employees of the Commission.

- d. He must update all the files relating to health and safety and these files must be accessible to the employees.

- e. The health and safety coordinator must gather information concerning safety and must communicate it to all employees.

- f. He must bring suggestions to the Executive Director with the goal of improving the workplace health and safety program.

- g. The health and safety coordinator must fill out accident reports required by Worksafe NB.

8. ORIENTATION AND TRAINING OF EMPLOYEES

- a. All training in health and safety is mandatory for all employees of the Commission.
- b. According to the Occupational Health and Safety Act, the Commission must provide information, give instruction and ensure training, as well as the supervision necessary to protect the health and safety of employees.
- c. The Executive Director is responsible for the orientation and training of every new employee which must be done according to Schedule "A" with the help of the people involved.
- d. A general first aid course and a CPR course are mandatory for at least one employee in each permanent work location of the Commission and this training has to be renewed annually.

9. PERSONAL PROTECTION EQUIPMENT

- a. The Commission will pay for one pair of security boots every year to permanent employees. The maximum amount paid by the Commission is 150\$ after receiving a copy of the bill.
- b. Safety boots have to be worn at all times by the building inspectors when they are on duty and outside the offices of the Commission.
- c. Any other equipment necessary to improve the safety of employees must be worn at all times and will be paid by the Commission.

10. INSPECTION OF THE OFFICES OF THE COMMISSION

- a. The Commission must ensure that a workplace is inspected at least once a week in order to spot any risk to the health and safety of the employees and of the public. Schedule "B" has to be followed.
- b. The person appointed to carry out this duty must submit a report to the Executive Director after a monthly inspection.

c. Here is the person responsible to do the weekly inspection:

<i>Infrastructure of the Commission</i>	<i>Person Responsible</i>
Offices of the RSC in Bouctouche	Elmo Bastarache
Offices of the RSC in Richibucto	Elmo Bastarache

11. ADMINISTRATION OF HAZARDOUS MATERIALS USED IN THE WORKPLACE

- a. According to the *Workplace Hazardous Materials Information System Regulation – Occupational Health and Safety Act (88-221)*, the Commission must provide all the necessary information to the employee so that he may work safely with or near controlled hazardous materials.
- b. For every biological, chemical or physical agent appearing on the list of hazardous materials used or stored, the Commission must take all reasonable measures to obtain from the suppliers or all other sources the following information which must be recorded:
 - i. The ingredients and the name or the common names or generics of this agent;
 - ii. Its composition and its properties;
 - iii. Its toxicological effects;
 - iv. The effects it produces by contact, inhalation or ingestion;
 - v. The protective measures taken or that has to be taken;
 - vi. The emergency measures to take in case someone is exposed;
 - vii. The effects of the usage, the transportation, the storage and the elimination of this agent.
- c. The Commission must ensure that this list is kept updated and must be given to the health and safety coordinator who must ensure that there is always an updated copy in the record book and also at the reception.
- d. The Commission must inform an employee who works with hazardous material of the information received from the supplier on the dangers regarding the product as well any other dangers of using the product of which the Commission should be aware.
- e. The Commission must ensure that an employee who handles a controlled hazardous product or works close to one of these products must have the proper training and education about:
 - i. The required content on the tag of a supplier or a tag from the workplace, also the objective and the meaning of the information that is posted on the tags;

- ii. The required content on a MSDS also the objective and the meaning of the information about the MSDS;
 - iii. The steps to follow to utilize, store, handle, and dispose in complete safety of a controlled product;
 - iv. The steps to follow when there is a presence of a leak; and
 - v. The steps to follow in case of an emergency involving a controlled product.
- f. The list of the controlled hazardous products will be kept up to date by the person responsible for hazardous products.
- g. A list of hazardous products is found in every office of the Commission and has to be maintained in each department.
- h. The person responsible for hazardous products will train and inform the employees about the products used by them. For every product, the information will touch on:
 - i. The use;
 - ii. The dangers related to the use of the product;
 - iii. The required personal protection equipment;
 - iv. The first aid in case there is contact with the controlled hazardous product;
 - v. The storage;
 - vi. The safe handling;
 - vii. The disposal;
 - viii. The steps to follow in case of a leak; and
 - ix. The steps to take in case of an emergency.
- i. The director in each of the departments will do an annual follow-up with each employee to ensure that he knows and applies the necessary information for the protection of his health and safety by using the form in Schedule "D".

12. CODE OF PRACTICE WHEN WORKING ALONE

- a. According to the *Code of Practice for Working Alone Regulation - Occupational Health and Safety Act. (91-133)*, the Commission must establish a code of practice to ensure the health and safety of an employee who works alone at any time in a workplace, against the risks originating directly or indirectly the assigned duties.

- b. Every employee working alone in a remote workplace, must follow at all times the code of practice for working alone, if this is the case he must follow at all times Schedule “C” – The Code of practice for working alone – Building Inspector.

13. TRENCH AND EXCAVATION WORK

- a. Prior to any trench or excavation project being undertaken, a planning session must be carried out by following the checklist attached in Schedule “G”.
- b. For any trench or excavation work, the Commission will ensure that all provisions of the general regulation – *Occupational Health and Safety Act* (91-191) is followed as described in Schedule “H” concerning traffic safety (sections 91, 92, 93) also for all trench and excavation work (sections 180 to 188 inclusively).
- c. Any employee who works near or in a trench must know the regulations mentioned above and must follow the work plan established for this project.

14. ZERO TOLERANCE CONCERNING THE CONSUMPTION OF DRUGS AND ALCOHOL AT WORK

- a. In order to respect human rights, the responsibility of the Commission consists in the identification of the persons suspected to be under the effects of drugs and alcohol at work.
- b. It is important that these persons receive the necessary help, in order to pursue their work in an effective and safe manner.
- c. It is important when identifying the suspected persons under the influence of drugs and alcohol that the identification be based on facts and not allegations. All performance evaluations related to the tasks that need to be accomplished are tools that support the identification of these people.
- d. The Executive Director must ensure that reasonable doubt. And in addition he must maintain a written record of all the check-ups and remarks in the file of the employee.
- e. An employee who refuses to obtain help and whose state does not improve or deteriorates will be treated according to the policy 2013-04. The employee that has in his possession illicit drugs will be reported to the Royal Canadian Mounted Police.

- f. An employee who must be absent from work to undergo treatment related to a drug or alcohol problem is assured that his position will be available upon his return provided he is capable of carrying out the duties related to the position.

15. ACCIDENT REPORT

- a. When an employee is a victim of an accident at work, the Commission must ensure that the accident report form required by Worksafe NB is completed and sent within the time limit set by Worksafe NB.
- b. A copy of the report form is found in Schedule "I" and must be inserted in the employee's file.

16. RIGHT TO REFUSE

- a. An employee may refuse to perform at this workplace when he has reasonable doubt and believes that performing this duty will put his health or safety in danger according to the Occupational Health and Safety Act.

17. WORKPLACE ENVIRONMENT

- a. Every workplace must be well lighted and air quality must meet quality norms.
- b. Hallways leading to exits must have emergency lighting, signs over exits must be illuminated and both must have a backup power source.
- c. When the noise level in a workplace exceeds the guidelines of the *General Regulations 91-191*, this workplace is designated as a location where noise protectors must be worn.

18. JOINT HEALTH AND SAFETY COMMITTEE

- a. Composition and location of meetings
 - i. The Committee is to be composed of an equal number of representatives of the employer and of the employees. The employer designates its representatives, and the employees elect their representatives or designate them.

b. Nominations

- i. All nominations to the committee are for a maximum period of two years. A member of the committee who must resign or is incapable of meeting his obligations is immediately replaced.
- ii. The nominations and elections are held every two years. The names of the members of the committee must be registered on a form provided by Workplace NB (Schedule 1), and a copy of this list must be permanently affixed at all bulletin boards. There is to limits on the number of times a person can be elected or nominated to the committee.
- iii. The representatives of both the employer and the employees elect a co-chair in their respective groups; the co-chairs call nominations and election of a secretary.

c. Meetings

- i. The committee meets once a month or at any other time approved by the co-chairs.
- ii. The monthly meeting is held on the last Wednesday of the month.
- iii. The secretary posts a notice of meetings one week in advance. The notice indicates the date, time and location of the meeting; it also presents an official agenda. The notice invites all the employees to submit any observations in writing to the secretary of the committee prior to the meeting. A copy of the notice is also sent to the Executive Director or his delegate.
- iv. The employee who is a member of the Joint health and safety committee advises his superior of the date and time when he will be absent from his regular workplace, at least one business day in advance or longer, as agreed with the supervisor. The supervisor must make an effort to reorganize the work load or delegate the duties to other staff so that the member of the committee may attend the meeting. When a member of a committee cannot attend a meeting or expects to be late, the committee must be advised before the meeting begins.
- v. The secretary using the forms supplied by Worksafe NB (Schedule 2), records the minutes of the meeting.
- vi. The minutes of the meeting must be examined and signed by the co-chairs of the committee, and posted a week after the meeting. The secretary submits a copy of the minutes to the Executive Director or

his delegate, who reads them, signs and indicates the date they were read so that the Commission may send a copy to Worksafe NB.

- d. Procedure of the Meeting
 - i. One of the co-chairs opens the meeting. The secretary indicates in the minutes the date, time, and location of the meeting and also the names of the persons present. He indicates, and records the names and time of the arrival of late arrivals to the meeting.
 - ii. Reading of the minutes of the previous meeting. All observations relative to the minutes must be indicated.
 - iii. Business arising from the minutes.
 - iv. Inspections.
 - v. Review of workplace accident reports.
 - vi. Review any complaints received.
 - vii. Determine the date of the next inspection.
 - viii. Reading of an article in the Act.
 - ix. Determine the date of the next meeting.
 - x. Adjournment of the meeting proposed by one of the co-chairs.

NOTE: The procedure of the meeting may be modified by the co-chairs when there are invited guests present or for any other reason.

- e. Training
 - i. In consultation with the members of the committee, the employer grants the necessary time off so the members may acquire the training necessary for their functions and responsibilities. The training and certificates of the committee members are the responsibility of Worksafe NB. Any fees related to the training of the committee members must be approved by the Executive Director or his delegate.
- f. Remuneration
 - i. Members of the committee that participate in activities which are directly related to the functioning of the committee receive their regular pay and any other regular benefits during the time of these activities.

g. Functions and Responsibilities

- i. Make recommendations for the establishment and application of the regulations regarding health and safety.
- ii. Participate in the identification and elimination of the risks related to the health and safety in the workplace.
- iii. Inform the employees and the employer of existing dangers or possible dangers in the workplace and the nature of the risks to their health and safety.
- iv. Establish and promote programs of health and safety to teach and inform the employer and the employees.
- v. Receive and review the complaints concerning the health and safety of the employees in their workplace, and make recommendations concerning this matter to the employer.
- vi. Keep all files concerning complaints received and examined as well as the recommendations which were suggested.
- vii. Obtain from the employer the information required to establish the existing or possible dangers which may occur in the work environment, the conditions, the tools, the equipment, the material and the machines in the workplace.
- viii. To have the member of the committee, who have received the recommended training from Worksafe NB, conduct the necessary exercises of control and means when the Commission of Health and Safety in the Workplace deems it necessary. To ensure such a regular surveillance of the workplace which it has ordered the committee to undertake.
- ix. Participate in all inspections and inquiries concerning the health and safety of the employees, and more particularly, to the enquiries which are called for when an employee is a victim of an accident that has or could have had deadly consequences that cause or can cause the loss of a limb or a professional disease, which necessitate or could necessitate hospitalization.
- x. Inquire about all questions submitted to the committee at the appropriate level when an employee exercises his right of refusal to execute an act when he has reason to believe that this act would probably put his life in danger or his security or someone else's.

h. Exercise the other functions:

- i. That can be assigned by the Commission.
- ii. That the employer and the employees can reach a common agreement.
- iii. Those that are prescribed by the law or the regulation on Health and Safety.

i. Resolution

- i. When a committee cannot agree on a question relative to health and safety, it requests the Executive Director or his delegate to find a solution to the problem. If the Executive Director cannot find a solution, the committee asks an agent from Worksafe NB to settle the matter.
- ii. When the Joint health and safety committee judges that the problem must be solved immediately, it contacts an agent of Worksafe NB directly. The Joint health and safety committee notifies as quickly as possible the Executive Director or his delegate that it has requested help from an agent to resolve the problem.

19. REPLACEMENT AND ADOPTION

- a. This policy replaces all the policies related to the workplace health and safety.
- b. This policy on workplace health and safety was adopted by the Regional Service Commission board on _____ 2014.

Marc Henrie, Chairperson

Paul Lang, Executive Director

SCHEDULE "A"

Checklist for the orientation and training of new employees

A) **Welcoming**

- Welcome the new employee and introduce him to his colleagues.
- Offer a complete visit of the workplace, including his office
- Explain the necessary forms :
 - Void check
 - Salary
 - Judicial record
 - Health and safety pamphlets
 - Description of the duties
- Explain the manual on policies and personnel
- Explain the attendance sheet and the expenses reimbursement form
- Introduce the employee to the health and safety process.

Signature : _____

Date : _____

Employee

Signature : _____

Date : _____

Executive Director

B) **Responsibilities**

- Present the existing regulations for the workplace and also the policies and procedures regarding safety. (If applicable, provide the employee with copies of policies and procedures pertaining to safety in the workplace)
- Explain that it is possible to prevent workplace accidents and that, in it each individual has a role to play.
- Explain that the Commission's zero tolerance regarding the consumption of alcohol and / or drugs at work.
- Explain the importance of notifying his superior of any danger in the workplace.

Signature : _____

Date : _____

Employee

Signature : _____

Date : _____

Executive Director

C) **Support**

- Explain to the new employee that he may communicate with the resource persons about any worries he has concerning health and safety.
- Explain to the employee that he may discuss with his superior regarding a certain work duty that he is uncomfortable doing or considers dangerous.

Signature : _____

Date : _____

Employee

Signature : _____

Date : _____

Executive Director

D) **Dangers** Not applicable

- Inform the employee of all dangers that exists in the workplace and which are peculiar to his position to his area of work.
- Offer precise examples which promote the prevention of dangers in the workplace (for example, precautions and procedures to follow).
- Discuss the role the employee plays in preventing dangers and reducing risks.
- Discuss the importance of identifying the conditions of dangerous work practices (form and process).
- Explain what the employee must do to keep his section or place of work clean (for example, to reduce the risks of slipping, tripping, or falling).
- Explain the importance of using good lifting techniques and ask for help to lift, transport or pull on heavy objects.
- Reviewing the consequences and the safety risk associated with short cuts.
- Explain the norm of behaviour which the Commission expects from a new employee and the seriousness of infractions (for example: harness, mittens and individual protection equipment).

Signature : _____

Date : _____

Employee

Signature : _____

Date : _____

Supervisor

E) **Tools and Equipment** Not applicable

- Give instructions on the safety equipment of machines and the risks associated by removing protective equipment or taking short-cuts.
- Review all procedures which apply to lock-out, the starting and the stopping of machines and equipment.
- Give any information on the safe operation of the Commission's equipment, especially on the mobile equipment for installing and lifting; ladders, scaffolding, protective equipment against falling, excavations and trenches, confined spaces, electrical safety and the code of directives for working alone.

Signature : _____ Date : _____

Employee

Signature : _____ Date : _____

Supervisor

F) **In case of an emergency** Not applicable

- Review the emergency plan and the role of the employee during an emergency situation.
- Review the evacuation plan, the location of the emergency exits, first aid kits and fire extinguishers.
- Inform the employee to present himself to his first aid provider and to advise his immediate supervisor.
- Review the emergency procedures in case of being exposed to hazardous material.

Signature : _____ Date : _____

Employee

Signature : _____ Date : _____

Supervisor

G) **Hazardous Material**

Not applicable

- Provide detailed training and instructions on the utilization, the handling, the transport, the storage and the destruction of hazardous material (WHIMIS)
- Review the importance of recognizing the tags and the safety symbols used at work (WHIMIS).
- Indicate where the MSDS is located relative to a controlled hazardous product and the importance to report to the supervisor in case of handling such products.
- Explain to the employee that he has to obtain confirmation of the content and the possible dangers of a product that does not have a tag or the tag is not readable, before handling
- Explain the ways a hazardous material can penetrate the human body (ingestion, absorption through the skin, and the eyes, inhalation or injection) and the personal protective equipment necessary to eliminate the risk of exposure.

Signature : _____

Date : _____

Employee

Signature : _____

Date : _____

Supervisor

SCHEDULE "B"

Inspection of the offices of the Commission

A- Exterior of the infrastructure

1- Is the parking area in good condition for pedestrians?

Yes

No

Not applicable

2- Are the sidewalks in good condition and clean of debris?

Yes

No

Not applicable

3- Are the sidewalks, parking and the entrances clear of snow?

Yes

No

Not applicable

4- Are the parking spaces for handicapped people well indicated on the asphalt and with a sign?

Yes

No

Not applicable

B- Interior of the infrastructure

1- Are the hallways free of any obstacles that could cause security issues?

Yes

No

Not applicable

2- Are the stairways in good condition including railing that follows safety norms?

Yes

No

Not applicable

3- Is the floor dry and free of debris that could cause safety issues?

Yes

No

Not applicable

4- Are the bathrooms accessible and functioning?

Yes

No

Not applicable

5- Are all emergency exits signs functioning?

Yes

No

Not applicable

6- Are the emergency doors operational and free of all obstacles?

Yes

No

Not applicable

7- Is the parking lot and the entrances of the building well lighted?

Yes

No

Not applicable

8- Is the roof of the building free of snow or ice?

Yes

No

Not applicable

9- Are all the lights of the infrastructure working?

Yes

No

Not applicable

10- Is the fire and burglar alarm functioning?

Yes

No

Not applicable

11- Are the storage rooms that include equipment or hazardous products locked at all times?

Yes

No

Not applicable

Comments to improve safety at this infrastructure:

Infrastructure of the Commission:

Check up date:

Check up done by :

Signature of the supervisor:

Signature of the Executive Director :

SCHEDULE "C"

Code of conduct for working alone

Building Inspectors

Workplace : Varied

Address : Not applicable

Telephone : 744-0008 ou 955-5090

Nature of the activity: This position is responsible for the inspection of buildings on the territory covered by Regional Service Commission #6. The employee works at different locations during his normal day of work.

Employer : Regional Service Commission #6

Address: 30 Évangeline Street, Suite 213
Bouctouche NB
E4S 3E4

Or

25 Cartier Boulevard, Unit 145

Richibucto NB
E4W 3W7

Risks associated to the type of work :

Risks	Preventive measures
Vehicle Accident	- Defensive driving

Communication method:

- The administrative assistant at the Richibucto office for the Richibucto building inspector and the administrative assistant of the Bouctouche office for the Bouctouche building inspector will contact the building inspector that works alone every 30 minutes to ensure that he is not injured

*For any emergency, call
911 for assistance from
the paramedic or the
firefighters*

SCHEDULE "D"

Checklist for planning a project that involves a trench or excavation

1. Site plan :

2. Traffic :

Yes

No

3. Required Signage :

Posted speed limit (km/h)	Distance of the upcoming speed limit sign up from the work location (meters)
0 – 25	25 – 100
26 – 50	101 – 250
51 – 80	251 – 500
More than 80	501 – 1000

*** Consult the Department of Transportation and Infrastructure guidelines*

4. Do we need traffic controllers? Yes No
If yes : How many traffic controllers? _____

Do they have their reflective safety vest? Yes No

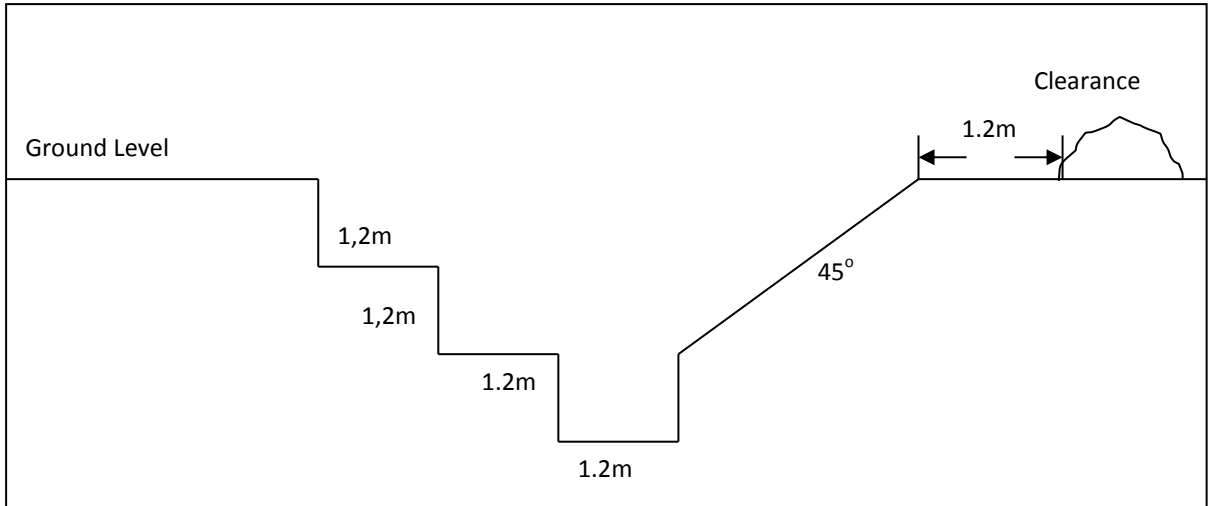
Do they have their reflective sign? Yes No

Do they have their personal protection equipment?
(boots, hard hat, glasses, solar cream, etc.) Yes No

Have they received the proper training to become a traffic controller?
Yes
No

5. Are there any pipes or underground utility lines near the site?
(telephone, cable, electricity, etc.) Yes No
- If yes at what distance from the site? _____
- Do we have to advise the provider? Yes No
- Are there any electrical lines near the site? Yes No
- If yes, what is the distance to the poles? _____
- Do they need to be disconnected? Yes No
6. Are there any poles or trees at less than 9 meters away from the trench?
Yes No
- Do they need to be secured? Yes No
- Do we need to cut the trees? Yes No
7. What will the depth of the trench be? _____
8. Will one of the employees need to go down the trench to work?
Yes No
9. Has the material near the trench that could fall in it been removed?
Yes No

10. Is there a ladder available to allow employees to leave the trench? Yes
 No



11. If the depth of the trench is deeper than 1,2 meters, then the following model will have to be followed :
12. Is the ladder higher than the trench by 1 meter? Yes No
13. At what distance of the trench do we need to put the material coming out of the trench? _____
14. Is the trench completely dry? Yes No
 If not, do we have the necessary equipment to keep it dry? Yes No
 If so, what equipment? _____
15. Is there a danger that the employee be exposed to a hazardous gas? Yes No
 Is there a way to verify this? Yes No
16. Is there a possibility that the level of oxygen is too high or too low in the trench? Yes No
 Will the ventilation be adequate? Yes No
17. Are we going to need to do some welding in the trench? Yes No
 If so, will the ventilation be adequate? Yes No

18. Will there be an employee beside the trench at all times to supervise when the other employee works in the trench?

Yes No

19. Are we going to have to bring down materials in the trench while the employee is working?

Yes No

Note : No employee can be under a load of materials while working in a trench.

20. If the driver of the motorized mobile equipment or of the mobile crane lowers materials in the trench, does he have full visibility of the trench without any obstacles?

Yes No

Does he need a traffic controller to transport the material?

Yes No

21. Is the lighting in the trench adequate to work in the trench

Yes No

22. Do we have a proper barricade around the site to protect the employees that work in or around the trench?

Yes No

23. Has this plan been shared with all employees before the start of the work?

Yes No

Signed by : _____, supervisor

Date : _____

_____, employee

_____, employee

_____, employee

_____, employee

Work completed on : _____, at _____ h.

Given to the health and safety coordinator so it can be filed on :

_____.

SCHEDULE "E"

Accident report – Supplied by Worksafe



REPORT OF ACCIDENT OR OCCUPATIONAL DISEASE
RAPPORT SUR L'ACCIDENT OU LA MALADIE PROFESSIONNELLE

Claim Number / N° de réclamation

THIS REPORT MUST BE SUBMITTED WITHIN THREE (3) DAYS AFTER THE ACCIDENT.
CE RAPPORT DOIT ÊTRE ENVOYÉ À LA COMMISSION DANS UN DÉLAI DE TROIS (3) JOURS APRÈS UN ACCIDENT.

Please FAX this form TOLL FREE IMMEDIATELY to :
Veillez TÉLÉCOPIER ce formulaire IMMÉDIATEMENT, SANS FRAIS au: 1 888 629-4722

Last Name _____ Given Name _____ Sex M
Nom de famille _____ Prénom(s) _____ Sexe F

Mailing Address _____
Adresse postale _____

Postal Code _____ Telephone No. _____ Date of Birth Y / A M / M D / J
Code postal _____ N° de téléphone _____ Date de naissance _____

Social Insurance No. _____ Medicare No. _____ Occupation _____
N° d'assurance sociale _____ N° d'assurance-maladie _____ Profession _____

Company Name _____ Contact Person _____
Nom de l'entreprise _____ Personne-ressource _____

Mailing Address _____
Adresse postale _____

Postal Code _____ Telephone No. _____ Fax No. _____
Code postal _____ N° de telephone _____ N° de télécopieur _____

Firm No. _____ Operation No. (SIC) _____
N° de l'employeur à la CSSIAT _____ N° d'activité (CTI) _____

PART 1

PARTIE 1

1. Date of accident _____ Time am pm OR Exposure dates for occupational Form
Date de l'accident _____, 20 ____ Heure _____ pm OU disease or injury over time Du _____, 20 ____
OU Dates d'exposition provoquant la Maladie professionnelle ou la blessure To _____
Au _____, 20 ____
2. Date reported to employer _____ Time am pm
Date que l'accident a été signalé à l'employeur Heure _____ pm
3. To whom reported _____ Position _____
Nom de la personne à qui l'accident a été signalé Poste occupé _____
4. Part(s) of body injured (specify left/right) _____
Partie(s) atteinte(s) du corps (précisez le côté : gauche ou droit) _____
5. Address or location of accident (if different than above) _____
Adresse ou lieu de l'accident (si le lieu diffère de celui mentionné ci-dessus) _____
6. Describe the accident in as much detail as possible. Use separate sheet if necessary.
Décrivez en détail l'accident. Utilisez une autre feuille au besoin.

7. Name(s) of witness(es) (if any) _____
Nom(s) du (des) témoin(s) (s'il en est) _____
8. Name of first doctor seen _____ Facility _____
Nom du premier médecin consulté Établissement de soins _____
Date _____, 20 ____
9. Has the worker missed any time from work beyond the day of accident due to this injury? Yes / Oui No / Non

Occupational Health and Safety Scent-Free Workplace

STATEMENT:

Use of scented products is prohibited at all times due to health risks involved with exposure to these products for all staff members or visitors in the facilities. Some individuals are sensitive to different odours and as an organization we have to respect their conditions.

APPLIES TO:

All employees.

PROCEDURES:

1. The Employer acknowledges that chemicals used in scented products can cause health issues, especially to people with scent sensitivities, asthma, allergies or other health conditions.
2. Known scented products are: perfume, aftershave, colognes, body lotion, deodorizers, cleaning products, etc. (*Source: Canadian Centre for Occupational Health and Safety*).
3. Every employee or person in the facilities must contribute in maintaining a safe and healthy work environment for everyone by adhering to this policy.
4. The Employer requests that anybody who works in or visits the facilities cooperate by avoiding the use of scented products.
5. All products used for cleaning must be scent free. When work operations require the use of wax, shampoo, paint or sprays within the facilities, the Employer will inform staff in advance. This will allow employees with sensitivities to these products to make necessary arrangements to ensure their health is not put at risk.