



Catfish Creek
Conservation Authority

Health and Safety
Policies and Procedures Manual

2019

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HEALTH & SAFETY POLICIES

Section 1 - General

1.1 CCCA Health and Safety Policy and Statement

The **Catfish Creek Conservation Authority (CCCA)** is committed to implementing and maintaining a health and safety program at all levels of its operation to a standard not less than that required by the **Ontario Occupational Health and Safety Act, RSO 1990**, and all other applicable regulations and legislation.

The prevention of accidents, injury and occupational illness is an integral part of every job activity associated with the **Catfish Creek Conservation Authority**.

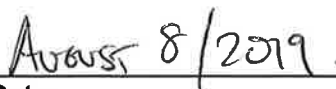
The CCCA, as an Employer and host, and in consideration of the requirements of the **Occupational Health and Safety Act**, will continue in its efforts to provide a safe environment for its employees and for the public using CCCA owned properties. Where appropriate or as required, protective equipment and apparel for carrying out the wide variety of CCCA work functions will be made available. Supervisory staff in all CCCA positions will train employees with the most current health and safety information. He or she will promote the need for safe work practices and the elimination of actual or potential hazards from all work sites and areas utilized by the public.

Each employee will be expected to take the time and make the necessary effort to employ the appropriate health and safety procedures as stated in this manual. Employees will participate and act within assigned areas of individual job responsibility in a manner that will promote occupational health and safety considerations.

Health and safety issues are ever changing as research and technology advances; therefore, the format of this manual will provide for the updating of policies on an on-going basis as required. Every employee of the CCCA is encouraged to bring forward any ideas or suggestions they may have to improve policy statements and procedures. It is only through effective communications within the CCCA and those with whom we work, that our success in protecting and promoting health and safety will be ensured.



Christopher Wilkinson
General Manager / Secretary-Treasurer



Date

1.2 CCCA Health and Safety Policy - Board Motion

As this Health & Safety Manual outlines the safety policies for the Catfish Creek Conservation Authority, Board approval of the manual is required. Once approved by the Board of Directors, the manual will be made known to employees in writing at least one month before becoming effective. Changes or additions to the Health and Safety Policy Manual will also be approved by Board motion and will be made known to employees in writing at least one month before becoming effective.

MOTION # 79 / 2019

Moved by: Sally Martyn

Seconded by: Paul Buchner

THAT the Full Authority adopt the CCCA Health & Safety Manual, as outlined in Report FA 34 / 2019.

Date: August 8, 2019

1.3 Use and Application of the Manual

The policy statements in this manual will often refer to legislation, regulations, or to other manuals or documents. Users of this manual are encouraged to supplement the policy statements with these alternate information source references as appropriate.

The Health and Safety Policy of the **Catfish Creek Conservation Authority** encompasses existing legislation governing the Employer's responsibility for developing and maintaining acceptable safety standards within the establishment. The sections of the Occupational Health and Safety Act that apply directly or indirectly to the various functions of the CCCA have been incorporated herein.

Where any conflict exists between the **Catfish Creek Conservation Authority** policy, as outlined in this manual, and/or any legislation or regulation having jurisdiction, the legislation or regulation shall take precedence.

The policies as outlined herein apply to all persons directly or indirectly involved in the activities of the CCCA, including but not limited to the directors, administrative, technical and field operations staff, volunteer staff, contractors and outside suppliers. The implementation of these policies will help to provide not only a safe working environment for the CCCA directors and their employees, but will also apply to those programs, properties and facilities available for use by the general public

1.4 Introduction and Purpose

The purpose of this health and safety program is to provide the means whereby our employees understand and practice safe working procedures in order to avoid accidents and injuries to themselves and others, to prevent property damage and to ensure a healthy, safe and productive work atmosphere where health and safety are a priority and take precedence over urgency and production.

Program Principles:

- Adequate training in health and safety
- Adherence to current legislation and best practices
- Safety is the responsibility of the individual and the organization as a whole
- Commitment to a healthy and safe work environment by all CCCA members and staff
- Discipline for unacceptable performance of health and safety procedures and duties
- This manual:
 - Provides comprehensive documentation of the official policies of the health and safety of all employees.
 - Will serve to direct and guide decisions and actions of CCCA personnel.
 - Will serve as a guide for the initial and continuing training of employees.
 - Will provide information which will alert personnel to potential or real hazards associated with the work or work place.

Section 2 - Occupational Health and Safety Act (OHSA) and Regulations

The Occupational Health and Safety Act R.S.O 1990, c.0.1, is the guiding statute for defining the minimum standards of health and safety in Ontario Workplaces. It clearly defines the rights and responsibilities of the Employer, the Supervisor, and the Worker in regards to health and safety.

It is the responsibility of all CCCA employees to know their rights and responsibilities as stated under the Act and to work safely within them.

Ontario also has several Regulations within the Act that define specific codes of conduct and minimum standards for health and safety relating to specific work environments and projects. They include but not limited to:

Confined Spaces Regulation, 632/05
Construction Projects Regulation 213/91
Control of Exposure to Biological and Chemical Agents Regulation 833
Designated Substances Regulation 835-846
Farming Operations Regulation 414/05
Health Care and Residential Facilities Regulation 67/93
Industrial Establishments Regulation 851
WHMIS Regulation 860

Most of our work locations are covered by the Industrial Regulations but there are situations where the Construction Regulations will apply. In either case, the regulations are a set of minimum requirements to be followed and sometimes, even strict adherence may not assure that “every precaution reasonable in the circumstance for the protection of the worker” has been taken. Due diligence and documentation are the CCCA’s best defences against charges that may be laid under the Act.

The Act also includes a Summary Conviction Offences Listing that details set fine amounts of up to \$25,000 and jail terms of up to 12 months for those who are prosecuted and found to be guilty of a violation of the Act or a specific regulation.

The Right to Refuse Unsafe and/or Dangerous Work is a part of the Act and is described in Work Refusals & Work Stoppages of this manual.

2.1 Posting Requirements:

Purpose & Objectives:

- To ensure all CCCA workplaces comply with the legislative requirements for posting of occupational health and safety information. This information shall be posted on a Health & Safety Bulletin Board or other conspicuous location.
- To provide information to CCCA employees regarding workplace health and safety and applicable legislation.

2.1.1 Legislated Posting Requirements:

- The Health and Safety Coordinator for each workplace is responsible to ensure that the posting requirements for occupational health and safety are complied with.
- The Health and Safety Coordinator will complete the "Occupational Health & Safety Posting Requirements" checklist on an annual basis.
- The Worker Health and Safety Representative will inspect each location during their scheduled workplace inspections, to ensure the posting requirements are being met.

The following up-to-date documents must be posted in a conspicuous high traffic location, i.e. reception area, staff lunch room, etc.

- 1) CCCA's Health and Safety Policy Statement
- 2) Occupational Health and Safety Act and any explanatory materials
- 3) WHMIS Regulations
- 4) All applicable Safety Data Sheet's (less than 3 years old)
- 5) Applicable Designated Substance Regulations
- 6) WSIB Form 82 ("In Case of Injury at Work" poster) at First Aid stations
- 7) First Aid Regulations (WSIB Reg 1101) at First Aid stations
- 8) Certificates of First Aid Attendants posted at First Aid Station
- 9) Emergency telephone numbers (e.g. police, fire, ambulance, Utilities, Ministry of Labour, Poison Control, MOE & internal contact numbers)
- 10) Ministry of Labour Orders/Assessments
- 11) Health and Safety Assessments, Surveys (e.g. noise levels, Indoor air quality)
- 12) Joint Health and Safety Committee member or Health and Safety Representative names, work locations and contact information
- 13) JHSC meeting dates and current meeting minutes
- 14) Workplace incident/accident report summaries
- 15) Other Legislation applicable to work-site or activities:
 - Construction Regulations (O. Reg. 231/91)
 - Regulations for Industrial Establishments (O. Reg. 851)

2.2 Relevant Definitions for Occupational Health and Safety

"Accident" - is an unplanned event that causes harm to people or damage to property.

"Act" means the Occupational Health and Safety Act (R.S.O. 1990) and Regulations.

"Biological Agents" - are living organisms, or by-products of living organisms such as bacteria, viruses, fungi, plants, and animals.

"Competent Person" means a person who:

- (a) is qualified because of his knowledge, training and experience to organize the work and its performance,
- (b) is familiar with the provisions of the Act and the regulations that apply to the work, and

(c) has knowledge of any potential or actual danger to health or safety in the workplace.

"Critical Injury" means an injury of a serious nature, that

- (a) places life in jeopardy,
- (b) produces unconsciousness,
- (c) results in substantial loss of blood,
- (d) involves the fracture of a leg or arm but not a finger or toe,
- (e) involves the amputation of a leg, arm, hand or foot but not a finger or toe,
- (f) consists of burns to a major portion of the body,
- (g) causes the loss of sight in an eye Ontario Regulation 834, S.1.

"CSA" means Canadian Standards Association.

"Designated substance" means a biological, chemical or physical agent or combination thereof prescribed as a designated substance (acrylonitrile, arsenic, asbestos, benzene, etc.) to which the exposure to a worker is prohibited, regulated, restricted, limited or controlled.

"Employee" means any person employed by the Employer.

"Employer" means Catfish Creek Conservation Authority.

"Eye Protection" means properly fitted glasses, visor or screen, meeting the requirements of the C.S.A., Standard Z94.3-99.

"Foot Protection" means properly fitted safety footwear meeting with the requirements of the Canadian Standards Association (C.S.A.), Standard Z195-92.

"Hazardous Material" means a biological or chemical agent named or described in the regulations as a hazardous material.

"Hazardous Physical Agent" means a physical agent named or described in the regulations as a hazardous physical agent .

"Head Protection" means a properly fitted hardhat or helmet meeting the requirements of the CSA Standard Z94.3-92.

"Health and Safety Worker Representative" means a JHSC member or health and safety representative selected who does not exercise managerial functions.

"Health Care" refers to doctors' visits, prescriptions, care in hospitals and other health facilities, physiotherapy, chiropractors' visits, eye glasses and prostheses.

"Hearing Protection" means properly fitted personal protective equipment in accordance with the Industrial Establishments Regulations.

"High Visibility Clothing" means that any worker who may be endangered by vehicular traffic on a construction project must wear a garment that provides a high level of visibility. CSA Standard Z96-02.

"Incident investigations" - An incident is an unusual occurrence in the workplace that could have resulted in harm to people or property (a near miss).

"Injury/Illness" means any workplace caused injury or illness that involves a worker regardless of whether the worker requires medical attention or not. An injury or illness may have short term or

long-term effects on a worker.

“Inspector” means a Ministry of Labour inspector.

“JH&SC” means Joint Health and Safety Committee.

"Logging" means the operation of felling or trimming trees for commercial or industrial purposes and includes the measuring, storing, transporting or floating of logs, the maintenance of haul roads, scarification, the carrying out of planned burns, the practice of silviculture.

“OH & S” means Occupational Health and Safety

“Ministry” means Ministry of Labour.

“MSDS” means Material Safety Data Sheet.

“PPE” means Personal Protective Equipment.

“Representative” means Health and Safety Representative

“Senior Management” includes GM/Secretary-Treasurer, and Board of Directors of the CCCA.

"Supervisor" means a person who has charge of a workplace or authority over a worker.

“Supplied Labour” refers to any outside labour force that is hired to carry out temporary worker positions at the CCCA, such as EI placements, or Secretarial services.

"Worker" means a person who performs work or supplies services for monetary compensation. It includes newly hired workers, workers returning from an extended absence, student workers, supplied labour, existing full time and seasonal or contract worker, and in addition a volunteer who does not receive monetary compensation.

"Workplace" means any land, premises, location or thing at, upon, in or near which a worker works.

“WSIB” = Workplace Safety and Insurance Board.

“Workplace Stressors”: Include everyday stress that could be caused by work overload or under load, loss of control, role uncertainty and conflict, working alone, and workplace violence.

2.3 OH & S Responsibilities

2.3.1 Employer

- Ensure that the equipment, materials and protective devices which are required by the Act and the Employer are provided and used as prescribed, that they are maintained in good condition and that they are used in a safe manner.
- Ensure that the measures and procedures prescribed by the Act and the Regulations are carried out in the workplace.
- Ensure that the workplace is physically sound and conforms to the Building Code and Fire Code.
- Provide information, instruction and supervision to all workers to protect their health and safety.
- Appoint only competent people to be supervisors.

- Acquaint and train workers and people in authority over workers with any hazards in the work and in the handling, storage, use, disposal or transport of any article, device, equipment or any biological, chemical or physical agent.
- Take every precaution reasonable in the circumstances for the protection of a worker.
- Post a copy of the Act and any explanatory material prepared by the Ministry of Labour outlining the rights, responsibilities and duties of workers.
- Establish and maintain a Joint Health and Safety Committee or health and safety representative as required under the Act.
- Prepare and review at least annually a written Health and Safety Policy and develop and maintain a program to implement that policy.
- Post a copy of the CCCA's Health and Safety Policy on all workplace Health and Safety Bulletin Boards and in conspicuous locations in the workplace (lunch room area).
- Provide the results of any report on occupational health and safety, which is in the Employers' possession, to the Joint Health and Safety Committee or the Health and Safety Representative and post on Health and Safety Bulletin Boards for all workers to view.
- Ensure that an employee exposed or likely to be exposed to a hazardous material or hazardous physical agent receives and participates in instruction and training as prescribed.
- Take any measures that may be prescribed by the Ministry to deal with specific health and safety issues.
- Provide assistance and co-operation to the Joint Health and Safety Committee or a Health and Safety Representative in the carrying out of any of their duties.

2.3.2 Board of Directors

Directors are responsible for understanding and operating within the laws affecting the CCCA including health and safety standards. Directors may be personally liable for failure of the CCCA to comply with the Health and Safety Legislation.

The approval of CCCA's Health and Safety Policies and Procedures are the responsibility of the Directors and include:

- take all reasonable care to ensure that the CCCA complies with the Occupational Health & Safety Act, as well as with any orders and/or requirements of Ministry inspectors, Directors and the Minister;
- ensure every precaution reasonable in the circumstances for worker protection is available;
- ensure, when appointing a supervisor, a competent person is appointed;
- Occupational Health and Safety policies and procedures shall be approved by Board motion.
- Policy and procedure changes and additions shall be approved by Board motion
- Carry out investigations of complaints of senior management relating to workplace violence and harassment procedures

2.3.3 General Manager/Secretary-Treasurer

Reporting to the Board of Directors, the General Manager/Secretary-Treasurer is responsible to ensure that the CCCA as a whole and including all workers under his direct or indirect supervision comply with all legislated requirements, to ensure a healthy and safe work environment.

For the purposes of the Act, the General Manager/Secretary-Treasurer takes on the role of supervisor to:

- ensure compliance with Federal and Provincial legislation and the CCCA's Health and Safety Manual policies and procedures;
- take all reasonable care to ensure that the CCCA complies with the Occupational Health & Safety Act, Highway Traffic Act and Regulations as well as with any orders and/or requirements of Ministry inspectors, Directors and the Minister;
- set an example for supervisors and workers by wearing PPE and using protective devices as

- may be required, from time to time, and as stipulated by the Act and the CCCA;
- ensure every precaution reasonable in the circumstances for worker protection is taken;
- hold supervisors and workers accountable through utilization of established progressive discipline measures for adherence to the Act and the CCCA's specific policies, procedures and safe work practices;
- ensure information, instruction and supervision is provided to a worker to protect the health and safety of the worker;
- ensure, when appointing a supervisor, a competent person is appointed;
- carry out investigations relating to workplace violence and harassment procedures;
- ensure assistance and co-operation is afforded to the joint health and safety committee or health and safety representative in the carrying out of any of their functions;
- ensure a person who is under such age as may be prescribed is not knowingly permitted to work in or about a workplace as stated in the Industrial Regulations and the Construction Regulations;
- ensure a copy of the Act and any explanatory material prepared by the Ministry of Labour, both in English and the majority language of the workplace, outlining the rights, responsibilities and duties of workers is posted in each workplace. This will include Ministry of Labour and the Workplace Safety and Insurance Board definition posters.
- Respond in writing within twenty-one (21) days to written recommendations from the Joint Health and Safety Committee or a Health and Safety Representative.

2.3.4 Supervisor Responsibilities

Supervisors are responsible for performing tasks and ensuring workers are performing tasks in a safe manner. Supervisors must also be receptive to health and safety suggestions or concerns from workers to encourage an effective Health and Safety program. Responsibilities of supervisors include:

- Provide workers with training and instructions as to the measures and procedures to be taken for the protection of the worker and were as prescribed, in writing.
- Make sure that all employees work in the manner and with the protective devices, equipment, measures and procedures required by the OHSA its regulations, and the Employer.
- Hold workers accountable through utilization of established progressive discipline measures for adherence to the Act and the CCCA's specific policies, procedures and safe work practices.
- Advise all workers of the existence of any potential or actual danger to the health and safety of the worker of which the supervisor is aware.
- Monitor and observe job activities for safety concerns and compliance
- Upon notification or observance of an unsafe act or condition in the workplace, a supervisor will ensure that permanent or temporary controls are in place to prevent a workplace injury;
 - The supervisor will fill out a hazard reporting form consulting the JHSC if required. A copy is to be provided to the Health and Safety Coordinator.
- Take every precaution reasonable in the circumstances for the protection of all workers.
- Investigate all incidents of workers under there care
- Discuss concerns with the JHSC or Representative if needed to address safety issues.
- Seek feedback from employees to confirm understanding of health and safety matters.
- Supervisors will ensure that all workers at the worksite are familiar with the location of the Health and Safety Bulletin Board or other information posting locations.

Supervisory due diligence includes performing job hazard analyses, workplace inspections and hazard assessments, follow-ups, safety orientation and training, job observation, coaching, employee motivation and discipline for safety, and maintaining essential documentation

2.3.5 Employees(Workers),Contract/Temporary Workers and Volunteer Responsibilities

This classification of the organization includes all employees, supplied labour, and volunteers in the workplace, up to and including the General Manager/Secretary-Treasurer, as well as those individuals on CCCA payroll on an employment contract basis.

Every worker has a continuing responsibility for health and safety. All workers are required to work in accordance with requirements of the Occupational Health and Safety Act and Regulations, the CCCA's Health and Safety Policies and Procedures, Highway Traffic Act, and other applicable legislation or municipal regulations pertaining to employee safety. This applies equally to the worker's own safety and to the safety of fellow workers.

Any unsafe acts or conditions observed by workers must be reported to the appropriate supervisor. The success of the safety program is dependent upon every worker learning to recognize existing or potential hazards and to:

- Work in compliance with the provisions of the Occupational Health and Safety Act and its Regulations, as well as the CCCA's policies and procedures.
- Use or wear and properly maintain the personal protective equipment, protective devices or clothing specified by the Employer.
- Report to the supervisor the absence of or defect in any equipment or protective device.
- Report to the supervisor any contravention of the Act and its Regulations or the existence of any hazard.
- Report all incidents, near misses, and injuries to a supervisor;
- Will not remove or make ineffective any protection device required by the Regulations or by the Employer without providing an adequate temporary protective device and when the need for removing or making ineffective the protective device has ceased, replace the original protective device immediately.
- Will not operate any equipment, machine, device or work in a manner that may endanger himself or herself or any other worker.
- Will not engage in any prank, contest, feat of strength, unnecessary running, rough and boisterous conduct or other risky behaviors.
- Will stop work if it is believed that the work may pose imminent danger and/or unsafe work or an unsafe work environment. See section 4 of this manual for more information.
- follow all instructions when using or handling hazardous materials and ensure that all containers of hazardous materials are properly labeled and stored in designated areas;
- be familiar with any MSDS sheets for those products they may use;
- obey all posted signs and notices and advise a supervisor if signage becomes damaged or unreadable;
- always practice safe lifting techniques, using correct posture when lifting and get assistance if the weight is excessive;
- be aware of the location of the Health and Safety Bulletin Board and the posted Occupational Health and Safety Act;
- participate in health and safety activities and workplace inspections;
- eliminate or control hazards; guard against hazards and learn the proper procedures to work safely;
- cooperate with JHSC members and/or the Health and Safety Representative

2.3.6 Contractors and Sub-Contractors

This classification includes all those individuals or organizations working on a contractual basis for the CCCA. Reporting to managers and supervisors, all contractors or sub-contractors are responsible to ensure that the CCCA as a whole, as well as all workers under their direct or indirect supervision, work within all legislated requirements, and ensure a healthy and safe work

environment.

The health and safety responsibilities attached to this classification include the following:

- Contractors and subcontractors shall have Workplace Safety and Insurance Board coverage for their workers and shall have accounts in good standing with the WSIB. A WSIB valid Clearance Certificate and proof of third party and liability insurance, or proof of working-owner's insurance shall be submitted prior to any work commencing on CCCA property;
- be able to demonstrate the establishment and maintenance of a health and safety program with objectives and standards consistent with applicable legislation, including a health and safety policy and requirements to maintain a high level of health and safety;
- agree that the workers within their employ are required to wear personal protective equipment, receive training sufficient for the job and perform duties safely and will report all incidents, injuries and/or unusual conditions to the person(s) representing the CCCA;
- agree to provide services in accordance with provincial, municipal and government regulations, industry standards and safe job procedures;
- ensure that the CCCA has provided them with information advising of the CCCA's Health and Safety program currently in place on CCCA property with CCCA staff;
- ensure the workers within their employ are aware of the hazardous substances that may be in use at the workplace, wear the appropriate personal protective equipment required for the area and provide Safety Data sheets for any hazardous substances available on site;
- ensure that workers will not perform any work or activities that may endanger staff, visitors or volunteers.
- report any hazard they find in the workplace to their supervisor

Unless otherwise indicated, proof of the above may be required by the CCCA at any time from tendering to project completion.

2.3.7 Visitors and the General Public

This classification includes all those individuals or organizations not identified in the previously stated classifications.

The CCCA will ensure the health and safety of visitors by controlling visitor activities and access to our offices, staff and work areas, as follows.

- Where appropriate, signs will be posted at entrances to inform visitors and the general public about restricted access and/or the requirement to report to a receptionist before proceeding further.
- Visitors and the general public will not be allowed to enter our offices and work areas unescorted. Visitors must be escorted and supervised by a CCCA staff member at all times.
- In the event that the general public or a visitor is required to enter a project or work area, the supervisor must advise of any potential hazards and the relevant workplace safety rules.
- The visitor will use any and all PPE if required as directed by the supervisor.

Section 3 – Safety Committees and Representatives

3.1 Joint Health & Safety Committee (JHSC)

When a JHSC is required as stated in Section 9 of the Act, the CCCA shall ensure that a JHSC is formed and is represented by management and worker representatives.

In Ontario, a Joint Health and Safety Committee is mandatory at workplaces regularly employing 20 or more workers.

3.1.1 Accountability

The JHSC will report directly to the GM/Secretary Treasurer or designate of the CCCA. Any recommendations made in writing by the JHSC will be directed to the GM/Secretary Treasurer or designate. The GM/Secretary Treasurer or designate will delegate responsibility for action and response to recommendations according to his/her judgment.

3.1.2 Structure of the JHSC

A JHSC comprised jointly of management and workers not exercising managerial functions, will be established within the CCCA

The JHSC for the CCCA will be established and maintained pursuant to the Act as follows:

- Workplaces with 20-49 regularly employed workers are required to have a minimum of 2 (two) JHSC members.
- At least half the members on the committee must represent workers and be chosen by the workers.
- The management members of the committee are selected from individuals who exercise managerial functions for the Employer.
- A JHSC will have Co-chairs, one selected by the worker representatives and one selected by the management representatives of the JHSC. In the event that the Co-chair representing the worker members is unavailable to fulfill his/her responsibilities, the other Co-chair will assume the responsibilities.
- At least one worker representative and one managerial representative must be certified members
- If more than one JHSC member representing workers is certified, workers must select one member solely to perform the duties of a certified member.
- If more than one JHSC member representing management is certified, the employer is to designate one member solely to perform the duties as a certified member.
- The JHSC committee **will meet at least once every six months.**
- Any member may call a special meeting if the need arises. This meeting will be scheduled through the Co-chairs
- A secretary will be chosen from members to record meeting minutes.

3.1.3 Health & Safety Coordinator

The Health & Safety Coordinator is a member of the JHSC and takes on the role of Management Co-chair. Reporting directly to the GM/Secretary-Treasurer or designate, the Health and Safety Coordinator takes on the following responsibilities:

- Develop and implement health and safety standards and procedures
- Review and revise policy/procedure/program annually with the JHSC
- Receive Certification training and First Aid training
- Assist in the Identification of workplace hazards and with job hazard analysis
- Ensure the Joint Health and Safety Committee receives a copy of testing results and consulting reports
- May assist in conducting accident/incident investigations and work refusals.
- Assist Supervisors with health and safety training
- May act as the company contact for the Ministry of Labour
- Ensure all safety communication boards are up-to-date

3.1.4 Responsibilities of the JHSC Co-Chairs

- Draft a schedule of meetings and inspection dates for approval by the JHSC;
- Preside at all regular meetings, If the JHSC committee is composed of only 2(two) members, both Co-chairs must be present for quorum;

- Ensure that an agenda is distributed to members of the JHSC at least one week prior to the meeting;
- Ensure that the JHSC carries out its functions as outlined in OH&S Act and CCCA policies;
- Ensure that all JHSC members have an opportunity for input into the discussions and decisions reached and activities planned during committee meetings;
- Assign special and ongoing projects to members of the JHSC with their consent;
- Ensure JHSC recommendations are presented to management and responses obtained within the 21-day period;
- Review meeting minutes, edit if necessary, sign and return to the secretary for circulation
- Orient new Joint Health and Safety Committee Members;
- Ensure all committee discussions are documented;
- Monitor progress of goals and objectives.

3.1.5 Responsibilities of the JHSC Members

All members have a role in making sure that the JHSC meets its goals. Active participation is essential for successful committee function.

- Attendance at meetings.
- Contributing ideas to discussions.
- Obtaining information and following up on accepted assignments.
- Listening to concerns or suggestions made by employees outside the JHSC.
- Undertaking special tasks for the JHSC.
- Availability for inspections or investigations during work refusals, accident investigations or Ministry inspections.
- Participate in monthly inspections as assigned by the JHSC.
- Ensure that information about the activities of the Health and Safety Program is communicated clearly throughout the organization.
- Promote the goals and objectives of the JHSC within the CCCA.
- Select an alternate if unable to attend meetings or fulfill duties.
- Worker members participate in the selection of a worker Co-chair.

3.1.6 Responsibilities for Certified Members

- Certified members of the JHSC undergo advanced training through a WSIB Certification Program consisting of two parts. Part One training is Basic Certification Training and Part Two training in sector or industry specific that directly relates to specific hazards associated with that industry or sector.
- Certified members are more qualified to identify hazards and, if possible, should be the member chosen to perform monthly workplace inspections.
- Certified members may initiate Bilateral/Unilateral work stoppage if they have reason to believe that a dangerous circumstance exists.
- Certified members should be committed to serving at least 3 years on the JHSC

3.1.7 Additional Responsibilities of Worker JHSC Members

The Act specifies "if possible" certain other duties of worker JHSC members should be assigned to the worker certified member. This is not a mandatory requirement of the Act; any other worker member of the committee can fulfill these roles; they include the following:

- Investigating Work Refusals
- Conducting regular workplace inspections
- Investigating critical or serious workplace accidents.
- Accompanying Ministry of Labour Inspectors during an inspection of the CCCA.
- Being present at the beginning of workplace tests for health and safety purposes.

3.1.8 Responsibilities of the Secretary

The Secretary must keep records of all committee activities. Following is a list of duties to be performed by the Secretary of the JHSC, as directed by the co-chairs of the JHSC.

- Pointing out items from past minutes requiring follow-up or discussion.
- Recording the minutes of JHSC meetings.
- Ensuring that the minutes are reviewed and signed by the co-chairs prior to distribution.
- Circulating minutes, reports and information to JHSC members 10 days following meetings.
- Clarifying decisions reached by the committee and responsibilities accepted by members.
- Preparing various reports as required by the committee.
- Posting specific information that has been identified and agreed upon by the JHSC.
- Posting minutes of JHSC meetings on all staff Health & Safety Bulletin Boards.

3.1.9 Function of the JHSC

A JHSC is a joint worker-management committee that assists the Employer in creating and maintaining a safe workplace. The JHSC is an advisory committee to the Employer, to ensure a healthy and safe workplace and does not act as a body responsible for enforcing legislation. All individuals in the workplace have responsibility for identifying hazards, instituting controls, and reporting unresolved safety issues.

Members of the JHSC provide assistance to all personnel by:

- creating and promoting an interest in health and safety among the work forces;
- providing an opportunity for group and individual discussion on accident prevention;
- identify situations that may be a source of danger or hazard to workers;
- conduct regular inspections of the workplace outlined in 3.1.10;
- make health and safety improvement recommendations to the Employer;
- obtaining information from the employer concerning testing and consultation on workplace testing methods;
- obtaining information from the employer regarding actual or potential hazards.
- Assist in resolving matters when an employee refuses work on the grounds that it endangers health or safety.

3.1.10 CCCA JHSC Inspections and Investigations

The committee has the power to inspect and investigate accidents/illnesses or incidents in the workplace. A worker member must be delegated to inspect the physical condition of the workplace.

- Regular Inspections - The physical condition of the entire workplace is inspected once a month, unless otherwise required by regulation or notification of an inspector. If it is not practical to inspect the entire workplace monthly, at least part of the workplace must be inspected monthly with the entire workplace being inspected yearly.
- A designated member, one selected by other committee members who represent the workers, using the Monthly Workplace Inspection Forms (Refer to Section on Inspections), carries out the inspection.
- These inspections must be carried out in accordance with the schedule established by the JHSC. The Employer and workers have the duty to provide the designated member with any information and assistance necessary to carry out the inspection, which may, in practice, range from a mere walk-around to a more detailed process involving discussions and interviews with employees and supervisors at the workplace where hazards exist or are thought to exist. The designated member is required to inform the committee of any source

of danger or hazard to the workers, and the committee is obligated to consider the information within a reasonable amount of time.

- Inspection after a critical or serious accident or disabling injury/illness or hazardous situation - If there is a worker fatality (death) or a worker critical injury in the workplace, a designated worker JHSC member or members are to investigate the circumstances. This must be reported to the JHSC and a Director of the Ministry of Labour.
- Much like the designated member for regular inspections, the worker members of the committee select the designated member or members for accident investigations. The purpose of an investigation is to prevent the reoccurrence of the accident or incident. The focus should be on the accident, not the injury.
- Accompanying the Ministry of Labour Inspector - A worker JHSC member must be given the opportunity to accompany the inspector during his/her inspection of the workplace. In addition, if the inspector makes an order in writing, or issues a report of his/her inspection, a copy of that order or report is to be delivered to the JHSC.

3.1.11 Recommendations of the JHSC

Recommendations made by the JHSC shall be forwarded to the GM/Secretary-Treasurer or designate. The GM/Secretary-Treasurer, or designate, shall respond in writing within twenty-one (21) days with regard to written recommendations. The response shall be provided to the Co-chairs of the JHSC. The response from the Employer to the recommendations will be reviewed at the next JHSC meeting. The written response by the Employer shall either contain a timetable for implementing the recommendations the Employer agrees with, or provide rationale as to why the Employer disagrees with any recommendations that the Employer does not accept.

3.2 Health and Safety Representative

Where the Cattfish Creek Conservation Authority regularly employs less than 20 employees and more than 5, the CCCA shall establish a Health and Safety Representative as stated in Section 8 of the Act. The Health and Safety Representative shall be selected by the workers at the workplace who do not exercise managerial functions.

3.2.1 Health and Safety Representative Accountability

The Health and Safety Representative will report directly to the General Manager/Secretary-Treasurer of the CCCA. Recommendations made by the Health and Safety Representative shall be forwarded to the General Manager/Secretary-Treasurer. The General Manager/Secretary-Treasurer who receives written recommendations from a Health and Safety Representative must respond in writing within 21 days and include a timetable for implementing those he/she agrees with and give reasons when he/she does not accept any other recommendations. The General Manager/Secretary-Treasurer will delegate responsibility for action and response to recommendations according to his/her judgment.

3.2.2 Function of the Health and Safety Representative

The Health and Safety Representative's main function is to help improve health and safety in the workplace through consultation and discussion with fellow workers and management. Representatives have many of the same functions as a JHSC. The Health and Safety Representative is an advisor to the employer. He/she does not have the authority to dictate changes or act as a body for enforcing legislation. Addressing problems with compliance on safety procedures or personal protective equipment is the responsibility of supervisors and the General Manager/Secretary-Treasurer. Time spent by a Health and Safety Representative carrying out his/her functions is deemed to have been spent at work. Other functions may

include:

- Convey health and safety concerns expressed by workers to management at monthly staff meetings or sooner when necessary.
- Inspect the physical condition of the workplace as scheduled
- Make recommendations (written) or report any identified sources of danger or hazards to the General Manager/Secretary-Treasurer.
- Review the Health and Safety program and procedures
- Advise all employees on health and safety matters
- Provide or seek to obtain health and safety training for employees.
- Conduct research on special health and safety concerns
- Co-ordinate health and safety activities.
- Investigate serious accidents or injury.
- Act on behalf of employees during refusal to work situations under the Act
- Accompany a Ministry of Labour inspector during a physical inspection of the workplace
- Obtain information and be present for any workplace testing

Section 4 - Refusal to Work

Section 43 of the Occupational Health and Safety Act gives workers the right to refuse or to stop work where health or safety may be in danger. This right applies to all workers of the CCCA.

The right may be exercised by a worker who has reason to believe that:

- A piece of equipment the employee is to use or operate is likely to endanger him/her self or another worker;
- The physical condition of the work place or the task the employee has been asked to perform is likely to endanger him/her self; or
- The piece of equipment the employee is to use or operate or the physical condition of the work place is in contravention of the Act or a regulation and is, therefore, likely to endanger the employee or another worker.

4.1 Right to Refuse Unsafe Working Conditions

Where a worker has reason to believe that his/her health and safety are in danger, the worker will report this to the appropriate supervisor immediately, specifically stating the reason for the refusal.

- The supervisor will immediately contact the certified worker member of the JHSC or the designated Health and Safety Representative. If these individuals are not available, the worker will be asked to select another worker to assist in the investigation of the safety concern.
- The supervisor, worker and Health and Safety Workers' Representative will investigate the concern as quickly as possible following the report. The worker will complete the first section of the "work refusal form (record)" with the help of the Health and Safety Workers' Representative if needed, outlining the nature of the concern. The supervisor will complete part two of the form outlining the response to that concern. A copy of the work refusal form can be found at the end of this section (form 400-07)
- The worker and the Health and Safety Workers' Representative will then be asked to sign the form to indicate if he / she is satisfied with the response. If the worker is satisfied, the situation will be considered resolved and the form will be forwarded to the Administrative/Financial Services Co-ordinator. If the worker is not satisfied, the supervisor will contact the Ministry of Labour directly and then notify the General Manager/Secretary-Treasurer of the situation.
- Pending the arrival of a Ministry of Labour Inspector, the worker refusing duties may be assigned other duties. Supervisors are reminded that the other duties assigned must be consistent with the person's normal job function, and be such that the employee can be

made readily available when the inspector arrives.

- No assignment of another worker to the job refused shall be made without authorization from the Health and Safety Workers' Representative. If this permission is given, section 4 of the form will be completed and signed by the second worker, the supervisor, and the Health and Safety Workers' Representative. If a second worker refuses the job, a new form shall be initiated.

4.2 Right to Stop Work

The Occupational Health and Safety Act gives employees the right to stop work jointly if, following consultation, they agree that dangerous circumstances exist. This is referred to as bilateral work stoppage. Furthermore, in certain specified circumstances, any employee may stop work. This is referred to as unilateral work stoppage.

4.3 Refusal to Work Responsibilities

4.3.1 Worker

- Report hazards immediately when you become aware of them to their supervisor.
- When you feel that you must refuse a work assignment, notify your supervisor immediately and state clearly that the reason for refusal is safety related. A Work Refusal Form must be completed.
- When completing section 1 of the form, be as precise as possible about the reason for your concern. Consult with your Health and Safety Workers' Representative if you are having difficulty expressing the exact nature of the concern.

4.3.2 Health and Safety Workers' Representative

- Ensure that the requirements of the law and this procedure are adequately followed.
- Assist the worker where possible in identifying the nature of the concern, and the management action necessary to address the concern.

4.3.3 Supervisor

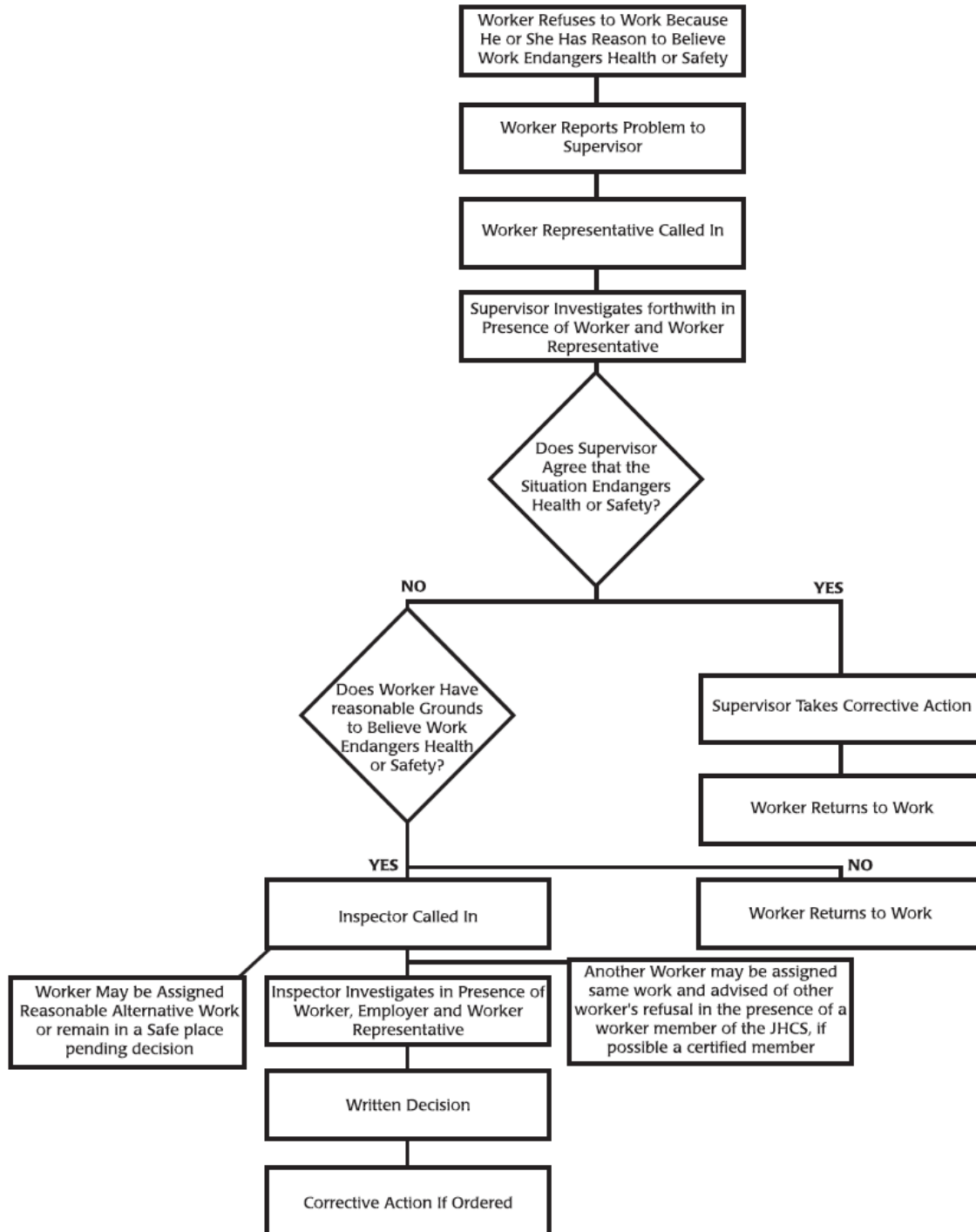
- Ensure that this procedure is correctly followed.
- Complete documents clearly and precisely.
- Be open to the concern and be supportive of the worker to help him/ her identify the specific problem, recognizing that it is in the best interest of the company to resolve the situation without the involvement of the Ministry of Labour.
- Where re-assigning a worker, ensure that the new assignment is consistent with person's normal duties.
- Ensure that no action, comment, or process is initiated that may be considered by the worker as a threat, intimidation, or coercion.
- Provide completed form to General Manager/Secretary-Treasurer.

4.3.4 General Manager/ Secretary-Treasurer

- Maintain records of all work refusal situations on central file.
- Record all actions agreed to but not completed as a result of the work refusal. Confirm completion of other items.
- Where possible, attend the Ministry of Labour Inspector's investigation. Report on the situation to the CCCA Board of Directors.

4.4 Work Refusal Process Flowchart

Work Refusal Process



4. 5

Work Refusal Report**Section One. Employee Completes this Section**

Name of Employee: _____ Time: _____ Date: _____
 Name of Supervisor: _____
 Location of Work Refusal: _____
 Task Assigned: _____
 Employee Comments: _____

Employee Signature: _____

Section Two. Supervisor Completes this Section

Date of Investigation: _____ Time of Investigation: _____
 Supervisor's Observations After Investigation: _____

Action Recommended: _____

Ministry of Labour Required yes () no ()

Date Called: _____ Time Called: _____

M.o.L Investigator: Orders written: yes () no () Ref. # _____

Supervisor's Signature: _____

Section Three. Health and Safety Workers' Representative Completes this Section

Observations After Investigation: _____

Action Recommended: _____

Employee and Representative satisfied that concerns have been resolved: yes () no ()

Health and Safety Representative Signature: _____ Employee Signature: _____

Section Four. Health and Safety Worker's Representative completes if required

Work assigned to another employee: yes () no ()
 Employee made aware of other workers refusal and reasoning for refusal: yes () no ()

Health and Safety Worker Representative Signature:
 Supervisor Signature:
 Employee Signature:

Section 5 - Worker Accident/ Incident Reporting

The CCCA will provide a procedure where all workplace accidents or incidents, which could have or did result in an injury and/or occupational illness and/or property damage, be reported and investigated. In addition to complying with the Workplace Safety and Insurance Act and the Occupational Health and Safety Act, it will also provide the opportunity to determine causes and to take appropriate action to prevent a recurrence. Investigations will be conducted by the Joint Health and Safety Committee or Health and Safety Representative and the findings will be documented on the Incident /Injury Report Form.

5.1 Personal Injuries- Employee

- **All workplace injuries and/or diseases, regardless of the severity**, shall be reported by employees to their Supervisors immediately.
- If the injury is vehicular or violence-related, the supervisor must call the police immediately.
- If the injury is a “critical injury” as defined in section 5.2.1 of this manual follow the procedures outlined in 5.2
- An Incident Report will be completed for all injuries and property damage. The Supervisor and the worker will complete the Incident/Injury Report Form together, with any witnesses (if applicable) using a witness statement form.
- Once the Incident Report is completed, the respective Supervisor must sign the Incident Report and assess the need for corrective action to avoid further incidents.
- The Supervisor will report the incident within 24 hours to the Administrative/Financial Services Coordinator and the Health and Safety Coordinator, by providing each with a copy of the Incident/Injury Report Form
- The Health and Safety Coordinator will review the incident report and ask for an investigation by a Health and Safety Worker representative if required.
- In the event the **employee requires immediate medical treatment or anticipates future medical treatment, loses time from work, earns less than a regular day’s pay, and/or suffers a needle stick injury** the Incidents/injury must follow procedures outlined in section 6 of this document (WSIB)
- If the worker sustains an injury whereby they are unable to return to their normal work routine, the injured worker must follow the **Early and Safe Return to Work (ESRTW)** policies and procedures described in Section 7 of this manual

5.2 Procedures for Critical Injuries

This section describes the appropriate procedures for reporting a critical injury or fatality both internally and externally to the Ministry of Labour, the Workplace Safety and Insurance Board, Health and Safety Representatives, and the Administrative/Financial Services Coordinator to ensure reporting diligence and compliance with applicable legislation.

Determine if the workplace injury is critical by using the criteria stated in the below definition.

5.2.1 Critical Injury Definition

A critical injury, (O. Reg 834) is defined as: “an injury of a serious nature that,

- places life in jeopardy;

- produces unconsciousness;
- results in a substantial loss of blood;
- involves the fracture of a leg or arm but not a finger or toe;
- involves the amputation of a leg, arm, hand or foot but not a finger or toe;
- consists of burns to a major portion of the body;
- causes the loss of sight in an eye.

5.2.2 Responsibilities of Worker(s) at the Site:

1. Obtain First Aid for the injured worker.
2. Notify the injured workers Supervisor.
3. Secure the area until the Supervisor arrives.
4. Ask any witnesses to the incident/injury to remain and complete the Witness Statement and to co-operate with the Supervisor and other parties during and after the investigation process.

5.2.3 Responsibilities of Supervisor:

1. Ensure the injured worker receives immediate medical assistance by an on-site First Aid provider and call 9-1-1 for an ambulance.
2. Ensure all witnesses remain at the scene until statements can be taken.
3. Preserve relevant evidence by keeping the integrity of the scene and not allowing anyone to:
 - Alter or remove evidence, except for the purpose of saving life or relieving human suffering; maintaining an essential public utility service or a public transportation system or preventing unnecessary damage to equipment or other property
 - Interfere with, disturb, destroy, alter or carry away any wreckage, article or thing at the scene of or connected with the occurrence until permission so to do has been given by a Ministry of Labour inspector.
 - When it is necessary to disturb the accident scene, record details of the original scene as soon as possible and take photos, if possible.
4. Take immediate actions to secure the scene to prevent secondary accidents. i.e. barricade, fence off or use caution tape around the area; lock-out equipment and machinery; etc.
5. **Report the critical injury or fatality as follows:**
 - If the Supervisor is certain that the injury meets the criteria for “critical injury” definition above, notify the Provincial **Ministry of Labor Office (MOL) at 1-877-202-0008** or notify the Regional Office Directory for your area, Tel: 519-885-3378 or 1-800-265-2468 Fax: 519-883-5694 (Kitchener). Note: after business hours or on weekends/nights, notification must be directed to the **Spills Action Centre (1-800-268-6060)** * If the Supervisor is not sure that the injury is critical, the Administrative/Financial Services Co-ordinator and/or Health and Safety Coordinator will make this decision and call the M.O.L office.
 - Notify the Administrative/Financial Services Co-ordinator by telephone immediately.
 - Contact the Health and Safety Worker Representative and Health and Safety Coordinator immediately.
6. The Supervisor and Health and Safety Worker Representative will investigate the accident to complete all sections of the Incident/Injury Report Form.
7. Ensure the following people or places receive a written copy of the Incident/Injury Report Form:
 - the Supervisor of the workplace of the injured worker
 - the Health and Safety worker representative
 - the Administrative/Financial Services Co-ordinator
 - the Health and Safety Coordinator

8. Ensure that any recommendations from the Ministry of Labour report are followed up on.
9. Ensure that any reports received from the Ministry of Labour regarding the accident are posted in the workplace

5.2.4 Responsibilities of the Administrative/Financial Services Co-ordinator:

1. In the event of a critical injury or fatality at the CCCA, the Administrative/Financial Services Co-ordinator will be responsible for contacting the following parties:
 - MOL office by telephone, **immediately** upon receiving notice of the critical injury or fatality, if this has not been done by the Supervisor at the site.
 - General Manager/Secretary-Treasurer
2. Follow-up with the Supervisor and/or other investigating parties if additional information is required to complete necessary reporting forms and procedures.
3. Notify the **Workplace Safety & Insurance Board within 72 hours** using the WSIB Form 7 – Employers Report of Injury or Disease.
4. Complete “Employer’s Subsequent Statement”, and file with the WSIB, once the employee returns back to work if he or she has been receiving Workers Compensation benefits.

5.2.5 Responsibilities of the General Manager/Secretary-Treasurer:

1. Notification to the injured employee’s next of kin.
2. Ensure communications and protocols are initiated with the CCCA Board, employees, and media as required.

5.2.6 Responsibilities of the Health & Safety Worker Representative:

1. Investigate cases where a worker is critically injured or killed at a workplace from any cause.
2. This member may, while keeping the integrity of the scene, inspect the place where the accident occurred and any machine, device or thing and shall report his or her findings to the Ministry of Labour **within 48 hours using the Notice of Critical Injury Form**, as per section 51(1) of the Act.
3. Forward the Notice of Critical Injury of this investigation to the General Manager/Secretary-Treasurer, the Administrative/Financial Services Co-ordinator, and the Health and Safety Coordinator
4. Accompany Ministry of Labour inspectors during a critical injury investigation

5.2.7 Responsibilities of the Health & Safety Coordinator

1. Assist Supervisors in determining a “critical injury” and associated support.
2. Take on the Responsibilities of Administrative/Financial Services Co-ordinator (section 5.2.4) in the event the Administrative/Financial Services Co-ordinator is no available.
3. Assist in any investigations where a worker is critically injured or killed at a workplace from any cause
4. Ensure records are kept and filed.

5.3 Near Miss Incidents and Accidents

The **Catfish Creek Conservation Authority** shall ensure that all near misses or close calls in the workplace shall be documented by a supervisor and reported to the Health and Safety Coordinator for review. The Supervisor shall use Form 400-04 Injury/Incident Report to document details and a copy provided to the Health and Safety Coordinator. This is a proactive way of preventing injuries in the workplace.

Part of the health and safety program at the CCCA involves the review, and or investigation by

the JHSC and/or Health and Safety Representative, of near miss incidents. The term “near miss”, for the purpose of Conservation Authorities safety program, is defined as: “An unusual occurrence in the workplace that could have resulted in harm to workers or property.”

Whenever possible, supervisors should involve a Health and Safety Committee Representative when investigating a near miss.

Section 6 - Workplace Safety and Insurance Board (WSIB) – Injury Reporting/Claims

All employees will be covered under the WSIB and will be entitled to all benefits to the extent provided by the WSIB.

This procedure outlines the WSIB reporting requirements for all compensable injuries, (Medical Aid, Lost Time and Critical injuries).

Note: Please refer to the Workplace Safety and Insurance Act 1997, for full explanations on Appeals, Penalties, Obligations, etc. as some explanations in this manual are partial explanations from the WSIA.

The WSIB’s role is to:

- administer the Workplace Safety and Insurance Act and pay health care costs, wages and benefits during periods of disability, and provides rehabilitation services to injured workers
- review the progress of the employer and injured worker in achieving early and safe return to work.
- act as mediator between employer and employee to resolve return-to-work issues.
- determine non-compliance with return-to-work and decide upon fines or reduction of benefits for both worker and employee

6.1 WSIB Reporting Requirements

Incidents/injury must be reported to WSIB within 3 days if a worker:

- Loses time from work or
- Earns less than a regular day’s pay or
- Gets “Health Care” treatment
- Suffers a needlestick injury.

Incidents/injury can be reported up to 7 calendar days only if the worker receives **modified work** at full pay only.

Modified work is any change in a regular job while a worker recovers from an injury or illness. (ex. Reduced hours, different duties)

An injured worker can do up to 7 calendar days of modified work at full pay, without the employer reporting the injury to WSIB, as long as the worker does not need more than first aid.

The employer must report workplace injuries or illnesses that go past 7 calendar days of modified work. A record must be kept of the incident and what happens during the time the worker recovers.

Incident/Injury **does not** need to be reported to WSIB if the worker:

- only needs first aid
- needs nothing beyond first aid

6.2 WSIB Claims

- Employees and Supervisors shall follow Accident/Incident procedures.
- The immediate supervisor is responsible for notifying the Administrative/Financial Services Co-ordinator and the Health and Safety Coordinator of any compensable incidents/accidents

as soon as possible.

- **Within 24 hours** of a compensable incident/accident, the immediate supervisor shall forward a completed, signed copy of Incident/Injury Report Form to the Administrative/Financial Services Coordinator and the Health and Safety Coordinator.
- Employees in consultation with the Supervisor and the Administrative/Financial Services Coordinator shall ensure that a WSIB Injury Report – Form 7 is completed. (Appendix C-1) and submitted to the WSIB **within 72 hours** of the time of the injury.
- Employees must keep their supervisor advised weekly of their progress with modified duties or return to work status, if there has been lost time.
- Supervisors must update the Administrative/ Financial Services Coordinator of the injured employees progress or return to work status when a change in the status has changed.
- The Administrative/Financial Services Coordinator is also required to complete “Employer’s Subsequent Statement”, Form 9 (Appendix C-2), and file with the WSIB, once the employee returns back to work if he or she has been receiving Workers Compensation benefits.

6.3 WSIB Administrator Responsibilities

The Administrative/Financial Services Co-ordinator or designate, will act as the WSIB Administrator. Duties will include:

- Receipt of all accident reports within 24 hours of occurrence and review of details.
- Obtain further information pertaining to the accident, if required.
- Liaise with WSIB personnel (Adjudicator, Nurse Case Manager, Ergonomist, Return to Work Coordinator, etc.) regarding injury and illness claims, as may be required from time to time.
- Ensure that the Employer’s Report of Injury/Disease (WSIB Form 7) is completed and all information is obtained from the CCCA Incident/Accident Report or upon the request to re-open a WSIB Claim from a previous claim.
- Provide a Functional Abilities Form (Form FAF- Appendix C-3) to the injured employee
- Maintain the WSIB employee claim file.
- **Fax/mail/Internet the signed “Employer’s Report of Injury/Disease” form (WSIB Form 7) to the WSIB within 72 hours**
- complete “Employer’s Subsequent Statement”, Form 9 (Appendix C-2), and file with the WSIB, once the employee returns back to work if he or she has been receiving Workers Compensation benefits.

6.4 Appeal Rights

An Employer which objects to a decision on a worker’s claim, or disagrees with its classification or premium setting or disputes a penalty imposed for failure to comply with the act, can appeal the Board’s decision. Similarly, workers can appeal decisions affecting their claims. Every decision of the Board is given in writing and sent to all involved parties and their representatives. Each decision indicates to whom any objection should be directed. Board and Tribunal appeals require an appellant to state, in writing, the reasons why he or she feels the decision is incorrect. All appeals must be complete, meeting specific time limits indicated on the WSIB decision letter.

6.4.1 Steps in Appealing WSIB Decisions

The WSIB will help guide employers and employees in the appeal process if needed. If an employer or employee does not agree to a WSIB decision, the following steps should be taken:

- 1) Call WSIB and speak to the decision maker listed in the correspondence received, ask for clarification of anything you don’t understand or don’t agree with. By communicating constructively with the decision maker you can often resolve a dispute early, without going through the substantial time and effort of a formal appeal.

- 2) Send a notice of objection, in writing, in the specified time limit to the WSIB indicating why the decision is incorrect or why it should be changed.
- 3) You can choose from a range of dispute resolution approaches. Because every dispute is different, and everyone's needs are different, the WSIB provides a variety of approaches to dispute resolution. These range from informal and timely approaches for quick resolution of simple issues, to more in-depth and formal approaches for complex disputes. Your options in approaches will be explained to you by your WSIB decision maker.

Section 7 – Early and Safe Return to Work Program (ESRTW)

The Early & Safe Return to Work plan is a policy written specifically for occupational injury or disease. The goal is to get the worker back to his / her regular job full-time. If this is not possible, other alternative jobs may be identified, outlining total hours of work that can be completed by the employee. A plan should also be in place in case of dispute between the company and employee.

The desired outcome of "Early & Safe Return to Work" is early return to work that is safe, available within the worker's functional abilities, and restores the worker's pre-injury earnings. It should be noted **all Employers and workers in Ontario have a statutory obligation regarding "Return to Work"** under the Workplace Safety and Insurance Act 1997.

7.1 ESRTW Policy Commitment Statement of the CCCA

The CCCA is committed to establishing a fair and consistent return to work policy that provides modified and transitional interim work for injured employees

- It is the CCCA's policy to take all reasonable steps to return injured employees to their pre-injury job as quickly and safely as possible.
- Where the employee is unable to return to their pre-injury job, the goal will be to return them to alternative work (Modified Work as described below) which is consistent with their functional abilities.

Participation in this program will assist injured employees in their return to gainful employment as soon as medically possible. This will be achieved through communication between the employee, the attending medical practitioner, the Supervisor, the Administrative/Financial Services Co-ordinator and the WSIB.

The CCCA will facilitate an employee's early and safe return to work after an injury or illness by:

- Promoting effective rehabilitation and safe practices
- Monitoring medical services and methods of rehabilitation
- The modified work duties will be safe and will promote productivity at the CCCA.
- The agreed upon modified work plan will be specific to each employee depending on injury, illness and/or physical limitations as outlined by a recognized medical provider.
- The CCCA will facilitate the employee's return to regular duties with support from appropriate personnel.

The ESRTW is the early and safe return of an employee to modified work or a modified work program. Together the employee and the CCCA have a responsibility to co-operate in an ESRTW Program.

The following must be in place before implementing the program:

- Senior management needs to give formal commitment to the plan.
- An Early & Safe Return to Work Plan needs to be written.
- The Early & Safe Return to Work Plan needs to be communicated to staff involved in the program. Medical/health information is to be maintained in a confidential manner.

7.2 Modified Work Definition

Modified work is defined as any combination of hours, duties or tasks that an employee, who suffers from a partial disability, may perform on a temporary basis without risk of re-injury to themselves or to others. This work may consist of regular tasks that have been changed or redesigned for an employee participating in a modified work program. There may be a reduction in time or volume of work performed, however, the work must be productive and the results must have value (on a long-term basis).

Modified work may include:

- Work hardening – increasing an employee's strength gradually by combining regular and modified job duties,
- Transitional / Modified work – when an injured employee, while active in an early and safe return to work program is temporarily performing activities other than their pre-injury activities during the recovery period of their work related injury,
- Reduced hours – reducing an employee's hours of work,
- Gradual increase in hours – beginning with reduced hours and increasing the number of hours worked gradually,
- Work adjustment – modify the employee's regular job to meet restrictions,
- Provide helper/assistant – allow co-workers to assist the injured employee,
- A different job – placing the employee in a separate existing position,
- Special project work – creating a short-term, unusual task to be performed.

7.3 Responsibility of the Employer

- The Employee and Supervisor will fill out the Incident/Injury Report Form together (Form 400-04)
- The Administrative/Financial Services Co-ordinator or designate will complete and submit to the WSIB within three days the required Form 7, Employer's Report of Injury/Disease, and record first aid obtained.
- Provide a Functional Ability Form-FAF (Appendix C-3) to the employee to be completed by the treating healthcare practitioner. The worker must bring a copy of the FAF back to the workplace on their next scheduled shift. The completed FAF will provide the Supervisor with details of any restrictions/modifications to the workers duties, if required, and the timeframe for the modified work.
- The Supervisor will review completed WSIB Functional Ability Form with the employee to identify suitable work that will prevent re-injury or aggravate the employees current condition
- The Administrative/Financial Services Coordinator, General Manager/Secretary-Treasurer, and Supervisor will write an Early & Safe Return to Work Plan in co-operation with the employee and monitor the plan (Form 400-08 Appendix D-1)
- The Administrative/Financial Services Coordinator and Supervisor will communicate with the employee regularly throughout the recovery.
- To further aid the Administrative/Financial Services Co-ordinator in documentation, a weekly written report should also be submitted to the Administrative/Financial Services Co-ordinator via e-mail, fax or mail (Form 400-08 Appendix D-1). This will be put in a file created by the Administrative/Financial Services Co-ordinator on the employees' injury.
- The Administrative/Financial Services Co-ordinator will complete all necessary forms as required by the WSIB (Workplace Safety Insurance Board)

7.4 Responsibility of WSIB

- Provide fair, just and appropriate claim decisions in a timely manner;

- Assist the CCCA in coordinating modified work when available;
- Provide additional information and assistance on return to work and employee educational issues;
- Assist the WSIB Claims Consultant in coordinating mediations, ergonomic assessments, appeal efforts, medical specialist appointments, Functional Abilities Evaluations, Regional Evaluation Assessments, reviewing employee WSIB files for possible Second Injury Enhancement Fund (SIEF), amalgamations, third party transfers and more when necessary.

7.5 Responsibility of the Employee (Sec. 40-2) of Return to Work Legislation

- Immediately report all accidents and illnesses to immediate Supervisor and obtain the necessary first aid /or health care.
- Contact the Administrative/ Financial Services Co-ordinator as soon as possible after the injury occurs and maintains communication throughout the period of the worker's recovery and impairment.
- Obtain "Functional Abilities Form" (FAF) from the CCCA and take it to Health Care Practitioner to complete.
- Sign Form 7 to consent to disclosure of functional abilities information.
- Provide in a timely manner a completed Functional Abilities Form and other medical documentation, in consultation with your health care practitioner, as required by the CCCA to the Administrative/Financial Services Co-ordinator and Supervisor.
- Assist the Administrative/Financial Services Co-ordinator and Immediate Supervisor to identify suitable employment that is available and consistent with the worker's functional abilities, and where possible restores his or her pre-injury earnings.
- Report to the workplace no later than the beginning of the next scheduled shift following the injury if possible, as modified work will be available at that time.
- Provide WSIB with all information they may request concerning the worker's return to work.
- Co-operate in the Return to Work Plan and communicate updates or difficulties of their functional abilities to the CCCA Administrative/Financial Services Co-ordinator and Supervisor.
- Submit a Return to Work Journal weekly (Form 400-08).
- Not attempt any task that is outside of any medical restrictions.
- Work within the established company rules, procedures and the ESRTW plan.

Failure to meet responsibilities will result in disciplinary actions and WSIB claim hindrance

7.6 Re-employment Obligation

Requirements:

- The Employer employs 20 workers or more and
- On the date of the injury, the worker had been employed continuously for at least one year by the Employer.

Obligation:

The obligation lasts until the earliest of:

- The second anniversary of the date of injury.
- One year after the WSIB notifies the Employer that the worker is medically able to perform the essential duties of the worker's pre-injury employment.
- The date the worker reaches age 65

Nature of Obligation:

- When the worker is fit to perform the essential duties of the pre-injury job, the Employer must offer pre-injury work (full duties/essential duties) or comparable work immediately.

- When the worker is fit to perform suitable work-the Employer must offer suitable work if work is available or becomes available.

Note:

- Work does not have to be created.
- The Employer will accommodate work for the workplace as long as the accommodation does not cause the Employer undue hardship.

Inability to arrange work

If the employer is unable to arrange suitable work, the WSIB Board will conduct a Labour Market Reassessment. Prior to informing the WSIB board that suitable work is unavailable, you should:

- Use mediation to confirm that suitable work cannot be arranged
- Ensure that you have complied with your obligations regarding Return to Work and Re-employment
- Project the cost impact of the claim

7.7 Benefits of Mediation

With the assistance of the WSIB return to work mediators you can create your own return to work solutions. Mediation provides the worker with a sense of control over the injury. Being an active participant in creating a solution maintains and strengthens the injured worker's relationship with the Employer and the workplace. The Employer demonstrates that he or she values employees, reduces costs related to lost production, and reduces claims and related costs. WSIB mediators can also help all parties understand their rights and obligations under the Act.

7.8 Dispute Resolution Mechanism

Whenever there is a dispute between the CCCA and the employee, the following steps will be taken:

- The employee will review the Early and Safe Return to Work Plan (ESRTW) with the Supervisor to determine if and where an error has been made. Reasonable steps will be taken by the CCCA to correct this error.
- If the dispute is regarding functional abilities/suitability of work, the following must be done.
 - Obtain an updated FAF from the treating medical practitioner and review the suitability of available work.
 - In order to facilitate resolving the matter, the worker will write out (if able) a report indicating the current status of the injury, in addition to the tasks that the worker is or is not capable of performing. The Supervisor and/or Administrative/Financial Services Coordinator may use the weekly "Return to Work Journals" for this meeting.
- Where a dispute cannot be resolved within the CCCA, refer the matter to the WSIB Return to Work Mediator who will assist with this process.

7.9 Consequences of Non-Compliance - Employer and Worker

In the case of the employer, failure to comply may result in a penalty on the employer not exceeding the amount of the worker's net average earnings for the year preceding the injury and WSIB may make payments to the worker for a maximum of one year. In the case of the employee benefits may be reduced, suspended or stopped if WSIB determines non-compliance

Legitimate Reasons for Non-cooperation: Employer

The proposed policy recognizes that co-operating to arrange for an early and safe return to work will not always be possible. Unfortunately, the reasons it lists for legitimate non-cooperation are not sufficient to deal with all the situations that may arise in a typical workplace. The proposed policy states that " legitimate reasons for the Employer non-cooperation may include:

- Holiday shutdown
- General lay-off

Legitimate Reasons for Non-cooperation: Worker

- Severe weather conditions
- Compelling personal reasons, such as death in the family.
- Post accident non work related injuries, diseases or conditions.

Since the proposed policy states that legitimate reasons for non-cooperation "include" the above items, there is the possibility that these items will be regarded merely as examples, and that legitimate reasons for non-cooperation may include other reasons as well.

Section 8 CCCA Workplace Inspections

The Catfish Creek Conservation Authority shall establish and implement a program that effectively inspects CCCA landholdings and infrastructure to ensure properties and facilities are maintained in a safe manner in accordance with applicable acts, regulations and policies to ensure employee and public safety. The Employer and the JHSC or Health and Safety Representative will determine appropriate inspection schedules as outlined below.

8.1 Regulated Workplace Inspections.

To establish and implement an effective program to inspect CCCA landholdings and facilities, workplaces have been identified below:

- Schedule "A" - Workplace Facilities and Infrastructure
- Schedule "B" – Landholdings/Property
- A Health and Safety Worker Representative, using the appropriate Workplace Inspection Form, carries out the inspection as scheduled. Exception is for inspections at Education and campground facilities when required (ie. Inspections required prior to programming or occupancy above and beyond the Occupational Health and Safety Act requirements) Competent personnel are assigned to carry out these inspections and upon the completion of inspections, the assigned employee must discuss the inspection with the appropriate supervisor;
- The Employer and workers have the duty to provide the Health and Safety Worker Representative with any information and assistance necessary to carry out the inspection, which may, in practice, range from a mere walk-around to a more detailed process involving discussions and interviews with employees and supervisors.
- Depending on the severity of a problem(s) identified as a result of an inspection, the Health and Safety Worker Representative may initiate the required action to be taken at his/her discretion and within a reasonable timeframe.
- The Health and Safety Worker Representative is required to inform the General Manager/Secretary-Treasurer of any source of danger or hazard to the workers that cannot be immediately rectified.
- Upon the completion of the action taken, the Health and Safety Worker Representative must document all particulars, complete with his/her signature and date on the appropriate Workplace Inspection form.
- Landholdings acquired by the CCCA for Natural Environment purposes are not subject to the inspection schedule

8.2 Inspection Schedule

Schedule "A"

Facility Categories

Inspection Requirements

Administration Centre (Springwater)

-monthly

Workshops

Springwater

-monthly

Water Control Structures (Form 400-11c, Appendix F-3)

Springwater

-monthly (May-Oct)
+ after high water events

Park Infrastructure Form 400-11e, Appendix F-5)

Gatehouse/Store

-monthly (operating season)

Playgrounds

-*public safety

-monthly (operating season)

Trails

-spring + summer

Campsites

-spring + summer

Roadways

-spring + summer

Washroom Buildings

-structural condition

-annually

-*public safety and cleanliness

-daily (operating season)

Picnic Shelters

-spring + summer

Note:

- a) Seasonal implies that required inspections shall be implemented prior to the start of a seasonal program and/or operation scheduled for the facility.
- b) Spring + summer implies that required inspections shall be implemented once in the spring and once in the summer annually.
- c) Operating season implies inspections will be carried out between the operating dates

Schedule "B"

Property Categories

Inspection Requirements

Forest Management Properties (Form 400-11h, Appendix F-8)

-annually

Natural Environment Properties

-not required

Section 9 – Safety Training and Education

9.1 Policy Statement

The Catfish Creek Conservation Authority shall establish and maintain a safety training and educational program to effectively ensure a safe working environment for all CCCA workers and a safe environment on CCCA lands for contractors, suppliers, visitors and the public. This program will complement the policies outlined herein and promote safety awareness through ongoing training and education of employees.

It is the duty of the supervisors and workers to work jointly to ensure that high standards of health and safety are implemented, monitored and periodically reviewed in all workplaces. General and specific training for new employees must be carried out prior to commencing work.

9.2 Mandatory Training

The CCCA will ensure employees are trained upon hire or promotion of job positions. All staff will take mandatory training during Orientation by completing the Workplace Safety Orientation Checklist (Form 400-09 Appendix D-1)

- Supervisors will complete the Workplace Safety Orientation Checklist (Form 400-09) with an employee as soon as possible on hiring of an employee.
- Supervisors will ensure the employee completes training on WHMIS by providing the approved training method (cd or web based) to the employee, as directed by a member of the JHSC or Health and Safety Worker Representative as soon as possible on hiring of an employee
- Supervisors will ensure employees complete the appropriate Health and Safety Awareness training using the approved training method (cd or web based) as directed by a member of the JHSC or Health and Safety Worker Representative as soon as possible on hire of an employee
- Supervisors will ensure they have completed the Health and Safety Awareness training for Supervisors as soon as possible upon hire or promotion.

Position specific health and safety training will be mandatory for specific employees. Examples:

- First Aid and CPR
- Chainsaw Safety
- Fall Arrest
- Water Safety
- Personal Protective Equipment and Clothing

Supervisors will be responsible for identifying required training for employees. Refer to Section 18 on Workplace Specific training and the identification of hazards. All employees are encouraged to suggest any other training that will aid in the increased safety of the employee and shall be considered and incorporated into this manual, as may be required, from time to time.

Section 10 General Safety Practices

The CCCA shall ensure that all offices, workshops, food concessions and work sites are maintained in a safe condition in accordance with all applicable acts and regulations.

CCCA facilities shall comply with the building safety requirements contained in the Act and its regulations and/or other pertinent regulations, ie. Building code, fire code, noise regulations, local by-laws.

10.1 Smoking

The **Smoke-Free Ontario Act** became effective on May 31, 2006. The Act is designed to protect workers from exposure to second-hand smoke at the workplace and therefore prohibits smoking in all enclosed workplaces across Ontario.

The CCCA is committed to adhering to the regulations contained in the Act and therefore smoking is prohibited in:

- All CCCA workplace facilities.
- All CCCA owned or leased vehicles, and;
- Any other CCCA properties deemed to be an “**enclosed workplace**” as defined by the Smoke-Free Ontario Act.

Due to the common presence of vehicles and equipment containing fuels and flammables; smoking within any CCCA workshop or central workshop area is prohibited.

10.2 Drugs and alcohol

The Catfish Creek Conservation Authority expects all employees to report to work not under the influence of any illicit drug, alcohol, or medication that may hinder job performance or compromise the safety of the employee or others. The CCCA will assist and accommodate employees who seek supportive rehabilitation for substance abuse. The CCCA encourages early treatment and rehabilitation as vital to the ongoing viability of the employment relationship. The confidential nature of medical records of individuals with substance abuse will be strictly preserved.

- Employees shall not consume or use alcohol, or illicit drugs while on duty;
- Employees shall be encouraged to inform their supervisor about their use of medications or prescription drugs that may impair performance or compromise personal safety.
- Employees shall advise their supervisors whenever they suspect substance abuse or witness concerns about a co-worker's fitness for duty.
- Employees needing rehabilitation for substance abuse shall be encouraged to seek professional care and support through their personal health care professional;
- Assistance and accommodation shall be coordinated with the General Manager/Secretary-Treasurer, Administrative/Financial Services Coordinator and Supervisor.
- Employees who refuse to co-operate in rehabilitation and/or who continue to present as safety risks to themselves and others shall be subject to *progressive discipline* in accordance with Employers established procedures.
- Employees or volunteers who report to work under the influence of drugs or alcohol shall be asked by their supervisor to leave the workplace and may be subject to disciplinary action or dismissal. The incident shall be reported to the General Manager/Secretary-Treasurer and Administrative/Financial Services Coordinator.

10.3 Scent Sensitivity Policy

Due to health concerns arising from exposure to scented products, the Catfish Creek Conservation Authority has instituted this policy to minimize employees' exposure to scents in the workplace. Scents such as perfume, after-shave, cologne, hair spray, body lotions, etc. is discouraged due to the increasing sensitivities and allergies of our visitors, participants and staff. Where possible, the CCCA will employ scent free cleaning agents and products.

- Employees and Visitors will be asked to refrain from wearing scents while involved with the organizations programs and services
- As a general guideline to this policy, any scent should not be detectable at more than an arm's length from the individual.
- Employees will be notified prior to any waxing, painting, shampooing in the workplace so suitable alternative work can be arranged if necessary.
- Employees are encouraged to discuss any scent concerns with their supervisor or Health and Safety Committee member.

10.4 Housekeeping and Worksite Safety Practices

Regular general housekeeping can help prevent hazards that may cause occupational illness or injury. Good housekeeping and storage practice is a basic part of accident and fire prevention.

- Each worker shall ensure proper housekeeping in his/her immediate work area. Floors, aisles, stairways and passageways shall be kept clear of spills, obstacles or obstructions.
- Floors shall be kept free from materials such as cartons, bottles, cords, tubing, grease or water that could present a tripping or slipping hazard. Spills must be cleaned up immediately.
- Work areas shall be kept clean and neat.
- Stored materials shall not block furnaces, access to electrical panels, doorways, windows, aisles, lights, fire or safety equipment.

- Combustible material, waste and rubbish shall not be allowed to accumulate in work areas, storerooms, closets or lockers.
- Any hazards, e.g. pitted floors, torn up or curled carpet or tile, burnt-out lights, etc. should be reported immediately to your Supervisor.
- Any unavoidable hazards must be clearly identified.
- Signs should be placed where there are wet or slippery floors, to warn everyone of the danger.
- Non-slip pads, carpeting or strips should be placed on the floor in areas where there is a particular danger of slipping and falling. i.e. entrance areas.
- Electrical cords should never extend across corridors that are busy with traffic.
- Place all trash and scrap in proper containers.
- Keep oily rags in covered metal containers.
- Dispose of hazardous materials in approved marked containers.
- Store equipment and materials in their assigned location.
- Ensure that boxes, drums, and piles are located on a firm foundation and properly stacked.
- Clean up tools and unused materials after finishing a job or before leaving the job site.
- Bundle hoses and cables when not in use.
- Place empty containers and pallets in designated locations.
- Do not stack material around fire extinguishers, sprinklers or emergency exits.
- Do not leave clean-up to last few minutes of shift or day.
- Do not clean equipment without "locking out." See Tagout/Lockout Procedure
- Do not reach into waste containers. Dump contents or remove bag.
- Do not blow off dust with compressed air. Use a vacuum or brush.
- Do not collect broken glass and metal straps in plastic bags.
- Do not use bare hands when collecting waste. Wear gloves to avoid cuts and splinters.
- Do not place materials on stairs.

10.5 Lifting and Handling Procedures

Safe lifting means keeping your back aligned while you lift, maintaining your center of balance and letting the strong muscles in your legs do the actual lifting. By using the following techniques you can learn how to lift safely and save your back from accidental strain and injury.

- Before lifting, make sure your path is dry and clear of objects that could cause a fall.
- Test the weight of the load by pushing it with your hand or foot.
- If the load feels too heavy, ask for help and use a mechanical lifting device (if available)
- Do not lift with wet or oily hands or gloves
- Position your body close to the object to be lifted.
- Bend your knees and keep your back straight. (Lift with your legs, not your back.)
- Bring the load close to your body.
- Lift in a slow, even motion and carry the object as close to your body as possible with elbows at a 90 degree angle.
- Don't twist your body. If you must turn, move your feet.
- Keep your back straight when putting down the load.
- Never try to catch a falling load
- Dropping or throwing loads is hazardous
- Do not lift from a seated position, stand and move chair out of the way.

Although a typical office job may not involve lifting large or especially heavy objects, it's important to follow the principles of safe lifting. Small, light loads (i.e. stacks of files, boxes of computer paper, books) can injure you back, neck, and shoulders if you use your body incorrectly when you lift them. Backs are especially vulnerable; most back injuries result from improper lifting. Before you pick up a carton or load, ask yourself these questions.

- Is this too heavy for me to lift and carry alone?

- How high do I have to lift it?
- How far do I have to carry it?
- Am I trying to impress anyone by lifting this?

If you feel that the lift is beyond your ability, contact your Supervisor or ask another employee to assist you.



10.6 Workstation Ergonomics

Ergonomics means fitting the workplace to the workers by modifying or redesigning the job, workstation, tool or environment. Workstation design can have a huge impact on office workers health and well-being. The most common complaints are related to the neck, shoulders and back. Other complaints consist of arms and hands and occasionally the eyes. For example, poor chairs and/or bad posture can cause lower back strain; or a chair that is too high can cause circulation loss in legs and feet.

- Proper ergonomics at every workstation is important to minimize strain where a worker is required to stay at one location for extended periods of time. Examples are: Computer screens on desks or equipment, receptionist counters, food concessions, and gate houses.
- Factors may include force, repetition, mechanical stress, inadequate lighting, and poor posture. Issues to be considered include work station and equipment design, and how they interact with the worker.
- Improper chairs cause back strain; improper height of desks causes back, leg and wrist strain; improper video screen height and placement causes eye strain.
- Supervisors should contact a Health and Safety Representative for advice on assessing workstations for their staff.
- The key to comfort is to maintain your body in a relaxed, neutral position. The ideal work position is to have the arms hanging relaxed from the shoulders. If a keyboard is used, arms should be bent at right angles at the elbow, with the hands held in a straight line with the forearms and elbows close to the body. The head should be lined with the body and slightly forward.
- Window treatments should allow adjustment of the drapes or blinds
- Move the monitor away from sources of glare or direct light
- Using diffusers on overhead lighting
- Placing an anti-glare filter on the screen
- Clean the monitor screen on a regular basis
- Avoid cradling the telephone between the head and shoulder. Hold the phone with your hand, use the speaker phone, or a headset
- Keep frequently used items like the telephone, reference materials, and pens/pencils within easy reach
- Vary your tasks which will also vary your body movements and postures, to avoid a long

- periods of one activity
- Take mini-breaks to rest the eyes and muscles.
- Maintain a comfortable workplace temperature by using layers of clothing.

10.7 Video Display Terminals (V.D.T.)

- V.D.T. equipment shall be installed and operated in accordance with the manufacturer's operating manual.
- V.D.T. must be properly arranged to minimize strain to the worker. The three main types of strain associated with V.D.T. use are: eye strain, musculoskeletal strain, emotional and psychological strain.
- All personnel shall be advised by his/her supervisor of any potential hazards associated with V.D.T. operations prior to their use. This information is found in the manufacturer's owners manual

10.8 Showers and Eye Wash Facilities

- Where a worker may be exposed to a potential hazard due to contact with a biological or chemical substance, appropriate emergency washing facilities must be provided in each workplace.
- Portable eyewash bottles should be supplied to field operations staff (forestry, maintenance, etc.) to carry with them when performing activities outside of buildings where there may be a risk of chemical, dust or other material entering the eyes.
- Workers shall be made aware of the location of all emergency washing facilities and shall receive instruction and hands-on training on the use thereof.
- The operation of eye washes shall be checked before commencing potentially hazardous work.
- All eyewash stations must be inspected during monthly workplace inspections.
- Defective equipment shall be reported and repaired immediately.
- The JHSC or Health and Safety Representative should be consulted before any new eyewash stations are installed, in order that the appropriate hazard assessment is completed and documented.

10.9 Ventilation

The Occupational Health and Safety Act specifies ventilation requirements for all workplaces. In particular, all industrial establishments are "to be adequately ventilated by either natural or mechanical means such that the atmosphere does not endanger the health and safety of workers" (O.H.S.A. Reg. 692). Proper ventilation will contribute to both the safety and comfort of the workers of the CCCA.

- All workplaces shall be adequately ventilated by either natural or mechanical means so that the atmosphere does not endanger the health and safety of the workers.
- Where possible, all airborne contaminants shall be captured at or near the source of contamination.
- In areas where explosive gases or vapours may be present, the electrical components shall comply with the requirements of the applicable electrical code.
- The exhaust from the ventilation system shall be so arranged that the exhausted contaminants cannot enter any other work area or re-enter the area from which they were exhausted.
- Ventilation equipment shall have filters cleaned/replaced on a regular basis.

10.11 Falls

CCCA staff are required to take all reasonable precautions to prevent staff, contractors, and other individuals, vendors, visitors, and students from slips or falls while on CCCA lands and premises. This helps provide a safe and healthy work environment for everyone.

The principal causes of falls are:

- stepping on slippery surfaces or onto material and debris
- elevation changes on walkways,
- poor lighting, and
- carrying excessively large or heavy loads.

If you find yourself heading for a fall, remember - roll, don't reach. By letting your body crumple and roll, you are more likely to absorb the impact and momentum of a fall without injury. Reaching an arm or leg out to break your fall may result in a broken limb instead

10.11.1 Fall Prevention

Slip-fall accidents include falls incurred in buildings, and on the grounds, but are usually falls on the same floor level or simple falls to the ground, floor, and stairs. Housekeeping procedures prevent the majority of slip-fall accidents.

- Close file drawers when leaving the area. Open cabinets account for many falls in an office environment.
- Clean up spills immediately. Most persons do not expect spills, and as such, spills become hazardous.
- Electric cords should not be placed in walking areas. If necessary, purchase a rubber step-over strip to cover the cords. Persons can fall when their feet become entangled in the cords.
- Floors should be finished with non-skid waxes and finishes. Slip-resistant cleaners and polishes should be used when possible.
- Mats should be placed at the doors during rain and inclement weather so that moisture is not spread in the hallways
- Properly fitted shoes and the correct type of shoe help to prevent accidents. Ask a Supervisor or a Health and Safety Committee member what footwear is appropriate for the tasks assigned.
- Pedestrians expect uniformity in the sidewalk working surfaces. Holes and irregularities should be repaired promptly.
- Holes around construction areas should be securely covered. Barricades should be used to keep pedestrians out of construction areas. Barricades should be checked periodically to assure they are in place
- Stair tread and risers should be uniform in design and follow applicable building codes.

10.12 Caught in or Between Objects

Another category of leading disabling incidents occurs as a result of workers who get their fingers or articles of clothing caught in or between objects. Workers may be injured as a result of:

- fingers caught under the knife-edge of a paper cutter
- fingers caught in rollers while retrieving jammed paper in photocopiers
- fingers caught in pinch points on equipment
- fingers/hands caught in closing doors in offices and vehicles

While working on a task, always focus and concentrate on what you are doing. Some pinch points cannot be guarded and require your full concentration.

Supervisors are required to instruct workers of known pinch points in the workplace and guarding should be installed if possible.

10.13 Material Storage

Materials that are improperly stored can lead to objects falling on workers, poor visibility, and create a fire hazard. A good housekeeping program will reduce or eliminate hazards associated with improper storage of materials. Examples of improper storage include - disorderly piling materials too high, and obstructing doors, aisles, fire exits and fire-fighting equipment. The following are good

storage practices and should be followed by all employees:

- Boxes, papers, and other materials should not be stored on top of lockers or file cabinets.
- Boxes and cartons should all be of a uniform size in any pile or stack. Always stack material in such a way that it will not fall over.
- Store heavy objects on lower shelves
- Try to store materials inside cabinets, files and lockers
- Office equipment such as typewriters, computers, printers, index files, lights or calculators should not be placed on the edges of a desk, filing cabinet, or table.
- Aisles, corners, and passageways must remain unobstructed. There should be no stacking of materials in these areas
- Storage areas should be designated and used only for that purpose. Store heavy materials so you do not have to reach across something to retrieve them
- Fire equipment, extinguisher, fire door exits, and sprinkler heads should remain unobstructed.

10.14 Electrical

All electrical circuits shall be considered to be dangerous and treated as though the circuits are live. Only qualified persons and contractors who are aware of the hazards of electricity, and trained in: first aid, the use of warning signs, guards and other protective devices, shall work on live electrical circuitry

- All electrical equipment shall be installed and maintained in accordance with the manufacturer's specifications and all applicable legislation, ie., Occupational Health and Safety Act, Ontario Electrical Safety Code, C.S.A., Electrical Utility Safety Association (E.U.S.A.)
- Before attempting repairs on any circuit or piece of equipment, lockout procedures shall be followed in accordance with the Occupational Health and Safety Act. See Lockout/Tagout Procedures: Workplace Specific Training for further details.
- In all cases where work is being performed in or close to live conductors/ equipment, a person other than the worker doing the work who is trained in the use of artificial respiration, shall be available while the work is being performed.
- All cord connected electrical equipment and tools shall be effectively grounded.
- All hydro poles and installations on CCCA property which carry high voltage shall be posted with warning signs.

10.15 Lighting

Where natural lighting is inadequate to ensure the health and safety of any worker, adequate artificial lighting shall be provided in accordance with the Ontario Electrical Safety Code.

- Lighting shall be arranged to reduce glare and shadows to a minimum.
- Lights shall be installed in safe easily accessible locations.
- Automatic emergency lighting shall be provided where failure of the regular lighting system may endanger the safety of any worker.
- The emergency lighting system shall be tested at least once every three months.
- All emergency exit lights shall be properly located and maintained.
- Exterior lights over doorways, walkways and in any other outside location shall be of the weather-proof type and inspected on a regular basis.

Different tasks require different levels of lighting. Areas in which intricate work is performed require greater illumination. One approach is to use adjustable task lighting that can provide needed illumination without increasing general lighting.

The measures below can be implemented to prevent and control poor lighting conditions in the work environment:

- Regular maintenance of the lighting system should be carried out to clean or replace old bulbs and faulty lamp circuits

- A light colored matt finish on walls, ceilings, and floors to reduce glare is recommended
- Whenever possible, office workers should not face windows, unshielded lamps, or other sources of glare
- Adjustable shades should be used if workers face a window
- Diffused light will help reduce shadows. Indirect lighting and task lighting are recommended,.
- Task lamps are effective in supplementing general office lighting for those who require or prefer additional lighting.
- Employees are encouraged to discuss workplace lighting requirements with their supervisor or Health and Safety committee member as each lighting needs vary from time to time and person to person.

10.16 Noise Levels

Sound is what we hear. Noise is unwanted sound. The difference between sound and noise depends upon the listener and the circumstances.

Noise is one of the most common occupational health hazards. In heavy industrial and manufacturing environments, on farms, and office environments permanent hearing loss can be one of the main health concerns. Annoyance, stress and interference with speech communication are the main concern in noisy offices, shops and computer rooms.

To prevent adverse outcomes of noise exposure, noise levels should be reduced to acceptable levels, as stated in the Act and Regulation 381/15. The best method of noise reduction is to use engineering modifications to the noise source itself, or to the workplace environment. Where technology cannot adequately control the problem, personal hearing protection (such as ear muffs or plugs) can be used.

As a first step in dealing with noise, workplaces need to identify areas or operations where excessive exposure to noise occurs. Noise levels that are higher than 85 dBA will require engineering controls or PPE as stated in the Act.

In an office setting, noise standards are rarely approached or exceeded. However, problems could arise in areas with a high concentration of noisy machines, such as high-speed printers. The CCCA will adhere to the following:

- Select the quietest equipment if possible. When there is a choice between two or more products, sound levels should be included as a consideration for purchase and use.
- Provide proper maintenance of equipment.
- Locate loud equipment in areas where its effects are less detrimental.
- Use barrier walls or dividers to isolate noise sources.
- Enclose equipment, such as printers with acoustical covers or housings if required
- Schedule noisy tasks at times when it will have less of an effect on the other tasks in the office.
- Proper P.P.E must be worn when a supervisor deems it necessary.
- The Employer will provide hearing protection for employees as required;
- The Employer will provide training on supplied hearing protection on its use and care;
- Employees are encouraged to discuss/report noise that may be of concern.

10.17 Workplace Conditions

Employees must assess workplace conditions at all times, including environmental conditions and the type of task to determine if a hazard exists or could develop (example: steep slopes, muddy/icy conditions). If a hazard condition exists, employees must determine if an alternative option is available to complete the task safely. If no safe option is found, the employee should contact their supervisor or health and safety representative.

Section 11 - Vehicle, Equipment and Machinery Operation

11.1 Policy Statement

The CCCA shall ensure that all vehicles, equipment and machinery are maintained in a safe working condition, used safely by CCCA employees and that the appropriate PPE is worn when using vehicles and equipment in accordance with applicable Acts and Regulations.

11.2 Motor Vehicle Procedures

Operating a motor vehicle exposes the operator to many potential hazards requiring alertness on the worker at all times. Ensuring that the vehicle is in proper working condition and following safe operating procedures will provide worker and public safety.

Motor Vehicles are described as a passenger car, van, or truck in the Authorities Motor Pool.

Prior to the operation of any CCCA vehicle the following shall be adhered to:

- Employees must be properly trained in the safe use of the vehicle and will complete a form with the Health and Safety Coordinator before using a vehicle.
- Worker must be in possession of a valid drivers licence and the vehicle driven must be within a class of motor vehicle indicated on the drivers licence (ie G, D, AZ, etc)
- All employees shall perform a vehicle circle check prior to the operation of any vehicle. Any defects or adjustments needed for the safe operation of the vehicle shall be immediately reported to the Conservation Areas Supervisor.
 - Depending on severity of the defect, the vehicle may be declared unfit for use until necessary repairs are completed.
 - If the Conservation Areas Supervisor is not available, the employee will tag the appropriate keys with a description of the defect and will place keys in designated area described during vehicle orientation.
- Employees will ensure they take a fully charged cell phone with them before departure.
- Each vehicle within the CCCA motor pool shall be subject to a monthly inspection, inspections shall be made and recorded on "Vehicle, Equipment and Machinery Inspection list" and shall be inspected by competent personnel.
- All vehicles within the CCCA motor pool shall be equipped with first aid kits, fire extinguishers, and flares/reflectors if deemed applicable
- All commercially identified vehicles shall be certified annually as per the requirements of the Highway Traffic Act
- Global Positioning System (GPS) devices installed in Authority vehicles will be used for the following purposes:
 - For staff safety to assist when staff miss check-ins or do not arrive back in the office at their scheduled time;
 - During flood forecasting activities to monitor in real-time the location of staff in the field and their progression between sites;
 - For maintenance tracking and information.
- GPS devices in vehicles are not to be removed by employees for any purpose other than maintenance as approved by the Conservation Areas Supervisor or designate
- All employees utilizing a CCCA vehicle must abide by all Highway traffic act laws and regulations.
- Employees are required to be trained in traffic protection (Book 7) when working along roadways. Employees shall follow these regulations as required.
- All employees are responsible for the payment of all fines for traffic, parking or other violations.
- Employees shall refrain from allowing vehicles to idle for more than 1 minute except when using emergency lighting or warm up of the vehicle.
- Employees will ensure any cargo is properly secured to prevent spills or movement of items.

- Employees shall not:
 - permit unauthorized persons to operate a vehicle or equipment
 - permit individuals to ride in the box of pickup trucks
 - carry more passengers in any vehicle than there are seatbelts in the vehicle
 - Operate or hold hand-held wireless communication devices and electronic devices, including cell phones, blackberry devices, etc. while driving.
- Supervisors are responsible for ensuring this process is followed and that any accompanying documentation is completed and kept on file for the period outlined in a Records Retention Policy.

11.3 Mobile Equipment/Machinery Procedures

Operating Mobile Equipment and Machinery requires a workers undivided attention to promote a safe working environment. Equipment that is maintained and in proper working order along with proper staff training will aid in the safe use of C.A. owned or leased equipment.

Examples of mobile equipment/machinery include, but not limited to: Tractors, Backhoes, Riding lawnmowers, ATVs.

- Only authorized employees who have been instructed and trained on the safe use, maintenance and inspection by a qualified person, may operate mobile equipment/machinery;
- Mobile Equipment and machinery must be inspected prior to use or at the beginning of each shift or workday. A pre-start inspection checklist must be completed and initialed by the worker who will be using the mobile equipment.
- Equipment must not be repaired, adjusted or operated by a worker unless the worker has been shown and understands the safe operating practice;
- Manufacturers safety manuals and instructions are to be available to authorized operators;
- Defects and damage must be reported to the Conservation Areas Supervisor immediately;
- Equipment identified as having a serious defect or mechanical deficiency shall be locked out, repaired or removed from service immediately;
- All equipment must be turned off and the appropriate lock-out procedure followed, prior to repairs, cleaning, adjustment or lubrication;
- Equipment shall not be left unattended unless all raised devices (buckets, 3 point hitch arms, forks, blades and similar parts) have been lowered or solidly supported;
- Personal protective equipment must be worn by all employees when and where required.
- Loose clothing, jewelry and long hair should be secured, so as not to become entangled with equipment.

11.4 Small Equipment and Hand Held Tools

Small Equipment includes all motorized or motor assisted equipment that does not propel itself or provide transportation to the user. This equipment includes, but not limited to: push mower, weed trimmers, power saws, power drills, etc. (for information on safe chainsaw use, refer to Forestry safety; chainsaw use section of this manual.

Hand Held Tools include any and all non-motorized or non-motor-assisted tools. This includes, but not limited to; hammers, screwdrivers, pliers, etc.

- Only authorized employees who have been instructed and trained on the safe use, maintenance and inspection by a qualified person, may operate small equipment and hand held tools;
- Small Equipment and hand held tools must be inspected prior to use or at the beginning of each shift or workday.
- Employees must not remove any safety guards or safety devices installed on any equipment or hand tools by the manufacturer or the CCCA;
- Defects and damage must be reported to the Conservation Areas Supervisor immediately;

- Equipment and hand tools must not be repaired or adjusted by a worker unless the worker has been shown and understands the safe operating procedures;
- Equipment and hand tools identified as having a serious defect or mechanical deficiency shall be locked out, repaired or removed from service immediately;
- Loose clothing, jewelry and long hair should be secured, so as not to become entangled with equipment;
- Personal protective equipment must be worn by all employees when and where required.
- Ethanol blend fuels shall not be used in small equipment unless specified by the manufacturer.

11.5 Trailing Safety

- Only those employees who have received training on “trailer hook-up” will be allowed to pull a trailer;
- Employees must have a valid Ontario driver’s license to pull a trailer with a licensed road vehicle.
 - If towed vehicle is over 4600kg – Class “A” license required
 - If towed vehicle is under 4600kg – Class “D” or “G” license required
- A trailer must be registered and licensed before it can be used on the road;
- Only one trailer can be towed behind a vehicle;
- People are NOT allowed to be carried in a trailer;
- Brakes are required on trailers that weigh 1360kg or more;
- There must be two separate means of attachment between the vehicle and the trailer;
 - Safety chains must be crossed under the tongue to prevent the tongue from dropping to the road should the primary hitch accidentally disconnect;
 - Chain hooks with latches or devices that prevent accidental disconnect;
 - The breaking strength of each chain must equal the gross weight of the towed trailer;
- The driver must inspect the trailer to ensure it is in safe operating condition before towing;
- The trailer must never be overloaded. Ensure the correct class of trailer hitch is used for the intended load. Classes of trailer hitches:
 - Class I – up to 2000 lb.
 - Class II – up to 3500 lb.
 - Class III – up to 5000 lb.
 - Class IV – 5000 to 10,000 lb.
- Ensure proper load distribution to avoid trailer sway, separation or other possible trailer failure;
- Loose objects must be covered with a tarp and everything must be strapped down so nothing can roll, move, bounce or fly off.

Trailer Hook-up Procedures

- Choose a vehicle that is equipped with the appropriate trailer hitch to pull the trailer and the intended load. Ensure the ball size on the towing vehicle is matched to the receiver on the trailer.
- Before hooking up the trailer to the vehicle, perform an inspection of the trailer. Check for proper tire pressure, and tread wear. Check that tail gate is secured in place. Ensure the trailer is free of loose debris that could bounce off during travel. Inspect the wiring harness, chains and brake away cable. Do not use any defective equipment. Report defective equipment to the Conservation Areas Supervisor immediately or as soon as possible.
- Have a second person stand behind and to the side of the towing vehicle and use verbal instruction and or hand signals to back you up to the trailer.
- Once the receiver of the trailer is lined up over the ball, place the vehicle in the park position, put the emergency brake on and shut the engine off.
- Lift up the locking mechanism on the receiver and lower the hand crank until the receiver locks onto the ball. Once the locking mechanism is positioned into the locked position, place

- a padlock through the holes to secure it in this position.
- Cross the chains under the ball/receiver and hook them securely to the towing vehicle.
- Plug the wiring harness from the trailer into the light receptacle of the towing vehicle, and hook up the brake away cable if trailer is equipped with one.
- With the driver in the towing vehicle and the assisting person standing behind the trailer check the operation of the lights. Start with the day time running lights, then brake lights, four-way flashers, and left and right turn signals.
- Once the trailer is hooked up, pull the vehicle ahead and test the braking ability of the vehicle with the trailer in tow.

Load Securement

- Ensure the load being trailered is within the capacity of the trailer and towing vehicle;
- Ensure the load is properly distributed and balanced on the trailer.
- Ensure the load is secured to the trailer so nothing can move, bounce or fly off.
- Keep loads low whenever possible, for better stability and visibility.

Safe Driving

- Adjust vehicle mirrors for a clear view.
- Maintain a speed that avoids sudden stops and slow-downs.
- Be alert and increase your following distance from other vehicles.
- Recognize the increased turning radius required for each trailer and adjust accordingly.
- Have a second person assist if backing around people or tight places. The second person must maintain a safe distance from the vehicle/ trailer and maintain communication with the driver.

11.6 Fuel Safety

Cattfish Creek Conservation Authority shall ensure that all workers who have been trained and authorized to drive company vehicles and/or operate gas/diesel machines and equipment will be trained in the safe operating and emergency procedures required by the Ontario Liquid Fuels Code, Occupational Health and Safety Regulations and WHMIS.

The following outlines safe operating and emergency procedures necessary to use a cardlock, fuelling facility, or jerry can dispenser. Employees must be familiar with and comply with these requirements before dispensing fuel at an approved facility or workplace.

- CCCA employees are prohibited from accessing and using any fueling equipment until they have been trained on the safe operating procedures for that specific piece of equipment
- All employees who use an CCCA vehicle or equipment must be trained in the procedures outlined in this manual and documented on Form 400-14 and filed with the Administrative/Financial Services Coordinator or designate before fueling a vehicle
- If possible, all vehicles should be refueled after a day's work so that they are parked with full tanks. This prevents the accumulation of moisture in the tanks in winter and prepares the vehicle for the next use or possible emergency.
- Never siphon fuel by mouth nor put gasoline in your mouth for any reason. Gasoline can be harmful or fatal if swallowed. If someone swallows gasoline, do not induce vomiting. Contact a doctor immediately.
- Employees will be responsible for knowing where the fill spout is located before operating any vehicle or machine.

Product Knowledge

- Employees shall only dispense the recommended fuel into containers, vehicles, equipment as specified by the manufactures recommendations. Example: Unleaded Gasoline, Diesel, Ethanol blend gasoline.
- Only workers with appropriate WHMIS training, including specific reference to the Material

Safety Data Sheet (MSDS) for the fuel being used, may refuel vehicles, machinery, equipment and/or use portable fuel storage and handling containers.

- Use fuel as a motor fuel only. Never use fuel to wash your hands or as a cleaning solvent.
- Avoid prolonged breathing of fuel vapours.
- Use fuel only in open areas that get plenty of fresh air. Keep your face away from the nozzle or container opening and keep container out of direct sun or heat sources.

Dispensing Operations

- No container shall be filled with product at a facility unless the container is:
 - Approved, in a safe condition and not filled beyond the nominal capacity;
 - A metal or plastic portable container bearing the label ULC or CSA;
 - A portable fuel tank for marine use;
 - A jerrican with embossed certification CTC-5L, BTC-5L, ICC-5L, DOT-5L, TC-5L;
 - A drum bearing the embossed certification marking CTC, BTC, ICC, DOT, or TC followed by 5, 5A, 5B, 5C, or 5M;
 - Any container approved by Transport Canada for the product to be carried;
 - Portable containers, equipment, or vehicles shall not be filled inside enclosed vehicles or on enclosed trailers;
 - Portable containers that contain product shall be kept tightly closed when not in use.
 - Labeled to clearly indicate contents and the ratio of oil/gas mix if applicable
 - Filled while sitting on the ground.
- Containers must be secured when being transported and located in a ventilated area of the vehicle.
- Follow the procedures posted at the cardlock/fuelling facility for the proper use of equipment and safe dispensing of product. Swiping a card, password and selection of the correct pump is required at cardlocks. Re-swiping the card after fueling is complete is necessary to receive a receipt for submission to the Office staff;
- No person shall dispense product at the cardlock/fuelling facility unless they remain in attendance at the vehicle during refueling;
- Persons handling product shall take all precautions necessary to prevent the escape of product into any sewer or waterway or upon the surface of the ground;
- Employees will not “top off” the gas tank when dispensing at a fueling facility. The additional fuel may spill or cause the check engine light to appear after driving;
- Any malfunction of the dispensing equipment, any damage to equipment and/or facilities and/or any other possible dangers must be reported to your Supervisor immediately;
- Never engage a “latch open device” (ie. Gas cap, nozzle lock, etc) to enable the nozzle to be in the open position;
- Ensure gas cap is firmly back in place and close the fuel door if required.

Control sources of Ignition

- No source of ignition shall be closer than 3 meters of any location where product may be dispensed. Do not smoke, light matches or lighters;
- Product shall not be dispensed into the fuel tank of a motor vehicle while the engine of the motor vehicle is running;
- Any appliance or device which may be a source of ignition located on or within a vehicle located within 3 metres of the dispensing nozzle, shall not be operated while the vehicle is being refueled (ie. Cell phones);
- Employees must touch metal before fuelling to ground themselves, eliminating static;
- If a static-caused fire occurs when refueling, leave the nozzle in the fill pipe and back away from the vehicle. Notify the station attendant or your supervisor immediately. Call 911.

Emergency Procedures

- There are signs posted at cardlock/fuelling facilities which provide 24 hour telephone numbers to be used in emergencies including fire, product leaks or spills, and personal

injuries.

- The numbers posted include:
 - Police, Fire Department, Ministry of Energy and Environment, Operator, Company.
- If using a cardlock facility; the user must call and report all spills or fires, immediately to the cardlock operator or Company.
- Leaks or spillage of fuel must be contained, cleaned up using spill equipment located near the pumps or storage area.
- An emergency shutoff is available to the person dispensing product in the event of a dispenser malfunction at fuelling facilities.
- There are fire extinguishers readily available at all cardlock/fuelling facilities for use in fire emergencies.

11.7 Vehicle/Equipment Accidents

In the event of a vehicle accident, if the accident results in personal injuries, damages property other than the vehicles involved, or damage exceeds \$2000.00, the employee must report the accident to the nearest Provincial and/or Municipal police, as per the requirements of the Highway traffic Act.

Employees shall:

- Regardless of the severity of the accident, report the incident to their supervisor as soon as possible;
- Obtain approval from the supervisor and/or Conservation Areas Coordinator before operating vehicle after accident, regardless of severity;
- Follow procedures outlined in Section 5 of this manual for any personal injuries;
- Document in detail all particulars on the Vehicle Accident Report (form 400-15, Appendix J-1);
- Provide Vehicle Accident Report form to the immediate Supervisor.
- The Immediate Supervisor must review Vehicle accident report and provide the report to the Administrative/Financial Services Co-ordinator and Conservation Areas Supervisor
- The Administrative/Financial Services Co-ordinator, depending on extent of damage from accident, may or may not be required to notify the insurance company of a pending claim
- Any further documentation and/or correspondence shall be attached to the pertaining Vehicle Accident Report (Form 400-15).

Section 12 – Hazardous Materials

The Catfish Creek Conservation Authority shall ensure that the safe handling, storage and use of all hazardous materials by CCCA employees is in accordance with applicable Acts and Regulations. The CCCA shall ensure that the appropriate employees are properly trained, educated, and licensed in the safe use of hazardous materials

“Hazardous materials” is defined in the Occupational Health and Safety Act as a biological or chemical agent named or described in the regulations as a hazardous material.

12.1 Workplace Hazardous Materials Information System (WHMIS)

The Workplace Hazardous Materials Information System (WHMIS) is a Canada-wide system designed to give employers and workers information about hazardous materials used in the workplace. WHMIS applies to hazardous materials known as controlled products (see controlled products 12.1.1 below for more information)

Under WHMIS, there are three ways in which information on hazardous materials is to be provided:

1. labels on the containers of hazardous materials;
2. safety data sheets (SDS implemented in 2015) to supplement the label with detailed hazard and precautionary information; and

3. worker education programs.

The supplier of the hazardous material provides the labels and safety data sheets to the employer. The employer passes the information on to the worker and provides education programs.

12.1.1 WHMIS Controlled products

A controlled product is any product that can be included in any of the following 6 classes:

1. Class A Compressed Gas
2. Class B Flammable and Combustible Material
3. Class C Oxidizing Material
4. Class D Poisonous and Infectious Material
5. Class E Corrosive Material
6. Class F Dangerously Reactive Material

Two of the classes, Class B and Class D, are subdivided as follows:

- Class B Flammable and Combustible Material
 - Division 1 Flammable Gases
 - Division 2 Flammable Liquids
 - Division 3 Combustible Liquids
 - Division 4 Flammable Solids
 - Division 5 Flammable Aerosols
 - Division 6 Reactive Flammable Materials
- Class D Poisonous and Infectious Material
 - Division 1 Material Causing Immediate and Serious Toxic Effects
 - Subdivision A Very Toxic Material
 - Subdivision B Toxic Material
 - Division 2 Materials Causing Other Toxic Effects
 - Subdivision A Very Toxic Material
 - Subdivision B Toxic Material
 - Division 3 Biohazardous Infectious Material

12.1.2 WHMIS Procedures

The Catfish Creek Conservation Authority shall adhere to the following procedures in order to protect all workers from hazardous materials:

- All workers shall have WHMIS training upon hiring and WHMIS retraining as required;
- Workers acquiring a hazardous material shall ensure that the said hazardous material is properly entered into the workplace inventory log book and that the appropriate corresponding S.D.S. is obtained and filed;
- Workers will ensure to only acquire the correct amount of a controlled product needed
- Workers shall ensure that the hazardous material is clearly labeled and stored within the designated storage area(s);
- A worker who may be exposed to a biological, chemical or physical agent that may endanger the worker's safety or health shall be trained;
 - to use the precautions and procedures to be followed in the handling, use and storage of the agent;
 - in the proper use and care of required personal protective equipment; and
 - in the proper use of emergency measures and procedures.
- The safe use of any hazardous material will be dictated by the Safety Data Sheet;

- Safety data sheets shall be readily available in all locations where hazardous materials are used –Safety Data sheets will be replaced/updated every 3 years.

12.2 Sharps Disposal Program (Bio-hazards)

In order to minimize the risk of anyone being injured by a discarded sharp/needle/syringe, a program has been set up which involves the placing of such sharps into special containers for safe disposal. Sharps may be found on our properties after they have been used for illegal purposes or they may be used for medical reasons by any of our staff or visitors.

12.2.1 Procedure for Disposal of Sharps

The CCCA will provide containers for the safe disposal of sharps and provide training in the safe handling of sharps to employees that may come into contact with them during work.

USE EXTREME CAUTION WHEN HANDLING DISCARDED SHARPS

DO NOT handle or dispose of a sharp unless you have been trained in the proper disposal method and have been authorized by your Supervisor.

1. Report the incident to your Supervisor immediately.
2. Wear heavy puncture proof gloves.
3. Use tongs to pick up the sharp.
4. Hold the sharp away from the body.
5. Place the tip down in an approved container.
6. Securely seal the container with tape unless it is a specifically designed bio-hazardous container in which case the lid will snap shut.
7. Provide a description of the circumstances and location of sharp
8. Take the container with the discarded sharps to your Supervisor for further instructions
9. Wash your hands thoroughly.
10. Obtain medical treatment IMMEDIATELY at the nearest hospital and advise your Supervisor if you are punctured by a sharp.

The Supervisor must contact the Health and Safety Coordinator and provide the sealed container with the sharp and details immediately after receipt of said container.

The Health and Safety Coordinator will store any containers with sharps in a safe location in the office and take them to the appropriate disposal site.

IF A WORKER IS PUNCTURED BY A SHARP immediately obtain medical treatment

- Ensure the CCCA Worker Incident/Injury Report Form is completed and follow-up with the Administrative/Financial Services Coordinator on the completion of a WSIB Form 7 and a WSIB Report of Needlestick/Bodily Fluid Splash. These forms must be sent to WSIB within 72 hours.

If you notice that there are sharps found at your work location on a regular basis contact the General Manager/Secretary-Treasurer or Health and Safety Representative. They may contact the Work Needle Exchange Program at 416-392-0520 or the local Public Health Unit.

Section 13 – Musculoskeletal Disorders (MSD) Pains and Strains

Musculoskeletal Disorders (MSD) are injuries affecting muscles, tendons, ligaments and nerves. They are sometimes called Repetitive Strain Injuries (RSI), Cumulative Trauma Disorders (CTD) and Repetitive Motion Injuries (RMI). MSD develop due to the effects of repetitive, forceful or awkward movements on joints, ligaments and other soft tissues. Some MSD injuries include Low Back Strain, Neck Strain, Tendonitis, Carpal Tunnel Syndrome (CTS), Rotator Cuff Syndrome, and Tennis Elbow (Epicondylitis).

MSD can be a result of tasks/work that involves the following:

- 1) Work that places the elbows above shoulder height, or the hands behind the body.
- 2) Tasks that call for frequent bending or twisting of the neck.
- 3) Work requiring frequent or prolonged grasping and holding objects, or frequent wrist movements.
- 4) Work that requires frequent lifting of items from below knee height or above the shoulders.
- 5) Work requiring frequent bending or twisting at the waist.
- 6) Tasks that involve carrying, lifting, pushing or pulling heavy or awkward loads.
- 7) Spending long periods with a body part held in any one position without movement

13.1 MSD Warning Signs:

All employees will watch for the following warning signs to recognize when an MSD may be occurring. Early reporting of these signs will help prevent a MSD.

1. Workers making their own modifications to tools or workstations.
2. Workers wearing splints or supports.
3. Workers massaging muscles or joints or shaking their limbs.
4. Workers commenting about or reporting pain, discomfort, or fatigue.
5. Workers avoiding a certain task or job because it hurts them.

13.2 MSD Prevention

The Catfish Creek Conservation Authority will adhere to the following procedures to protect all employees from MSD related injuries:

- Employees will be advised of MSD related procedures during their Orientation session
- Employees should report any MSD symptoms or concerns early to their Supervisor
- Supervisors will assess tasks and equipment for MSD related factors and discuss solutions with the Health and Safety Worker Representative if required.
- Purchase new equipment with ergonomic features (anti-vibe, adjustable work stations)
- Design tasks to prevent MSD.
- Use proper lifting techniques (described in Section 10.5)

Section 14 – Violence/Harassment

14.1 Violence Policy

The Catfish Creek Conservation Authority believes in the prevention of violence and promotes a violence-free workplace in which all people respect one another and work together to achieve common goals. Any act of violence committed by or against any member of our workplace or member of the public, is unacceptable conduct that will not be tolerated.

What is workplace violence?

Workplace violence is:

- a) the exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker,
- b) an attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker,

- c) a statement or behaviour that it is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker.

Penalty

No employee or any other individual affiliated with this organization shall subject any other person to workplace violence or allow or create conditions that support workplace violence. An employee that subjects another employee, client, or other person to workplace violence may be subject to disciplinary action up to and including termination. Other persons may be removed from the workplace.

Report Incidents Immediately

If you witness or are a victim of violence in this workplace, please contact 911 or Security and the General Manager / Secretary-Treasurer immediately. Management will investigate the matter.

SIGNED: _____
ORIGINAL SIGNED BY
Mr. Kim Smale
General Manager / Secretary-Treasurer

Reviewed: _____
Approval: Report FA 46/2010,
Motion #85/2010

The workplace harassment policy should be consulted whenever there are concerns about harassment in the workplace.

This policy shall be posted at the workplace on the designated health and safety board

14.1.1 Violence Definitions

Workplace violence is defined under the Occupational Health and Safety Act, as of June 15, 2010:

- the exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker;
- an attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker; or,
- a statement or behaviour that it is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker.
- Some of the types of violence that workers could experience in the workplace include:
 - Physically threatening behavior such as shaking a fist at someone, finger pointing, destroying property, throwing objects;
 - Verbal or written threats to physically attack a worker;
 - Wielding a weapon at work;
 - Stalking someone;
 - Physically aggressive behaviours including hitting, shoving, standing excessively close to someone in an aggressive manner, pushing, kicking, throwing an object at someone, physically restraining someone, and;
 - Sexual assault of an employee or client.

Workplace refers to any location where CCCA business is conducted or CCCA services are provided. Work related violence can occur at off-site business-related functions (conferences, in

clients homes and on their property) or away from work but resulting from work ie (a threatening telephone call to your home from a client)

14.1.2 Domestic Violence

If you are experiencing domestic violence that would likely expose you or other workers to physical injury that may occur in the workplace, we will take every precaution reasonable to protect you and your co-workers in the circumstances. This may include some or all of the following:

- Creating a safety plan
- Contacting the police
- Establishing enhanced security measures such as code words and door and access security measures
- Screening calls and blocking certain email addresses

If an employee is experiencing domestic violence that would expose them or others to physical injury in the workplace or they believe workplace violence is likely to occur, they may seek immediate assistance by contacting the GM/Secretary Treasurer or Health and Safety Coordinator. They will assist in preventing and responding to the situation.

We appreciate sensitivity of these issues and will do our best to assist you as discreetly as possible while maintaining your privacy.

14.1.2 Responsibilities:

Employer

- Foster a violence-free workplace and maintain a zero tolerance attitude towards violence in the workplace.
- Ensure that incidents are taken seriously, investigated and reported as soon as possible;
- Ensure that wherever possible, confidentiality is maintained in the investigation process;
- Depending upon the nature and severity of the workplace violence, ensure that police or other emergency services are contacted if necessary
- Ensure that all confirmed instances of workplace violence are taken seriously and if the perpetrator is an employee, the appropriate corrective disciplinary action is taken up to and including dismissal
- Ensure information is provided to all employees regarding the prevention, identification and reporting of workplace violence
- Ensure no reprisals are made against employees for reporting workplace violence.

General Manager/Secretary Treasurer

- Lead the investigation of any workplace violence or threat of violence in a confidential manner;
- Ensure the CCCA workplace violence policies and procedures are followed;
- Advise the JHSC of workplace violence incidents

Supervisors

- Assess the risk of violence to employees in their areas of responsibility and eliminate or minimize those risks as reasonably possible;
- Inform affected employees of such risk, or potential risk in the workplace. In certain circumstances, supervisors may have a duty to provide information about a risk of workplace violence from a person with a history of violent behaviour if an employee can be expected to encounter that person during the course of their work.

- Ensure employees are trained to recognize the potential for violence and what to do when confronted by violence;
- Ensure that employees follow policies and procedures to minimize risk;
- Respond to all incidents appropriately and in a confidential manner;
- Ensure that medical attention is provided where required to anyone involved in an incident of violence;
- Report and document all reported incidents;
- Cooperate with police and CCCA investigators, and other authorities as required during investigation
- Take no reprisal actions against employees for reporting workplace violence
- Only release as much personal information about a person with a history of violent behaviour as is reasonably necessary to protect an employee from physical injury.

Employees

- Promote a violence-free workplace and refrain from engaging in any threatening or violent behavior;
- Report as soon as possible ALL details of any instances of actual or potential workplace violence, whether directly experienced or witnessed, to appropriate supervisor or to the General Manager/Secretary Treasurer. This includes issues in the employees personal life that may impact on the safety of the employee or his/her coworkers;
- Participate in training provided on workplace violence prevention;
- Cooperate with police and supervisor investigators, and other authorities as required during investigations.

14.1.3 Violence Procedures:

Orientation for new employees and students will include CCCA workplace violence training.

Employees have the right to refuse work if workplace violence is likely to endanger you. In that instance, please immediately contact your supervisor at which point appropriate measures will be taken to protect you and investigate the situation. You will be moved to a safe place as near as reasonably possible to your normal work station and will need to be available for the purposes of investigating the incident. In some circumstances, you may be provided with reasonable alternative work during normal working hours.

In appropriate circumstances, we may contact the police or other emergency responders as appropriate, to assist, intervene, or investigate workplace violence. Details about the measures and procedures for summoning immediate assistance will be provided and may include:

- Equipment to summon assistance such as phones, cell phones, etc.;
- Emergence telephone numbers and/or email addresses;
- Emergency procedures

Provided the situation is dealt with quickly and the danger to workers is removed, the necessity of work refusal may be alleviated.

Immediate Corrective Action

When you are the victim of violence:

- Tell the offender that their conduct must stop immediately.
- Avoid retaliation or confrontation.
- Remove yourself from the situation to an area of safety immediately.
- If warranted, call 911.
- Report the incident immediately to a supervisor or the GM/Secretary Treasurer. All reports are kept confidential, and the employee will not suffer any reprisal by making a report in good faith. The following information will be important to the investigation:

- Date, time and location.
- Nature of the violence/threat
- Person(s) involved
- Witness(es)
- If warranted, call 911. If the incident involves a supervisor or manager, the employee may contact an CCCA Board member for investigation.

When you witness violence:

- Intervene immediately to stop the assault or defuse the situation in a safe manner without putting yourself in danger.
- If a physical assault has occurred, provide assistance and notify the police.
- If necessary, evacuate the work area in a safe manner.
- Report the incident immediately to a supervisor or the GM/Secretary Treasurer. All reports are kept confidential, and the employee will not suffer any reprisal by making a report. The following information will be important to the investigation:
 - Date, time and location
 - Nature of the violence/ threat
 - Person(s) involved
 - Witness(es)

Investigating Incidents

1. All incidents of workplace violence will be treated seriously
2. The GM/Secretary Treasurer will meet with the victim to complete an incident report (Form 400-18 Appendix M-1), and will conduct a confidential investigation immediately following any incident of workplace violence or a threat of violence. The GM/Secretary treasurer may choose to use either an internal or external investigation, depending on the nature of the incident.
3. Victims, witnesses and any other relevant persons will be interviewed. Related documentation (emails, phone records, etc) will be reviewed and the information collected will be recorded in a written report.
4. A copy of the report will be provided to the JHSC
5. The GM/Secretary Treasurer and the JHSC will review the report, and may require the Supervisor to complete another risk assessment. The JHSC may also request the CCCA to amend one or more of its policies and procedures in respect to workplace violence.
6. The victim will be advised of the results of the investigation.
7. Where the perpetrator is an employee, the GM/Secretary Treasurer will conduct an investigation to determine the employee(s) involvement and to determine, in collaboration with the employee's supervisor, any disciplinary action to be taken;
8. All written reports will be kept in a confidential file that does not form part of the employee's personnel file except in the case where the perpetrator of the violence is an employee wherein the report will form part of the employee's personnel file.

14.1.4 Corrective/Disciplinary Action

The GM/Secretary Treasurer and/or Board of Directors will determine what action should be taken as a result of the investigation.

If a finding of workplace violence is made, the CCCA will take appropriate corrective measures, regardless of the respondent's seniority or position in the organization.

Corrective measures may include one or more of the following:

- Discipline, such as verbal warning, written warning or suspension without pay
- Termination with or without cause

- Referral for counseling (sensitivity training), anger management training, supervisory skills training or attendance at educational programs on workplace respect
- A demotion or denial of a promotion
- Reassignment or transfer
- Financial penalties such as the denial of a bonus or performance related salary increase;
- Any other disciplinary action deemed appropriate under the circumstances

If an employee makes a complaint in good faith and without malice, regardless of the outcome of the investigation, they will not be subject to any form of discipline. The CCCA will, however, discipline or terminate anyone who brings a false and malicious complaint.

14.1.5 Pro-Active Violence Prevention

Action is faster than reaction due to the lag time between perceiving, analyzing, planning and reacting to a threat. The best way to increase personal safety and reduce injuries is to be pro-active. Less action may be necessary to control a situation as a result. The following five-step approach may be used to reduce the risks of actual assault.

1. Plan Ahead

Have a plan and an alternative plan in place BEFORE something happens.

2. Monitor the Hands and body

Monitor Body language to provide critical information about an individual's mental state or intentions. Fist clenching, angling of the body, finger pointing, pacing and staring all mean the same as "I'm close to or going to assault you now."

3. Maintain Critical Distance and Positional Advantage

Maintain an appropriate gap offset to the left or right of the subject's position. Position yourself near objects that can be used to conceal you, or be used to distract or slow a potential attacker.

4. Respond Decisively

Decisiveness can mean the difference between serious injury and no injury sometimes. As long as it can be justified, a specific course of action is not as important as the intensity with which it is applied.

14.2 Harassment Policy

The Catfish Creek Conservation Authority believes that all workers have the right to a respectful workplace. Workplace harassment is unacceptable and will not be tolerated.

"Workplace harassment" means engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome.

If it occurs within the course of the employment relationship, workplace harassment may involve conduct that is verbal or non-verbal, a single incident or a series of incidents.

Workplace harassment can be directed at a co-worker, subordinate or manager. Workplace harassment does not include decisions or actions relating to the worker's employment, including a decision to change the work to be performed or the working conditions, to discipline the worker or to terminate the worker's employment.

Report Incidents

If reasonable to do so, workers are encouraged to try to resolve the situation with the person who is alleged to have engaged in the harassment. Where the situation cannot be resolved or the situation continues, workers make a written complaint requesting the General Manager / Secretary-Treasurer, Personnel / Finance Committee Chairperson, or Authority Chairperson, or all three, to attempt a resolution of the complaint by an informal Hearing.

Penalty

No worker or any other individual affiliated with this organization shall subject any other person to workplace harassment. A worker that subjects another worker, client, or other person to workplace harassment may be subject to disciplinary action up to and including termination. Other persons may be removed from the workplace.

SIGNED: _____
ORIGINAL SIGNED BY
Mr. Kim Smale
General Manager / Secretary-Treasurer

Reviewed: _____
Approval: Report FA 46/2010,
Motion #85/2010

WORKPLACE HARASSMENT POLICY

1. General:

Every employee or volunteer of the Cattfish Creek Conservation Authority is entitled to work in an environment that is free from discrimination and/or harassment.

Workplace harassment may include, but is not limited to sexual, racial or ethnic origin.

If an employee or volunteer is upset by the atmosphere at work and has made this discomfort known, failure to stop the type of behaviour could well constitute harassment contrary to Human Rights Legislation.

Harassment will not be tolerated and is an offence that will subject the offender to discipline.

It is the position of the Authority that all complaints will be treated in strict confidence.

2. Administrative Responsibility:

It is the responsibility of the Personnel / Finance Committee and the General Manager / Secretary-Treasurer to:

- a) administer the Harassment Policy of the Board;
- b) disseminate the Harassment Policy throughout the system;
- c) ensure that all staff and volunteers have an awareness of the Policy, their responsibilities under the Policy, and an understanding of the complaint procedure;
- d) ensure that all allegations of harassment are taken very serious and are acted upon immediately.
- e) review the Policy as often as necessary and at least once a year.

3. Implementation:

In order to assist Authority personnel in understanding what harassment is, the ways in which it causes discomfort to the people affected, and the ways in which all persons can help prevent it; this Policy shall be made available to all staff, volunteers, and the Board of Directors.

4. Statement of Policy:

It is the Policy of the Catfish Creek Conservation Authority that:

4.1 All employees and volunteers of the Authority are entitled to work in a harassment free environment.

4.2 The Policy applies to all employee groups and volunteers, including but not limited to:

- a) Board Of Directors
- b) Management
- c) Office Staff
- d) Supervisory Field Staff
- e) Field Staff
- f) Special Employment Program Staff
- g) Temporary Staff
- h) Volunteers

“Workplace Harassment” is defined as:

- a) repeated sexual advances or solicitations, which are known, or ought reasonable to have been known, to be unwelcome by the person making the advances or solicitations; or
- b) repeated sexual, racial or ethnic jokes, remarks or behaviours that are demeaning, which are known, or ought reasonably to have been known, to be unwelcome by the person making the remarks, and which either may be reasonably expected to interfere with a person's work performance or may reasonably be perceived as creating an intimidating, hostile or offensive work environment; or
- c) a sexual advance or solicitation made by a person in a position to confer, grant or deny a benefit or advancement to the person where the person making the advance or solicitation knows, or ought reasonably to know, that it is unwelcome; or
- d) a reprisal or threat of reprisal for the rejection of a sexual advance or solicitation where the reprisal is made or threatened by a person in a position to confer, grant, or deny a benefit or advancement to the person; or
- e) refusing to converse or work with an employee or volunteer because of their racial or ethnic background; or
- f) the displaying of derogatory or offensive pornographic or racist pictures or materials.

4.3 All individuals shall have the right to lodge a complaint of harassment without fear of reprisal or threat of reprisal for so doing.

4.4 Every effort will be made to ensure that everything is done, that is fair and reasonable in the circumstances, to protect persons against complaints or accusations made by other employees or volunteers that are trivial, frivolous, or made in bad faith. Complaints that are falsely made in an irresponsible and willful fashion could result in the accused taking any legal action they deem appropriate.

4.5 The harassment of another employee or volunteer of the Authority shall be subject to the whole range of disciplinary sanctions, up to and including verbal and written warnings, suspensions and termination of employment.

5. Fundamental Principles:

In establishing the procedure for dealing with allegations of harassment, the Authority is guided by the following principles:

- a) A spirit of fairness to both parties must guide the proceedings. This includes the respondent's right to know both the allegations and the accuser, and the rights of both parties to a fair and impartial Hearing.
- b) Confidentiality must be maintained to ensure a fair Hearing for both the complainant and the respondent and to protect them against unsubstantiated claims which might result in harm or gossip. Any employee, who is the subject of a complaint, shall have knowledge of the complaint, either through the complainant; the General Manager / Secretary-Treasurer; the Personnel / Finance Committee Chairperson; or the Authority Chairperson within three working days. No other disclosures of the complaint are to be made during that time period.
- c) Confidentiality must be distinguished from anonymity. The complainant who wishes to seek a remedy or a sanction through this procedure must be prepared to be identified to the respondent, and those involved in the resolution of the complaint. This Policy does not however, prevent anyone from seeking counselling or advice on a confidential basis outside the Authority.
- d) The fact that a complainant may have suffered harm or injustice as a result of the harassment, and may wish only to see that harm remedied or redressed and not pursue disciplinary action or seek sanctions against the respondent, should be taken into account. Thus, provision is made for a complainant to seek a remedy without necessarily instituting a formal proceeding for disciplinary action. Balanced against this is the Authority's right and responsibility to insist that in specific cases it is not appropriate to grant a remedy without disciplinary action against the individual whose misconduct is at issue. It is also necessary to avoid situations in which the Authority grants remedies which imply some wrong doing on an individual's part, without allowing the individual due process. Overall, this Policy is structured to encourage the parties and the Authority to seek agreeable solutions.
- e) This Policy provides that the complainant not be compelled to proceed with a complaint or disciplinary action, or be required to testify, against their will. It further provides the complainant with the right to withdraw a complaint at any point up to the final disposition of the matter. It also recognized the fact that the respondent is entitled to a specific disposition of the issue. Thus, the Procedure provides for the dismissal of the proceedings in the event that the complaint is withdrawn before a final determination of the matter.

6. Redress Procedure:

6.1 These Policies and Procedures shall not detract from any remedy a person may have under Part IV of the Ontario Human Rights Code or otherwise at law.

6.2 An individual has the right to contact advice or counsel before initiating a complaint or upon receipt of notification of a complaint against them.

6.3 A person who believes that they are being harassed by another person is advised to take the following measures:

- a) make the objection, disapproval and/or unease known to the offending person in a clear manner and politely but firmly request that it stop. Keep a personal record of the details of this situation and the reactions of the offending person;
- b) if the harassment continues, keep a record of the incidents, times and names of any witnesses and seek the assistance of the General Manager / Secretary-Treasurer, the Personnel / Finance Committee Chairperson, or the Authority Chairperson who is obligated to take all reasonable steps to investigate and resolve the situation.
- c) if the situation is not resolved to the satisfaction of all parties, outside assistance should be sought.

6.4 Following consultation with any or all of the above named (6.3 (b)), the complainant may decide to:

- a) take no further action;
- b) make a written complaint requesting the General Manager / Secretary-Treasurer, Personnel / Finance Committee Chairperson, or Authority Chairperson, or all three, to attempt a resolution of the complaint by an informal Hearing as described in Section 7.0 below.
- c) proceed directly to have the complaint dealt with by the Authority Board as a matter of discipline in accordance with general policies and procedures applicable to the respondent;
- d) proceed as set out in 6.4 (c) in the following circumstances:
 - i) in lieu of informal resolution.
 - ii) if the respondent does not agree to informal resolution.

7. Informal Hearing:

- a) Either the General Manager / Secretary-Treasurer, Personnel / Finance Committee Chairperson, or Authority Chairperson, or all three shall discuss the allegation with the complainant, the respondent and the appropriate supervisors or witnesses with a view to reaching a resolution. This process provides an opportunity to resolve relatively straightforward complaints in an expeditious manner. If a resolution acceptable to both the complainant and respondent is agreed upon, the issue will proceed no further.

A report of the written complaint will be kept on file with the General Manager / Secretary-Treasurer for a period of one year, then destroyed.

If the Hearing concludes that the complaint is unfounded, the complaint and investigation file will be destroyed.

- b) During the informal resolution either party may be accompanied by another person of their choosing who may be a solicitor.

- c) If no resolution is achieved the complaint shall be referred to the Authority Board to be dealt with as a matter of discipline in accordance with the Policies and Procedures applicable to the respondent employee.

The workplace violence policy should be consulted whenever there are concerns about violence in the workplace.

This policy shall be posted at the workplace on the designated health and safety board

14.2.1 Harassment Definitions

Workplace Harassment and Bullying

The Occupational Health and Safety Act defines workplace harassment as:

Engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome.

Workplace harassment may have some or all of the following components:

- It is generally repetitive, although a single serious incident may constitute workplace harassment if it undermines the recipient's psychological or physical integrity and has a lasting harmful effect
- It is hostile, abusive or inappropriate
- It affects the person's dignity or psychological integrity; and
- It results in a poisoned work environment

In addition, behaviour that intimidates, isolates, or discriminates against the recipient may also be included.

Some examples of workplace harassment are:

- Verbally abusive behaviour such as yelling, insults, ridicule and name calling including remarks, jokes or innuendos that demean, ridicule, intimidate or offend
- Workplace pranks, vandalism bullying and hazing
- Gossiping or spreading malicious rumors
- Excluding or ignoring someone, including persistent exclusion of a particular person from workplace-related social gatherings
- Undermining someone else's efforts by setting impossible goals, with short deadlines and deliberately withholding information that would enable a person to do their job
- Providing only demeaning or trivial tasks in place of normal job duties
- Humiliating someone
- Sabotaging someone else's work
- Displaying or circulating offensive picture or materials
- Offensive or intimidating phone calls or emails
- Impeding an individual's efforts at promotions or transfers for reasons that are not legitimate; and
- Making false allegations about someone in memos or other work related documents

Discriminatory Harassment

Discriminatory Harassment includes comments or conduct based on the protected grounds in the Ontario Human Rights Code, which the recipient does not welcome or that offends him or her.

Some examples of discriminatory harassment include:

- Offensive comments, jokes or behavior that disparage or ridicule a person's membership in one of the protected grounds, such as race, colour, citizenship, ethnic origin, religion,
- Imitating a person's accent, speech or mannerisms

- Persistent or inappropriate questions about whether a person is pregnant, has children or plans to have children; or
- Inappropriate comments or jokes about an individual's age, sexual orientation, disability or perceived disability, personal appearance or weight.

Sexual Harassment

Sexual harassment includes conduct or comments of a sexual nature that the recipient does not welcome or that offend him or her. It also includes negative or inappropriate conduct or comments that are not necessarily sexual in nature, but which are directed at an individual because of his or her gender.

Both men and women can be victims of harassment and someone of the same or opposite sex can harass someone else.

Some examples of sexual harassment are:

- Sexual advances or demands that the recipient does not welcome or want
- Threats, punishment or denial of a benefit for refusing a sexual advance
- Offering a benefit in exchange for a sexual favour
- Leering (persistent sexual staring)
- Displaying sexually offensive material such as posters, pictures, calendars, cartoons, screensavers, pornographic or erotic web sites or other electronic material
- Distributing sexually explicit e-mail messages or attachments such as pictures or video files
- Sexually suggestive or obscene comments or gestures
- Unwelcome remarks, jokes, innuendoes, propositions or taunting about a person's body, clothing or sex
- Persistent, unwanted attention after a consensual relationship ends
- Physical contact of a sexual nature, such as touching or caressing; and
- The use of power or authority in an attempt to coerce another person to engage in or tolerate sexual activity. Such uses include explicitly or implicit threats of reprisal for non-compliance or promises of reward for compliance.
- teasing a person because of gender-based ideas about how men or women should look, dress or behave.

What isn't Harassment?

Workplace harassment should not be confused with legitimate, reasonable management actions that are part of the normal work function, including:

- Measures to correct performance deficiencies, such as someone on a performance improvement plan,
- Imposing discipline for workplace infractions; or
- Requesting medical documents in support of an absence from work

It also does not include normal workplace conflict that may occur between individuals or differences of opinion between co-workers.

14.2.2 Prevention of Harassment Steps by the CCCA

- CCCA will actively endeavour to prevent harassment and sexual misconduct and deal with every accusation promptly, impartially, seriously and systematically, in cooperation with the proper authorities, where appropriate. The CCCA will cooperate fully with investigations being undertaken under the Criminal Code, Ontario Human Rights Code or the Child and Family Services Act and the Occupational Health & Safety Act. Nothing will be done to interfere with a criminal investigation. An investigation of a complaint or suspicion of

harassment will be carried out by the CCCA in accordance with provisions set out in this policy.

- All complaints under this policy will be dealt with confidentially within the guidelines stated below.
- This policy is not intended to preclude a complainant from seeking legal counsel or seeking a civil remedy.

14.2.3 Confidentiality

The CCCA recognizes the sensitive nature of harassment complaints and will keep all complaints confidential, to the extent that we are able to do so. We will only release as much information as is necessary to investigate and respond to the complaint or situation or if required to do so by law.

Out of respect for the relevant individuals, it is essential that the complainant, respondent, witnesses and anyone else involved in the formal investigation of a complaint maintain confidentiality throughout the investigation and afterwards. The CCCA may invoke disciplinary measures for any breach of the policy of confidentiality.

14.2.4 Responsibilities:

Employer

- Foster a harassment-free workplace and maintain a zero tolerance attitude towards harassment in the workplace.
- Ensure that incidents are taken seriously, investigated and reported as soon as possible;
- Ensure that wherever possible, confidentiality is maintained in the investigation process;
- Ensure that all confirmed instances of workplace harassment are taken seriously and if the perpetrator is an employee, the appropriate corrective disciplinary action is taken up to and including dismissal
- Ensure information is provided to all employees regarding the prevention, identification and reporting of workplace harassment.
- Ensure no reprisals are made against employees for reporting workplace harassment made in good faith.

General Manager/Secretary Treasurer

- Lead the investigation of any workplace harassment in a confidential manner;
- Ensure the CCCA workplace harassment policies and procedures are followed;
- Advise the JHSC of workplace harassment incidents

Supervisors

- Ensure employees are trained to recognize harassment and what to do when confronted by harassment;
- Ensure that employees follow policies and procedures;
- Respond to all incidents appropriately and in a confidential manner;
- Report and document all reported incidents;
- Cooperate with police and CCCA investigators, and other authorities as required during investigation
- Take no reprisal actions against employees for reporting workplace harassment;

Employees

- Promote a harassment-free workplace and refrain from engaging in any forms of harassment;
- Report as soon as possible ALL details of any instances of actual or potential harassment, whether directly experienced or witnessed, to appropriate supervisor or to the General Manager/Secretary Treasurer. This includes issues in the employees personal life that may

- impact on the safety of the employee or his/her coworkers;
- Cooperate with police and supervisor investigators, and other authorities as required during investigations.

14.2.4 Harassment Procedures

Orientation for new employees and students will include CCCA workplace harassment training.

- It is mandatory that any complaint of harassment as defined in this policy that is made by an employee or client or any reported suspicion of harassment whether made verbally or in writing be referred to the General Manager/Secretary-Treasurer.
- It is mandatory that all employees report any suspicion of harassment of other employees or clients as defined in this policy.
- A complaint need not be made by an employee or client in order to engage the investigation provision of this policy.
- The Investigating Officer may request that the complaint or report be put in writing.
- The person under investigation will be advised by the General Manager/Secretary-Treasurer that a complaint has been made against him/her and will be provided with a copy of this policy.

Immediate Corrective Action

When you are the victim of harassment:

- Tell the offender that their conduct must stop immediately, examples of things to say that may stop the behaviour include:
 - It makes me uncomfortable when you
 - Please stop doing or saying
 - I don't find it funny when you
- Avoid retaliation or confrontation.
- Report the incident immediately to a supervisor or the GM/Secretary Treasurer. All reports are kept confidential, and the employee will not suffer any reprisal by making a report in good faith. The following information will be important to the investigation:
 - Date, time and location.
 - Nature of the harassment
 - Person(s) involved
 - Witness(es)
- If the incident involves the GM/Secretary-Treasurer, the employee may contact an CCCA Board member for investigation.
- A written complaint shall include an account of the incident(s), date(s), time(s), names of the respondent(s), names of a witness(es), if any, and be signed and dated by the complainant. The complainant will be asked to sign a consent to release information.

Investigating Incidents

1. All incidents of workplace harassment will be treated seriously. It is the Authorities policy not to investigate anonymous complaints unless there are extenuating circumstances.
2. The GM/Secretary-Treasurer will meet with the victim to complete an incident report, and will conduct a confidential investigation within 15 days following any incident of workplace harassment. The GM/Secretary treasure may choose to use either an internal or external investigation, depending on the nature of the incident.
3. Victims, witnesses and any other relevant persons will be interviewed as required. Related documentation (emails,phone records, etc) will be reviewed and the information collected will be recorded in a written report.
4. The G/M Secretary treasurer will compile a report of findings and recommendations including a Plan of Action for the employee and her/his Coordinator/Supervisor.
5. The victim will be advised of the results of the investigation.

6. Where the perpetrator is an employee, the GM/Secretary Treasurer will conduct an investigation to determine the employee(s) involvement and to determine, in collaboration with the employee's supervisor, any disciplinary action to be taken;
7. The employee will receive a letter regarding employment status signed by the employee's Coordinator/Supervisor or the General Manager/Secretary-Treasurer which sets out the finding of no evidence or the finding of evidence of harassment as defined in the Policy and a copy of the Plan of Action.
8. All written reports will be kept in a confidential file that does not form part of the employee's personnel file except in the case where the perpetrator of the harassment is an employee wherein the report will form part of the employee's personnel file.

Section 15 – Emergency Planning

The Catfish Creek Conservation Authority shall establish emergency measures to effectively deal with a variety of emergencies which may occur from time to time.

Emergencies can include: Fire, Flood, Tornado, Spills, Loss of Water supply, loss of hydro, Pandemic Flu, etc.

The Conservation Authority's emergency response measures will take into consideration facilities and operations of the CCCA including the Administrative Centre and the Springwater Conservation Area.

- Each facility will have its own Emergency Measures covering the applicable emergencies that may occur.
- The Emergency Response Measures will be comprised of an emergency directory to deal with fire, security, medical emergencies, and hazardous spills.
- The Emergency Response Measures will be reviewed annually and filed with designated employees at the specified locations
- Emergency planning shall be given to employees during their orientation training.

15.1 Fire Protection and First Aid

15.1.1 Fire Protection

Fire protection is a vital concern to every worker and workers should recognize and report apparent fire hazards in order to maintain a work environment which is essentially free from unnecessary risk due to fire. In event of fire, the prime consideration shall be the safe evacuation of all occupants.

- Procedures for notifying the fire department shall be posted at all workplaces (911)
- All workers shall be instructed in emergency fire procedures during orientation.

Fire evacuation plans are required for some buildings owned by the CCCA. These plans are under separate cover and can be obtained from your supervisor during training.

Fire Protection policies shall follow Reg. 213/07 as required.

15.1.2 Fire Alarms and Fire Extinguishers

All new workers will be shown the location of the fire alarms and extinguishers during orientation and/or their first day at the work site.

- Listed portable extinguishers shall be installed when replacing or adding new extinguishers.
- Portable extinguishers shall be kept operable and fully charged.
- Portable extinguishers shall be located so that they are easily seen and shall be accessible at all times.
- Portable extinguishers shall be located in or adjacent to corridors or aisles that provide access to exits.

- Portable extinguishers in proximity to a fire hazard shall be located in a position so as to be accessible without exposing the operator to undue risk.
- Portable extinguishers suitable for Class C fires shall be provided in or near service rooms containing electrical equipment. (copiers/toasters/kettles/microwaves/etc.)
- Portable extinguishers shall be inspected monthly and recorded on the individual tags.
- Portable extinguishers having defects shall be repaired or recharged where necessary.
- Each portable extinguisher shall have a tag attached to it showing the date of maintenance, the servicing agency and the signature of the person who performed the service.
- A designated Fire and Safety Supplier will monitor and service all fire extinguishers annually.
- A permanent record containing the maintenance date, the examiner's name and a description of any maintenance work or hydrostatic testing carried out shall be prepared and maintained for each portable extinguisher.
- Portable extinguishers must be protected from freezing where the equipment or its contents may be exposed to freezing temperatures.
- Must not contain any carbon tetrachloride, methyl bromide or other vaporizing liquid which is hazardous.
- Fire alarms should be tested annually and its operation communicated to all workers.

15.1.3 In Case of Fire in a CCCA Building

- All staff will leave buildings in a safe and efficient manner through the exits denoted in the Building Fire Plan if applicable
- Each Building Fire Plan will illustrate an "Evacuation Meeting Area" where all staff and visitors are to meet in the event of a fire alarm or evacuation of the building.
- The Evacuation Meeting Area must be communicated to all staff, contractors, visitors and members of the public if attending a CCCA office location for a meeting.
- If applicable, the receptionist will take the Visitor Sign-in Book with them in order to verify that no one is left in the building.

15.1.4 Building Fire Plan

The CCCA will ensure appropriate and effective procedures are taken in the event of a fire at the Administration Centre.

REQUIREMENTS:

The sounding of a smoke detector will indicate an emergency at the CCCA Administration Centre. Upon hearing this alarm, employees should follow these instructions:

Upon hearing the alarm sound:

1. Employees should immediately stop all tasks and calmly leave the building via the nearest exit. Employees should not attempt to gather materials or finish tasks in progress before vacating the building. It is imperative that employees be out of the building within 1 minute of hearing the alarm. Staff should be aware of the location of all building exits.
2. Employees are responsible for any visitors that they have signed into the Administration Centre. In the event of an emergency, employees should assist their visitors in vacating the building; however, employees should not endanger themselves if visitors prove uncooperative.
3. If an employee is in a room with a closed door when hearing the alarm, the employee should feel the door before opening it – if the door is hot, then there could be fire on the other side – if this is the case, the employee should remain calm and attempt to find an alternate exit or wait to be rescued by fire services.

Once Outside:

1. Employees should move calmly to a marshalling point at the front entrance sign. Staff should then report to their supervisor, or the most senior member of their department.
2. Once Supervisors have ascertained that all their respective employees are accounted for, they will report to the most senior staff member present to confirm that their employees have vacated the building. Once this senior staff member has ascertained that all employees are safe, he/she will notify fire services. It is imperative that Supervisors ascertain the safety of their employees as quickly as possible to aid fire services if rescue is necessary.
3. Employees will not return to the building until advised to do so by their supervisor.
4. If weather is inclement, the most senior staff member may choose to move all employees to an alternate location – employees will remain at the front entrance sign until advised by their supervisor.

In the event of an Injury:

1. Employees with minor or major injuries should seek a staff member trained in First Aid. Employees with major injuries should be kept comfortable until the arrival of emergency services.
2. Employees who sustain injury during an emergency should fill out WSIB form 7 once the emergency has ended.

15.1.5 Fire Hazards/Prevention

Office fires can be prevented by regular inspection and control of electrical systems to ensure they are not over loaded, Employees must only:

- Use CSA approved extension cords with the proper rating for the use;
- Not use portable electric heaters under desks and near combustible materials;
- Follow the no smoking policy;
- Exercise and maintain general good housekeeping practices.

15.1.6 First Aid and Stations

- Under the provision in the Workplace Safety and Insurance Act (WSIA), Regulation 1101, an Employer must have a minimum of one (1) employee per shift, per workplace trained in an approved First Aid course when the number of workers on shift is greater than five (5).
- The minimum standard for attendants and first aid supplies for first aid stations is listed in Regulation 1101 of the Workplace Safety and Insurance Act.
- Each station is to be inspected every three (3) months and the inspection card signed by the Health and Safety Worker Representative;
- First Aid kits are to be inspected monthly by the Health and Safety Worker Representative.

15.1.7 Locations of First Aid Kits and Fire Extinguishers

CCCA owned Vehicles

- A first aid kit meeting the requirement set out in Regulation 1101, S. 16 (2) shall be provided in all CCCA owned vehicles.
- A portable fire extinguisher (Class ABC) shall be located in every CCCA vehicle.

Administration Office Location

- A first aid kit meeting the requirements set out in Regulation 1101, S. 9 (1) shall be located in the staff lunch room area designated as the First aid station.
- A portable fire extinguisher (Class ABC) shall be located and accessible on every building level, including kitchen area and photocopier room,

Main Workshop

- A first aid kit meeting the requirements set out in Regulation 1101, S. 8 (1) shall be located in the tool shed area.
- A portable fire extinguisher (Class ABC) shall be located and accessible in every room of the building and located near the exits.

15.1.8 First Aid Training

The CCCA will ensure an employee is trained in first aid and works within proximity to the first aid station as required by Regulation 1101.

- This training is provided to specified employees to ensure the CCCA is compliant with provincial standards and requirements.
- Certificate courses in Standard First Aid and CPR (and AED use, if applicable) are paid for by the Employer.
- This training must include written instruction, a practical (hands-on) component and a test or exam to obtain provincial certification.
- Content of the training course(s) is to be, as a minimum, the equivalent of a St. John's Ambulance or Red Cross program.

The CCCA will sponsor retraining, as required, in order to maintain minimum compliance with provincial legislation.

15.2 Pandemic Flu Emergencies (Influenza Like Illness – ILI)

15.2.1 Pandemic Flu

Pandemic flu is not a normal flu. It is a sudden widespread outbreak of either a new type of Influenza A virus or one that has been inactive for a long period of time. This type of flu spreads easily from person to person and causes serious illness regardless of age or physical health. Pandemic Flu is different from the common cold as it comes on suddenly, creates a fever, and you will feel exhausted.

15.2.2 Infection Control Procedures

Viruses are most commonly spread through direct contact with either the hand of someone who is ill or with something they have touched (such as telephone receivers, banking machines, and door knobs). Airborne particles from coughing or sneezing can also carry viruses.

Hand washing is recognized as the single most effective way to prevent the spread of infection.

- Wash before touching, preparing or eating food
- Wash before a meeting where you know you will be shaking hands, especially when you have a cold
- Wash after playing with animals, handling money, shaking numerous hands
- Wash after coughing, sneezing and using the washroom
- Wash whenever you are in doubt
- Hand sanitizers can also be used to prevent the spread of infection. Sanitizers will be kept in common places throughout the CCCA and are available for personal use. Ask your supervisor or health and safety representative if you need to purchase additional hand sanitizers.

Effective hand-washing technique is outlined below. This procedure should last at least 15 seconds to be effective for infection control purposes.

- Wet hands under warm, running water
- Add soap

- Place fingers of right hand into palm of left hand and wash under nails – repeat procedure for left hand
- Wash tops of hands and thumbs
- Place right hand on top of left and move right hand fingers between left hand fingers – repeat procedure for right hand
- Rinse hands thoroughly
- Dry hands with paper towel
- Turn taps off with paper towel

When staff are not feeling well due to flu, they should stay home. That is the most effective way to stop the spreading of the flu to other employees. Refer to the CCCA Personnel manual on sick leave policies.

15.2.3 Pandemic Flu Procedures

In the event of a pandemic, the CCCA may implement the following procedures:

- The CCCA reserves the right to send employees home if their Supervisor feels they pose the risk of spreading the flu virus to other staff.
- The General Manager/Secretary-Treasurer or designate will decide if there comes a time, to completely shut down the CCCA during the pandemic. Each Supervisor will be responsible for calling the staff in their department and will keep staff informed until it is deemed safe to re-open
- Essential staff will be required to continue to work, unless the General Manager/Secretary-Treasurer or designate decide otherwise. The following positions have been deemed essential:
 - General Manager/Secretary-Treasurer
 - Co-ordinators
- The General Manager or designate will contact all relevant external companies that may be affected by the closure. They will also contact these companies when the CCCA re-opens.
- If your workplace becomes unsafe because too many people are off sick, talk to your supervisor about any concerns you may have.
- Supervisors will provide and ensure any Personal Protective Equipment fits properly and is suitable for the situation and levels of exposure, Disposable N95 masks or appropriate respiratory protection are examples. Do not share PPE that is worn around your face (i.e. respirators) until they are properly cleaned and disinfected

15.3 Flooding Emergencies

The Catfish Creek Conservation Authority provides Flood Safety Services to Municipalities within the CCCA watershed. This service monitors flood conditions and procedures for staff and are documented in the Flood Contingency plan located in the Administration Office.

- The CCCA will inform staff of the CCCA's role during flood events during orientation;
- Employees are to refer to the Flood Contingency plan which outlines the roles, expectations and safety procedures when dealing with flooding emergencies;
- The CCCA will communicate to all staff when flooding may occur and location(s);
- Employees are not permitted to drive through any flooded roadways;

15.4 Severe Weather

Severe weather can take on many forms including high winds, heavy rain, blizzards, tornadoes, (etc). These events can be forecasted in advance or happen suddenly without notice. These types of emergencies can happen at work, driving to work or driving an CCCA vehicle.

- The General Manager/Secretary-Treasurer or designate can close the office due to severe weather if required.
- Staff will be notified by telephone if the office is closed due to severe weather
- The General Manager or designate will contact all relevant external companies that may be affected by the closure. They will also contact these companies when the CCCA re-opens.
- Employees who do not attend work due to severe weather must notify their supervisor as soon as possible.
- Designated Staff will monitor weather conditions using applicable website/radio channels and/or weather reporting devices;
- Employees are required to check weather forecasts prior to commencing outside work, if severe weather is forecasted, other suitable indoor work will be arranged.
- Employees should reschedule appointments/site visits if severe weather is forecasted or encountered.
- Employees will be trained in Severe Weather policies during orientation.

15.4.1 Procedures for After a Severe Weather Event

After severe weather, the following procedures should be followed:

- Supervisors shall listen and monitor radio/website broadcast for weather updates and keep all staff informed of new information and updates;
- Supervisors shall communicate and ensure all staff are safe and sound;
- Conservation Areas employees shall check CCCA infrastructure as directed by a Supervisor- electrical, gas, and water lines, and survey structural damage if any.
- Stay away from dangling power lines. Report to Hydro one or appropriate authorities.
- Conservation Area Service employees shall check area grounds for fallen tree and erosion damage, trails, playground equipment damage, etc, as soon as possible
- Long power outages require dispose of spoiled food greater than 24 hours.
- Once all is safe to do so and everyone is out of danger and everything is safe to do so begin clean up. Ensure personal safety and follow any related procedures or direction(s) from Supervisors or designate.

15.4.2 Driving in Severe Weather

Severe weather can happen at any time while driving, before employee's use a motor vehicle they are required to:

- Take a fully charged cell phone
- Ensure the vehicle has a good supply of fuel
- Ensure a supervisor knows of your intended destination before departure

If driving and an Employee suspects or encounters Severe Weather conditions:

- Employees are not permitted to drive on closed roads and should listen to local radio broadcasts for updated road closure statements.
- Pull over in a safe area (not under trees) and use 4 way flashers
- If stranded, Stay in your vehicle and call for help-do not venture out on foot.
- Follow procedures outlined in Tornado, lightning, and flooding sections of this manual.

15.4.3 Tornadoes

Tornadoes provide a serious risk for injury and are unpredictable in the location, size, and intensity of each event. The CCCA will implement the following procedures to reduce the possibility of injury to employees:

There are two types of Tornado Warnings

Tornado Watch = means a tornado is possible

Tornado Warning = a tornado is imminent or occurring

When a **Tornado WATCH** is issued:

- Employees should listen to the local radio stations/websites for further updates
- Be alert to changing weather conditions.
- Take precautions (clean up work area, move to a safe location in a sturdy building)

When a **Tornado WARNING** is issued:

- If you are inside, go to a safe place determined for that building. (see Emergency Plan for specific location)
- Notify any visitors under your supervision of the safe location;
- If you are outside, go to the safe place of a nearby sturdy building or lie flat in a ditch or low-lying area if there is no shelter (be aware of any flooding that may occur.
- If you are driving, seek shelter in a nearby sturdy building, if the tornado is close to your proximity get out immediately and head for safety (as above).
- DO NOT seek shelter in a camper, trailer, tent or vehicle

15.4.4 Lightning

Due to the high risk of severe injury from lightning strikes, the CCCA will implement the below procedures to reduce the possibility of employees exposure to lightning when working outdoors.

- Employees are required to check weather forecasts prior to commencing outside work, if lightning is forecasted, other suitable indoor work will be arranged.
- Supervisors and employees are encouraged to use the website: Lightningmaps.org and Environment Canada: weather.gc.ca to monitor the possibility/intensity of lightning strikes entering a work area.
- If employees hear thunder, lightning is close enough to strike them. Employees will stop outside work and seek safety in a substantial building. If a substantial building is not available, a metal-topped vehicle with the windows up is the next best choice.
- Employees are to remain in a safe location and notify a supervisor before continuing outside work.

Objects and equipment to avoid during thunderstorms

- Stay off of and away from anything tall or high, including rooftops, scaffolding, utility poles, ladders, trees, and large equipment such as bulldozers, cranes, backhoes, and tractors.
- Do not touch materials or surfaces that can conduct electricity, including metal scaffolding, metal equipment, utility lines, water, water pipes, and plumbing.

Employees should use the following procedures when inside a substantial building as lightning strikes risks are still a possibility:

- Keep as many walls as possible between you and the outside. Stay away from doors, windows, and fireplaces.
- Stay away from anything that will conduct electricity such as radiators, stoves, sinks and metal pipes.
- Use battery operated appliances only. Avoid handling electrical appliances and regular telephones (cordless phones and cell phones do not increase the risk of a lightning strike).
- Unsafe shelters are buildings or structures without electricity or plumbing to ground the lightning, as they do not provide any lightning protection. Shelters that are unsafe include covered picnic shelters, carports, tents, baseball dugouts as well as other small non-metal buildings (sheds and greenhouses).

If a co-worker is struck by lightning

The victim does not carry any electrical charge. Call 9-1-1. If the victims' heart stopped or they stopped breathing, immediately administer CPR.

15.4.5 Hot/Cold Environments

Extreme weather conditions, including extreme heat/cold affect the business of the CCCA and its employees. The CCCA will provide a procedure to manage hot/cold extremes to protect employees by the following:

Heat-related illnesses happen when the body cannot cope with high temperatures. Workplace accidents and injuries are more common during hot weather.

Employees should look out for signs of heat-related illnesses in the workplace including: fainting, heat stroke, cramps, rashes, exhaustion, and fatigue.

Employees should use the following criteria to assist in determining suitable outside work in hot weather.

- Humidex (local or specific site) reaching or exceeding 35;
- Environment Canada humidex advisory (air temperature exceeding 30°C and humidex exceeding 40);
- Environment Canada weather reports;
- Heat waves (three or more days of temperatures of 32°C or more); and/or
- Ontario Ministry of the Environment smog alert.

If any of the above are issued, the following procedures may be used

Supervisors can use the following pending conditions:

- address the demands of all jobs and have monitoring and control strategies in place for hot days;
- Increase the frequency and length of rest breaks;
- Schedule strenuous jobs to cooler times of the day or another day;
- Provide cool drinking water near workers and remind them to drink a cup about every 20 minutes, or more frequently, to stay hydrated
- Caution workers to avoid direct sunlight
- Assign additional workers or slow down the pace of work
- Make sure everyone is properly acclimatized
- start a "buddy system" since people are not likely to notice their own symptoms

Employees can help prevent heat related injuries by:

- Wear light weight, light coloured summer clothing to allow free air movement and sweat evaporation, preferable long sleeve shirt and pants, and a head covering outdoors;
- Acclimatize slowly to the heat and work pace, avoid quick exposure from cold environments (air conditioned) to hot environments.
- Watch closely for signs of heat related illnesses on other employees, If signs are noticed, remove employee from heat, provide first aid if required and contact Supervisor;
- Use sunscreen with a minimum sun protection factor of 40

Cold related illnesses can be serious and life threatening. Symptoms can include shaking, slurred speech, frostnip, frostbite, and hypothermia,

Environment Canada has identified the following guidelines for Wind chill activities. Employees should use the following guide to assist in planning for cold weather activities:

Wind

<u>Chill</u>	<u>Risk</u>	<u>Health Concerns</u>	<u>What to do</u>
0 to -9	Low Risk	<ul style="list-style-type: none"> Slight increase in discomfort 	<ul style="list-style-type: none"> Dress warmly Stay dry
-10 to -27	Moderate Risk	<ul style="list-style-type: none"> Uncomfortable Risk of hypothermia and frostbite if outside for long periods without adequate protection. 	<ul style="list-style-type: none"> Dress in layers of warm clothing, with an outer layer that is wind-resistant. Wear a hat, mittens or insulated gloves, a scarf and insulated, waterproof footwear. Stay dry. Keep active
-28 to -39	High Risk: exposed skin can freeze in 10 to 30 minutes	<ul style="list-style-type: none"> High risk of frostnip or frostbite: Check face and extremities for numbness or whiteness. High risk of hypothermia if outside for long periods without adequate clothing or shelter from wind and cold. 	<ul style="list-style-type: none"> Dress in layers of warm clothing, with an outer layer that is wind-resistant Cover exposed skin Wear a hat, mittens or insulated gloves, a scarf, neck tube or face mask and insulated, waterproof footwear Stay dry Keep active
-40 to -47	Very High risk: exposed skin can freeze in 5 to 10 minutes	<ul style="list-style-type: none"> Very high risk of frostbite: Check face and extremities for numbness or whiteness. Very high risk of hypothermia if outside for long periods without adequate clothing or shelter from wind and cold. 	<ul style="list-style-type: none"> Dress in layers of warm clothing, with an outer layer that is wind-resistant. Cover all exposed skin. Wear a hat, mittens or insulated gloves, a scarf, neck tube or face mask and insulated, waterproof footwear. Stay dry Keep active.
-48 and colder	Severe risk: exposed skin can freeze in 2 to 5 minutes	<ul style="list-style-type: none"> Severe risk of frostbite: Check face and extremities frequently for numbness or whiteness. Severe risk of hypothermia if outside for long periods without adequate clothing or shelter 	<ul style="list-style-type: none"> Stay indoors

Supervisors should:

- Exercise due diligence for personal safety when assigning work in extreme cold.
- Use their discretion to assess the need for employees who regularly work outdoors during winter months to receive first aid training and training to recognize and respond to hypothermia and frostbite.
- Issue a “buddy system” since employees are not likely to notice their own symptoms

Employees should:

- Dress appropriate for the type of work and conditions, Clothing should be worn in layers, the outer layer should be windproof. Gloves and warm head protection must also be worn.
- Avoid working in the Wind
- Stay active and dry
- Limit the length of time you spend in extreme conditions and maintain the buddy system.
- Rest periodically in a sheltered area.
- Watch closely for signs of cold related illnesses on other employees, If signs are noticed, remove employee from cold, provide first aid if required and contact Supervisor;

15.5 Bomb Threat

A bomb threat may be directed against an organization or individual for any number of reasons. Usually, these threats are made directly by telephone, but there may be instances when the threat is made through the mail, radio or TV stations, local newspapers, or police agencies. In all instances, it is important to obtain as much information about the threat as possible.

When a bomb threat is called in, the procedures listed hereafter should be followed:

- keep the caller on the line and attempt to get as much information as possible. Ask for the message to be repeated to confirm it
- if the caller does not indicate the location of the bomb or the time of possible detonation, ask for this information
- inform the caller that the building is occupied and the detonation of a bomb could result in death or serious injury to many innocent people
- pay particular attention to background noises that may give a clue as to the location of the caller
- listen closely to the voice (male or female), voice quality (calm or excited), accents, and speech impediments. Immediately after the caller hangs up, report the call to the General Manager/Secretary treasurer or Supervisor
- report the threat immediately to the appropriate agencies, such as the police or fire department
- The General Manager/Secretary-Treasurer or Supervisor will issue the evacuation as warranted.

When a bomb threat is indicated by radio, tv or Police:

- listen closely to the message and record as much detail as possible;
- report the threat to the General Manager/Secretary-Treasurer or supervisor immediately;
- The General Manager/Secretary-Treasurer or Supervisor will issue the evacuation as warranted.

Evacuation

- full evacuation should be to an area sufficiently removed to ensure absolute safety
- do not use the normal muster point; select another gathering point prior to evacuation, ensuring that the gathering point has been searched
- personal items such as brief cases, etc., should be removed by evacuees
- after evacuation, ensure access to building or area is controlled to keep out unsuspecting visitors and prevent unauthorized entry.

Section 16 – Workplace Specific Procedures and Training

The Catfish Creek Conservation Authority shall provide Workplace Specific Procedures and/or Training for all Occupational Job Hazards identified in the Workplace. Occupational Hazards shall be determined by performing a Job Hazard Analysis on Employees tasks/duties.

Supervisors must provide appropriate procedures and training to employees during orientation and as needed to ensure staff is informed of the Workplace Specific Procedures and Training they will encounter at the workplace.

Additional workplace specific procedures may be added to this section as required.

Examples of Workplace Specific Tasks

Confined Space

Ladder Use

Forestry

Construction

Working Alone

Water Safety

16.1 Job Hazard Analysis

The Job Hazard Analysis should be completed by all Supervisors for employees under their supervision and themselves. The Job Hazard Analysis Form (Form 400-20, Appendix N-1) shall be completed by the appropriate supervisor and returned to the Health and Safety Coordinator for review. Hazards identified shall have a procedure and required training included in the Workplace Specific Procedures and Training Section of this manual. The purpose of the Job Hazard Analysis is to recognize, assess and control any identified or suspected hazard, the objective is to anticipate hazards before they cause harm or damage.

16.1.1 Hazard Recognition

Hazard Recognition means detecting a “suspected” hazard, because of its potential to harm or damage, or having it brought to your attention. This recognition may come as a personal opinion or concern. Hazard recognition can come from part of the workplace inspections performed by the Health and Safety Representative, Job Hazard Analysis procedures, or from encouraged employee feedback. There are two main types of Health hazards:

2) Health Hazards:

- Chemical agents (solids, liquids, gases)
- Physical agents (forms of energy or force ie. Sound, heat, electricity)
- Biological agents (micro-organisms from plant, animal, or human tissue)
- Ergonomic hazards (poor equipment or workstation design)

3) Safety Hazards:

- Machinery and equipment hazards
- Energy hazards (falls, struck by hazards, released energy)
- Confined space hazards
- Material handling hazards
- Environmental hazards

16.1.2 Hazard Assessment

Hazard assessment is evaluating the degree of risk and exposure of the identified hazard.

Assessment can be determined by:

- Detailed inspection and or testing of hazard
- Physical observation by trained individual/supervisor
- Investigations of near misses
- Conducting interviews of workers
- Reviewing first aid records

The JHSC, Supervisors, and workers can compare findings of hazard assessment and apply standards, expectations and rules/laws to determine controls to eliminate or reduce risks to acceptable standards.

16.1.3 Hazard Controls

Controlling the hazard means eliminating the hazard, or preventing it from harming workers. Control methods can be applied at three points with respect to the hazard:

- 1) At the Source – Preferred point of control. This includes use of engineering controls, isolation, elimination, or substitution of the hazard.
- 2) Along the path – This involves controls such as ventilation, barriers (machine guards), or distance from hazards.
- 3) At the worker – This is the least preferred method of control. It involves P.P.E and administrative controls (training or work scheduling).

16.2 Confined Space

16.2.1 Policy Statement

The CCCA shall ensure that workers and contractors required to enter or work in a confined space, as defined in the Act, are adequately trained in safe work procedures as required. Supervisors shall ensure that only those trained in confined space entry procedures are assigned to work in confined space situations. Trained workers must also be familiar with O. Reg. 632/05, Industrial Regulations Sections 119, Construction Regulations Section 221.

Untrained staff members, visitors and members of the public are prohibited from entering confined and restricted spaces. Supervisors shall ensure that the workers follow the safe working procedures for confined space.

Spaces recognized and designated as Restricted or Confined will have caution signs posted, at all times, indicating 'restricted or confined space area - do not enter'. This assists in ensuring a safe and healthy work environment for everyone.

When the CCCA does not have workers who have the training, knowledge and competency to enter and work in confined spaces, this type of work will be contracted out to qualified contractors.

The definition of a confined space, as stated in O. Reg. 632/05 of the Act is:

A fully or partially enclosed space,

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

Some examples of a confined space are:

- caves and crevasses
- wet wells and dry wells at pumping stations and flood forecasting stations
- manholes in sanitary and storm sewers

Technical Procedures

Due to the scope of this operation, operating procedures are laid out in a separate Confined Space Manual available at the Administration Office.

16.3 Lockout/Tagout

Lockout/tagout (LOTO) is a series of procedures designed to keep workers safe during the servicing and maintenance of machinery or other energized systems. LOTO is not only good practice but is also the law. The following sections of O. Reg 851/90 are only a sample of the legislation within the Act that focuses on LOTO of equipment and machinery:

ss. 68-71: confined spaces

ss. 75-76: machinery

s. 42: power supply

s. 78: drums, tanks, pipelines

The information listed below is to assist in creating specific procedures for all equipment and machinery that ensures it is locked out or tagged out, when under repair or if determined to be unsafe, so as not to endanger any workers, contractors, visitors or members of the public.

The Supervisor is responsible to ensure that only staff trained in LOTO procedures are permitted to lockout equipment and machinery. CCCA workers or any contractors working on CCCA equipment are responsible for the proper application of lockout procedures. The supervisor is responsible for ensuring the policy is adhered to.

Each department shall ensure special or additional procedures are developed for selective lockout and trouble shooting where required. These procedures must be approved by the Supervisor and the involved department. Specific departmental lockout procedures should include the following information:

1. Identify all sources of power,
2. Identify locations of main and other lockout points,
3. State special safety requirements (i.e. safety harnesses, goggles, gloves, etc.), and
4. State any other requirements needed to accomplish safe lockout.

Lockout Definitions

Power

Power is a type of energy that can operate equipment or devices. Common types are:

- electrical power;
- hydraulic fluids under pressure;
- compressed gases;
- steam under pressure;
- energy stored in springs;
- potential energy from suspended parts;
- any other sources that might cause unexpected mechanical movement.

Disconnect

Means the device which cuts off the source of power.

Stored Energy

Is any residual energy left in a system after the main source(s) of power has been disconnected. Stored energy could still cause movement that could endanger a person. i.e. contacts under pressure.

Entry Point of Power

The point at which power enters the machine, such as a main electrical disconnect.

Deadman Switch

A switch, that when held, will allow a machine or device to operate. When the deadman is

released, it will cause the machine or device to immediately cease operation and movement. This system must be fail-safe.

Restricted Zone

The zone where only a trained person may approach the machinery or equipment, while guards or protective devices may be disabled. This may take place in order to perform diagnostic testing or troubleshooting on the equipment while it is live or powered up.

Zero Energy State

The state of a device or equipment achieved when all kinetic and potential energy sources have been isolated, blocked, supported, retained, or controlled. During this state, energy will not be unexpectedly released. This is the maximal protection against unexpected mechanical movement of the machine.

16.3.1 Lockout Basics

- A numbered padlock, with a single key, will be assigned to those workers that perform repairs to equipment and/or are responsible for worker safety.
- The padlock key is to remain in the possession of the assigned worker and is not to be loaned out.
- If a piece of equipment is unsafe or repairs are to be made, a 'safety lock-out' is to be applied and the worker is to fasten their padlock to it, before commencing any repairs.
- If a piece of equipment cannot be locked out, the fuses or the key should be removed and the switch or key area should be tagged, identifying the equipment status.
- Prior to the removal of the padlock, the worker must check out the equipment and the immediate area to ensure that the equipment can be operated safely.
- In the event of a group lockout procedure, each employee must remove his/her own lock when the service or maintenance procedure is completed. EMPLOYEES ARE FORBIDDEN TO REMOVE A LOCK BELONGING TO ANOTHER EMPLOYEE.
- If repairs overlap from one shift or worker to the next, the worker going off shift is responsible for ensuring that the replacement worker knows of the lock out procedures in place and that lock out remains secure with the replacement worker.
- If a worker neglects to remove their padlock before leaving the facility, the supervisor will call them at home and have them return to the facility and remove the padlock. If this is not possible, the supervisor may remove the padlock, using a master key, only after he has verified that: the worker is still not working on the equipment, and it is safe to start up the equipment.
- In those cases where adjustments can only be made when the equipment is operating, a 'spotter' positioned at the "EMERGENCY STOP" button, voids a lock-out.

16.3.2 Steps to Lockout

1. Prepare for shutdown by notifying affected staff.
2. Identify the type(s) and magnitude of energy
3. Shut down the equipment. Check the moving parts to see if they've stopped.
4. Shut off or disconnect the energy source
5. Place the correct lock at each place where you isolate the energy source. Do it in order. Never skip a step. Fill out and attach a lockout tag to each lock as you go along. Each tag should include the date of the lock-out, the authorized employees name and the reason for the lockout.
6. Check it. Test circuits for electricity. Check switches and valves are turned off and locked. Check gauges for zero pressure. Turn the operating controls on to see if the main energy is

- still getting through. Turn them off again.
7. Neutralize any stored energy - release or block off all parts under tension or pressure, wait for temperatures to go down, disconnect, drain or vent whatever is needed to clean out the system.
 8. Check it again. Pressure gauges should be zero. Look for movement in the system. Listen or release of air or liquid. Check for lights on controls.
 9. Service or Maintenance can begin

16.3.3 Steps to Re-energize

When work has been completed on a machine or equipment and before releasing the equipment to production operations:

1. Ensure all equipment components are operationally intact, including guards and safety devices.
2. Remove all tools and materials from the equipment and the surrounding floor space.
3. Notify all employees in the area that equipment is to be restored to power. Inspect for obstructions, incomplete work, etc.
4. Verify all controls are neutral
5. Make one last visual check before restoring energy to ensure that everyone is physically clear of the equipment.
6. Remove all lock-out devices.
7. Turn the equipment back on and check for proper operation
8. Notify all affected employees that the service or maintenance is complete

16.4 Forestry

The Catfish Creek Conservation Authority shall ensure that its forest management practices on CCCA lands and private property proceed in a safe manner to ensure employees and public safety. Forestry work shall be undertaken in accordance with applicable acts and regulations.

Forest management practices may be defined as: timber cruising, tree pruning, tree thinning, timber skidding and loading, wood splitting, and tree planting.

- Employees entering a forest management site must wear:
 - CSA approved safety helmet
 - CSA approved steel toed safety shoes
 - CSA approved hearing protection (including ear plugs or muffs)
 - CSA approved orange safety vest
- Employees involved in a forest management activity shall ensure that the appropriate safety equipment is worn at all times.
- Employees shall ensure that all power operated equipment and/or machinery associated with forest management activities is maintained in proper working condition, prior to and during said activities. Power operated equipment and/or machinery will be operated only by employees qualified to do so.
- Work sites shall be left in a manner that will not jeopardize the safety of the general public. Adequate precautions shall be taken to warn the general public of potential hazards through the use of signage and/or barriers where applicable.

16.4.1 Chainsaw Operation

- All employees operating a chain saw, or mechanical pole saw, shall have a certificate of competency in chain saw safety issued by a qualified trainer. The employee will also receive authorization from his/her supervisor before operating a chain saw.
- Chain saw operators shall inspect the worksite for physical, electrical and other hazards prior to commencing operations.

- Chainsaws shall be inspected before use.
- No employee will ascend any tree using ropes, ladders, or an elevated work platform unless the employee is trained in these procedures.
- No employee shall work alone when using a chain saw.
- Smoking is not permitted while operating or refueling the saw.
- All employees working in a forestry operation will wear the following personal protective equipment at all times during the operation:
 - CSA approved safety helmet with Face Shield
 - CSA approved safety glasses
 - CSA approved (green patch) steel toed safety boots
 - CSA approved hearing protection (including ear plugs or muffs)
 - CSA approved chainsaw safety pants or chaps with ballistic nylon lining
 - Gloves
- All Chainsaws used by an employee shall
 - have a chain that minimizes the possibility of kickback
 - have a device that will stop the chain in the event of kickback
 - be in safe operating condition
 - be held firmly when starting
 - be held firmly by two hands while in operation
 - have the chain stopped when not cutting
- A tree shall
 - Be felled only after all workers other than the logger felling the tree are cleared from the danger area and all snags have been cut and cleared away;
 - Be felled after the chicots and spring poles in the vicinity of the tree being felled have been lowered safely to the ground,
 - Be felled In such a manner that the logger felling the tree is able to stand clear of the tree during its fall;
 - Be felled alongside or across a road only after the road has been blocked off or controlled by a signaler; and
 - Be limbed, bucked or topped only when the logger is in a position so that the limb, log, or top when severed cannot roll or drop on the logger.

16.4.2 Chipper Operation

- Employees operating a chipper shall have appropriate training in the safe use and operation of the chipper
- No Employee shall work alone when using a brush chipper
- A pre-start inspection shall be carried out prior to the operation of a brush chipper
- When using a brush chipper, the chipper will be securely attached to a vehicle, or a tractor large enough to handle the weight, at all times.
- When operating a wood chipper it is mandatory that no loose clothing be worn.
- Employees must ensure the following P.P.E is worn during chipper operations
 - CSA approved safety helmet with Face Shield
 - CSA approved safety glasses
 - CSA approved (green patch) safety boots
 - CSA approved hearing protection
 - Gloves to prevent cuts and slivers
- Before starting the chipper and during use, ensure that no foreign materials such as nails, stones, wire etc. are fed into the chute.
- No one shall stand or sit on or near the chipper while it is in operation.
- Ensure that the exhaust chute pathway is clear of all trees and other obstructions, including personnel.
- Brush shall be fed into the chipper butt first.

- Amount and diameter of the brush to be fed at one time shall be governed by the capacity of the unit.
- A push stick shall be utilized to feed short or thorny brush into the chipper.
- Stand off to one side and not directly behind the unit when feeding brush. One person shall be responsible for feeding brush; all other personnel will pile the brush in an area and manner accessible to the chipper operator

16.4.2 Wood Splitter Operation

- Employees operating a wood splitter shall have appropriate training in the safe use and operation of the wood splitter
- No Employee shall work alone when using a wood splitter
- Wood splitters should only be used for splitting wood logs, lengthwise with the grain. Do not use for other purposes, as unforeseen hazards may result.
- Only one log must be split at a time
- All guards and safety devices must remain in place
- No modifications or alterations can be performed on the wood splitter
- Never leave the wood splitter unattended while it is running
- Position the wood splitter on stable, level ground and block wheels before operation.
- DO NOT allow one person to operate the valve while another is positioning the wood as serious injury could result from starting operation with the hands near the ram or wedge. If a second person is assisting in loading logs, the operator must NOT actuate the Split Control Lever until the assistant and all bystanders are at least 10 feet away. DO NOT allow an assistant to hold the wood in place while the operator actuates the Split Control Lever.

16.5 Water Safety

A significant part of the Catfish Creek Conservation Authority's program is directly related to activities on, in, or near water. It is of the utmost importance that CCCA workers exercise due caution and accept as a minimum standard, the appropriate Federal, Provincial, and Municipal legislation. CCCA operations on inland waters and Great Lakes shall be undertaken in compliance with the *Occupational Health and Safety Act*, Reg. 851, Section 86.

Water related activities may include those procedures associated with dam operations and maintenance, stream gauging, erosion control measures, flood forecast system operation and maintenance, water sampling, and Lake Erie shoreline monitoring.

Employees who are performing water-based aspects of their jobs are not trained to provide water rescue and as such **NO individual should attempt any in-water rescue**. However, if a shore-based rescue can be safely attempted, the use of a rope/buoy system may be attempted, provided the individual can safely anchor themselves to an immovable object on shore to ensure their safety during any rescue operation.

The following procedures shall be adhered to when working in or around water:

- Employees shall wear life jackets on all operations where a worker is exposed to the risk of drowning by falling into water that is sufficient depth for a life jacket to be effective;
- Suitable rescue equipment (buoyant rope, etc) and an alarm (whistle,) must be available if conditions warrant life jacket use.
- No Employee shall work alone in or around water when there is a risk of drowning or the use of fall arrest equipment is required.
- A traffic vest must be worn while crossing public roadways, bridges and while working around streams, wetlands, etc. that meet or cross public roadways, to ensure increased visibility.
- Employees must notify their supervisor of location and approximate return time.

- A cell phone must be carried when performing work around or in water.
- Approach, enter and cross streams, waterways, etc. with caution at all times:
 - Look upstream and downstream for hazards prior to entering the water to avoid getting trapped
 - Test the embankment prior to crossing, avoid eroded areas, test for solid access areas before proceeding into water
 - Cross at shallow stretches of rivers or streams only
 - Move in a slightly downstream direction, if possible.
- Avoid hazardous locations:
 - Pools (usually deep and sometimes silty)
 - Pocket water behind boulders and other obstructions
 - Rapids that have high current velocities
 - Staff are prohibited from entering ANY high flow, fast moving water
 - Always move around obstacles rather than over them.
- When moving in low depth, fast water, centre your weight upstream. Face upstream and slowly shuffle across the stream.
- After leaving water, immediately (or as soon as practicable) wash your hands with soap and clean or bottled water or an alcohol based sanitizer/disinfectant. Do not eat, drink, smoke or touch your face, eyes or mouth.
- If your boots, hip or chest waders were leaking wash your feet and legs as soon as possible.
- If You Fall In Deep or Fast Moving Water
 - Do not panic.
 - Float on your back with your arms and legs outstretched (starfish float).
 - Orient yourself so that your feet are facing downstream. This will help protect your head.
 - Do not try and fight the current
 - Focus on obstacles coming at you as you move downstream
 - Point your feet at obstacles you want to avoid.
 - If you are about to strike an obstacle begin to swim upstream and to the side (45° to the current) of the obstacle while remaining on your back. The current will then carry you past the obstacle.
 - Be aware that hip and chest waders can make swimming extremely difficult if they become filled with water.
 - If water is cold you may suffer from hypothermia and should call for medical attention immediately.
 - If you receive abrasions, clean them thoroughly once you are out of the water, report the injury to your supervisor and seek additional medical aid, if required.

Certain restrictions are placed on operators of small crafts fitted with a motor. Although the restrictions identified refer to recreational use, the restrictions also apply to all CCCA work activities.

16.5.1 Travelling on Third Party Boats

WATER SAFETY PROTECTION in the form of a life jacket, Personal Floatation Device (PFD) or PFD Survival Suite approved by the Canadian Coast Guard or Transport Canada must be worn by employees who are travelling on any third party boats.

Boating on the Great Lakes

- Boat operators shall obtain weather briefings from Environment Canada prior to embarking.
- Prior to setting out, an itinerary shall be left with a competent staff person, (any changes shall be reported at the earliest opportunity).
- Employees must verify the operator is licenced for the type of craft being operated

- Employees must verify the boat is equipped with the proper safety equipment as required by Transport Canada.
- Employees required to operate a boat must possess a Safe Boating Certificate from an accredited Canadian Coast Guard Safe Boating Certificate course provider and be trained in the safe operation and use of the boat being operated.
- Employees shall not operate a boat while working alone.

16.5.2 Electrofishing

Electrofishing equipment (unit) must be serviced by an outside service provider on an annual basis. This is a provincial requirement of operation of this unit.

- **No person shall operate an electro fisher unless they are a certified 1st Class crew leader in accordance with OMNR Standards.**
- **No person shall be a member of a crew unless they are certified 2nd or 3rd Class as per above.**
- **All persons operating the electro fishing equipment must have a CPR refresher course annually. This is a provincial requirement.**
- Manufacturer's instructions shall be reviewed prior to operation when operating an electro fisher.
- It is mandatory that all pertinent safety equipment be worn, this includes; polarized eyewear, full chest waders, electricians gloves and a brimmed hat.
- The operator will assume full responsibility for any electro fishing crew and operations, even when a supervisor is present.
- All crew members will keep in constant verbal and visual contact while the unit is in operation.
- When members of the public are present, in any capacity, the unit shall be turned off

Ensure all equipment is sound and in safe operating condition, prior to use at the beginning of each shift:

- All wires adequately protected and securely fastened
- On/off switch sealed and functional
- Dead-man (anode) switch working and rubber switch boot intact
- Mercury (automatic safety tilt) switch functional
- Audible alarm and pulsing safety beacon function when unit is operational
- All gauges functional
- Waders and rubber gloves dry and without leaks
- Waders and gloves with holes or patched leaks and tears are prohibited from being used during electro fishing activities for safety.

Review all safety and operating procedures

- Working in or around water
- Lightning
- Working on uneven ground
- Working in hot conditions

Inspect site for potential hazards

- Deep water
- Submerged fences
- Broken glass
- Debris
- Ensure no people, pets, livestock or wildlife that might enter water are present

16.5.3 Ice Safety

Working on ice is to be avoided if all possible. When required to walk on ice where the depth of water is unknown, or, where the water is of sufficient depth for a life jacket to be effective as protection from the risk of drowning,

- Employees must be trained in ice water rescue before walking on ice;
- Ensure there is safe access to the ice surface
- All workers must wear a personal floatation device (PFD) and have ice picks; and
- Use the buddy system; and
- Have a life line or throw bag apparatus available;
- A local rescue plan must be in place, containing relevant information such as emergency phone numbers, location of emergency equipment and emergency procedures. The type of anticipated local on-ice activities governs the content of the plan. Consideration must be given in the plan for procedures designed to limit hypothermia.
- Test the ice surface every two feet and record the ice thickness
- If ice thickness cannot be determined, or cracking is evident : do not go on the ice surface
- Ice must be over 10cm thick of clear blue ice before one person may work on the surface

Ice Thickness

Three types of ice may typically be encountered.

1) Clear Blue Ice, which is strongest. 2) White or Opaque Ice is less dense and, therefore, weaker than clear blue ice. 3) Gray Ice, which is indicative of thawing ice and water. Gray ice is not considered load-bearing ice. Only the thickness of the largest continuously frozen ice layer is to be considered in determining the ice thickness. The maximum thickness to be used for determining bearing capacity is the minimum thickness determined during sampling.

Bearing Capacity of Ice

The table below is intended as a rough guide only, and cannot substitute for intimate knowledge of local ice conditions.

18.5.3 Ice Thickness Chart

Less than 5 cm.	Stay off
5 cm.	One person on foot
7.7 cm.	Group in single file
19 cm.	2 ton vehicle gross
20 cm.	2 half-ton trucks
25.5 cm.	3 half-ton trucks

16.6 Working Alone

To ensure appropriate supervisory due diligence and to promote safe work procedures for the health and safety of persons working alone, the CCCA shall implement a policy to cover this risk.

Working alone at jobs that have inherent risks to the safety of an employee can often be avoided though the scheduling of work to another time when a second employee is available. It is always preferable, whenever possible to do so, to have more than one (1) employee in the workplace at all times.

When this is not possible, procedures must be developed for checking the well-being of any employee assigned to work alone or in isolation under conditions which present a risk of disabling injury, if the employee might not be able to secure assistance in the event of injury or other misfortune.

Working Alone definition:

Employees who may fall under the definition of working alone are identified as:

- working alone or in isolation;
- a work situation where one cannot be seen or heard by another person and when one cannot expect a visit from another worker or member of the public for some time;
- at risk of a disabling injury;
- in a position where they might not be able to secure assistance in the event of injury or other misfortune.

The CCCA shall ensure that all employees, that may be required, from time to time, to work alone while carrying out their assigned duties, will have all reasonable safety measures available to assist them in the event of a workplace injury.

No employee shall work alone, if work involves:

- A portable ladder that exceeds 6 metres in length and is not securely fastened, or work with a ladder that is likely to be endangered by traffic (O.Reg. 851, s.73)]
- The use of fall arrest equipment and scaffolds are required;
- Machine and power tools that could cause critical injury, e.g. lathes, table saws and chain saws;
- Quick-acting acutely toxic material as described by the Safety Data Sheet, e.g. inorganic cyanides, fumigants, etc.;
- Risk of drowning (O.Reg. 213, s.27; O.Reg.851, s.86);
- Use of a vehicle, crane or similar equipment near a live power line where it is possible for any part of the equipment or its load to make contact with the live power line (O.Reg.851, s.60);
- A vehicle, crane, mobile equipment, or similar material handling equipment where the operator does not have full view of the intended path of travel (O.Reg.851, s.56)
- Working on an installation, equipment or conductor operating at a nominal voltage of 300 volts or more, except while testing equipment or trouble-shooting. A person who is able to recognize the hazards and perform rescue operations including artificial respiration shall be available and able to rescue the worker performing the work (O.Reg. 851, s.42.1)

Workers in the field, required to work away from their normal work centre, ie: forestry, construction, site inspections, turf maintenance, or security, shall work with another employee or volunteer if possible. If this is not possible, then the worker shall have, as a minimum, radio or cell phone communication back to a work centre, the worker shall practice the Buddy System where by the worker, working alone, and a co worker will contact each other periodically (as the circumstances warrant) in order to ensure that the worker is still safe.

Workers required to work in workshops or other workstations that have inherent risks related to the use of machinery, power tools, or compressed gas, should only do so under the following conditions: when there are other employees in the work area that could assist in the event of a worker injury: and/or, a radio or telephone is available on site in order to call for assistance in the event of a worker injury.

Working alone situations shall be identified and assessed cooperatively by supervisors and their employees and the following factors must be considered:

Supervisors shall provide training and instruction to employees for their specific working alone situations. Supervisors must consider the appropriateness of developing a safety plan on a case-by-case basis. Safety plans can include:

- Identification of the risks or hazards associated with the work to be performed or the environment where the work is to be done;

- Procedures to eliminate or minimize the identified risks (e.g. buddy systems, contact methods;
- Methods of communication by which the workers can secure emergency assistance, and how emergency assistance will be provided in the event of incidents or accidents;
- The length of time a worker may be out of contact with a supervisor (i.e. the frequency of regular communications)
- Confirmation where and when working alone is permitted.

Employees who work alone must:

- Follow safe work practices outlined in the safety plan;
- Maintain regular communication with supervisors

The following suggestions will promote personal safety for work alone situations:

- Schedule potentially hazardous work for times when supervisors and appropriate help will be available
- Provide adequate staffing for hazardous tasks performed at off-hours or remote locations;
- Coordinate work to minimize time working alone and promote employees checking in and out together;
- Eliminate work involving hazardous tasks or environment, or off hours;
- Consider the advantages of alternate communication systems: cellular phones, two-way radios, wire-based telephones, motion sensors, panic alarms, emergency locator transmitters, etc.;
- Promote dialogue about working-alone and personal safety issues

16.7 Ladders

CCCA workers who will require the use of ladders during the course of their duties shall receive education and training prior to use. Training shall include proper use and risks associated with use (falls).

Supervisors shall provide safety training and education about fall protection for employees required to use ladders.

Workers should be familiar with ladder inspection, types of ladders for the task (aluminum, fiberglass), Class or Grade of Ladder (Class/Grade 1 or 2) for industrial use and standard safe procedures for ladder use prior to work beginning.

Grade 3 ladders shall not be used by an employee.

Employees should always:

- Visually Inspect ladders at the start of the shift.
- Visually Inspect ladders after they have been used somewhere else by other workers.
- Visually Inspect ladders after they have been left in one place for a long time.
- “tag out” and report an unsafe ladder to their Supervisor immediately. The tag should be printed in big bold letters with the words “DANGER – DO NOT USE”.
- Keep the area at the base of the ladder clear.

STEP LADDERS

Where a step ladder is being used as a self supporting unit:

- Never straddle the space between a step ladder and another point.
- When standing on the ladder, avoid leaning forward, backward, or to either side.
- Always open the ladder fully before using it.
- Don't use an unopened step ladder as a straight or extension ladder. The feet are not designed for this use.
- Never stand on the top step, the top, or the pail shelf of a step ladder.

- When climbing up or down a step ladder, always face the ladder and maintain 3-point contact.

PORTABLE STRAIGHT LADDERS

A portable ladder shall:

- have non-slip feet,
- be free from broken or loose members or other faults,
- be placed on a firm footing; and, where it: exceeds 6 metres (20 feet) in length and is not securely fastened; or is likely to be endangered by traffic, be held in place by one or more persons while being used; and,
- where not securely fastened, be inclined so that the horizontal distance from the top support to the foot of the ladder equals 1 foot out for every 4 feet in height. Example a ladder that is reaching a 16' height must be out 4' at the base.
- Ladders constructed of conducting materials must not be used for work on or near any electrical power sources.
- When a ladder is to be used to gain access to a level, the ladder shall extend at least three feet above the level.
- Wooden ladders shall not be painted or coated with any opaque material.
- All portable ladders shall be CSA-approved and appropriate for intended use.
- Employees climbing and working from ladders shall maintain 3-point contact with the ladder. This means two hands and one foot or two feet and one hand on the ladder at all times.
- Straight ladders used for access shall be secured at the base and at the point of contact.
- Extension ladders need both locks holding to avoid overloading a rail
- Defective ladders shall be taken out of service, tagged for repair, or scrapped.

16.8 Construction

The Catfish Creek Conservation Authority shall engage in construction in a manner that will ensure employee and public safety while adhering to applicable regulations.

Any CCCA project, work site or location where construction/demolition is to take place is subject to the rules and regulations for construction projects under the Occupational Health and Safety Act R.S.O 1990.

16.8.1 Construction Definitions:

Construction is the erection, alteration, repair, dismantling, demolition, structural maintenance, painting, land clearing, earth moving, grading, excavating, trenching, digging, boring, drilling, blasting, or concreting, the installation of any machinery or plant, and any work or undertaking in connection with a project but does not include any work or undertaking in a mine. (OHSA R.S.O. 1990 1(1))

Construction Project – a project is subject to O.Reg.213/91 if,

- The total cost of labour and materials for the project is expected to exceed \$50,000;
- The work is the erection of structural alteration of a building more than two storeys or more than 7.5 metres high;
- The work is the demolition of a building at least four metres high with a floor area of at least thirty square metres;
- The work is the erection, structural alteration or structural repair of a bridge, an earth-retaining structure or a water-retaining structure more than three metres high or of a silo, chimney or a similar structure more than 7.5 metres high;
- Work in compressed air is to be done at the project;

- A tunnel, caisson, cofferdam or well into which a person may enter is to be constructed at the project;
- A trench into which a person may enter is to be excavated at the project and the trench is more than 30 metres long or more than 1.2 metres deep and over thirty metres long; or
- A part of the permanent or temporary work is required by this Regulation to be designed by a professional engineer. (O.Reg.213/91, s.6.(1))

16.8.2 Construction Procedures

Prior to the commencement of any construction/demolition project the following procedures shall be adhered to:

- Any employee responsible for overseeing a particular construction project, shall:
 - review the applicable section(s) of the Occupational Health and Safety Act;
 - ensure that equipment, materials and protective devices as prescribed are provided and used;
 - ensure that equipment, materials and protective devices provided are maintained in good condition;
 - provide information, instruction and supervision to a worker to protect the health or safety of the worker;
 - locate all underground utilities prior to excavating in conjunction with the Authority having jurisdiction;
 - take adequate precautions to warn the general public of potential hazards by providing warning signs, flashing lights or barriers where appropriate.
- Contractors shall be advised by the person having authority of their obligations under the O.H.S.A. prior to commencement of any work.
- Confirmation of the status of the contractors Workmans Compensation Coverage must also be secured by the person having authority and documented on a clearance certificate. The completed clearance certificate shall be filed with the Administrative/Financial services Co-ordinator or designate for processing and future reference.
- All employees on any construction site shall wear the appropriate personal protective equipment

16.9 Fall Protection

The Catfish Creek Conservation Authority shall ensure Fall Protection is provided when employees are exposed to the following hazards;

- the distance of the fall would exceed three metres,
- fall into water or a liquid,

16.9.1 Fall Protection types

Fall Arrest

Fall arrest is designed to stop a fall within a few feet of the workers original position. When it is determined necessary to provide fall arrest, the worker shall wear a CSA certified full body harness and lifeline with a shock absorber or similar device. The lifeline must be secured to a fixed support and must protect the worker from a vertical fall of more than 1.5 meters. The fall arrest system must have sufficient capacity to absorb twice the energy and load that may be transmitted to it.

Travel Restraint

Consist of the same basic components as a Fall Arrest System but are designed to restrain a worker from getting too close to an unprotected edge.

Life Jackets

Where a worker may fall into water that is sufficient depth for a life jacket to be effective to prevent drowning, a CSA approved life jacket shall be worn. An alarm system and rescue equipment, appropriate for the circumstances, must also be provided to ensure the workers rescue.

16.9.2 Fall Protection Procedures

- Supervisors shall assess the work and the workplace and determine if the worker should wear fall protection and if so what type. Attempts to eliminate the risk of falls from heights should be considered as the first option by considering the following options;
 - remove the reason for work at heights,
 - move the task to floor or ground level,
 - install permanent safe access to the elevated workplace,
 - install walkways and guardrails,
 - build safe work platforms or use a lift cage,
 - enclose the elevated workplace,
 - install permanent rigid covers over openings and/or erect barriers or guardrail
- A fall protection plan shall be developed for each site requiring fall protection and may include:
 - the description of the assembly, maintenance, inspection, disassembly, storing, and handling procedures for each fall protection system being used
- written procedures to rescue workers who have fallen, or have been injured by a fall.
- Supervisors shall train workers in the type of fall arrest systems you are asking them to use and in which conditions they are required;
- Only CSA approved fall protection components purchased from a reputable dealer may be used and the manufacturers use and recommendations shall be followed;
- A competent worker shall inspect fall arrest components and travel restraint system components before each use. Defective components shall be taken out of service immediately.
- Buddy systems shall be required whenever fall arrest systems are necessary for employee protection.
- CCCA will require contractors to comply with all OHSA regulations.

16.10 Insects and Diseases,

The Catfish Creek Conservation Authority shall ensure that all employees follow the basic health and safety precautions when working out of doors, to protect themselves from the potential adverse health effects as a result of exposure to Diseases caused from insects.

West Nile/Mosquito

In recent years, West Nile Virus (WNV) has come into Southern Ontario and is now considered a threat to human health in some cases. West Nile Virus is a mosquito-borne virus that typically stays within the mosquito-bird-mosquito cycle but can be transmitted to humans by the bite of an infected mosquito.

Workers at highest risk of exposure to the virus are those working outdoors.

Workers should protect themselves from potential infection from mosquito bites. Ways in which to do this are:

- Wear light-coloured, tightly-woven long-sleeved shirts and long pants, socks and shoes when working outdoors.
- Spray clothing with an insect repellent as directed by the manufacturer. Those that contain DEET are most effective.
- Apply repellent sparingly to exposed skin, and follow the manufacturer's directions.

- Mosquitoes are most active at dawn and dusk. Avoid mosquito-prone areas during these times.

The Catfish Creek Conservation Authority shall have a supply of insect repellent available at no cost to employees who must work outdoors. This repellent must not contain more than the industry acceptable standard of 30% DEET.

It is up to the employee to make an informed decision regarding voluntary use of this insect repellent.

Lyme Disease/Ticks

What precautions should you take to avoid Lyme disease?

In areas where ticks are found, individuals should know about the risk of Lyme disease and should take precautions to protect themselves.

- Find out from your local public health office if there are ticks in your area, especially blacklegged ticks.
- Wear protective clothing to limit the access of ticks to your skin. This clothing should include enclosed shoes, long-sleeved shirts that fit tightly around the wrist and are tucked into pants, and long-legged pants tucked into socks or boots. Light coloured clothing helps to be able to spot ticks.
- Insect repellents containing DEET can effectively repel ticks. Repellents can be applied to clothing as well as exposed skin but should not be applied to skin underneath clothing (note: DEET may damage some materials). Always read and follow label directions. The CCCA shall have a supply of insect repellent available at no cost to employees that contains no more than 30% Deet.
- **Check for ticks** on clothing and skin after being in areas of tick habitat. A daily total-body inspection and prompt removal of attached ticks (i.e., within 18 to 24 hours) can reduce the risk of infection. Blacklegged ticks are very small, particularly at the nymphal stage, be sure to look carefully. Do not forget to check children and pets as well.
- Carefully remove attached ticks using tweezers. Grasp the tick's head and mouth parts as close to the skin as possible and pull slowly until the tick is removed. Do not twist or rotate the tick and try not to damage the tick (i.e., squash or crush it) during removal.
- After removing ticks, wash the site of attachment with soap and water or disinfect it with alcohol or household antiseptic. Note the day of the tick bite and try to save the tick in an empty pill vial or doubled zip-lock bag.
- Ticks should be taken to the local health unit for testing for Lyme disease;
- Contact a doctor immediately if you develop symptoms of Lyme disease, especially when you have been in an area where blacklegged ticks are found.

16.11 Poisonous Plants

Employees required to work outdoors shall learn to identify poisonous plants to reduce the risk of exposure. Some plants can cause more serious skin reactions and result in long lasting scars which makes it important for quick identification.

Hazardous plants in Ontario include giant hogweed, wild parsnip, poison ivy, poison sumac and stinging nettle.

Giant hogweed

Giant hogweed has a scattered distribution across southern and central Ontario. Contact with giant hogweed sap can cause blindness, severe blistering and burns on your skin.

Giant hogweed is a large plant, growing up to five metres tall. Young plants form large rosettes up to two metres high with no flowers. Mature plants send up flowering stems that produce large, white umbrella-shaped flower clusters up to 90 centimetres wide. There are two really distinguishing things about giant hogweed. First is its stalk which has reddish purple blotches and speckles and coarse hairs. Second, the leaves have unusual toothed edges like a jagged-looking maple leaf. In early May, leaves are about 30 centimeters in diameter. The plant contains a clear, watery sap that is a photosensitizer, which sensitizes skin to ultraviolet light like sunlight. Skin contact with the sap in combination with exposure to sunlight can cause swelling, severe burns and painful blisters, usually within 48 hours. The severity of skin reaction depends on individual sensitivity. Depending on individual sensitivity, effects can last for months and skin can remain sensitive to sunlight for years. Eye contact with the sap has been reported to cause temporary or permanent blindness.

Wild parsnip

Wild parsnip can be found throughout Ontario and is particularly abundant in eastern Ontario. It grows in abandoned yards, waste places, meadows, old fields, roadsides and railway embankments. Skin contact with the sap – also a photosensitizer – has similar effects to giant hogweed.

In its first year, wild parsnip grows close to the ground in the form of rosettes with leaves averaging six inches long. Mature wild parsnip have flower stalks that grow to about four feet tall and umbrella-like clusters of yellow flowers that form large flat seeds. Handling the fruit, flowers or leaves of wild parsnip followed by exposure to sunlight can cause inflammation of the skin. Skin reactions may range from burning sensations and reddening of the skin to blistering and extreme burns. Wild parsnip reactions often appear as long spots or streaks on the skin and are commonly confused with the effects of poison ivy. Unlike poison ivy, you don't need to be sensitized by a prior exposure.

Poison ivy

Poison ivy is a wild plant that can cause an itching rash for most people. It grows in thickets in clearings and along the borders of woods, roadsides, in meadows, waste areas, and along fence lines throughout most of Ontario.

"Leaflets three – Let it be!" Poison ivy has three leaflets. The stalk of the middle leaflet is longer than the stalks of the two side leaflets. Poison ivy can grow as dwarf, shrubby plants carpeting the ground, as upright plants 60-90 centimetres high or in vine-like form around trees, shrubs and posts. Poison ivy has oil throughout the plant that may sensitize a person's immune system so subsequent contact with the oil can result in an allergic skin reaction. The reactions may range from mild to severe itchy skin rashes. Tearing or bruising the plant can expose skin to the oil. The oil can also stick to clothing, boots and tools and transfer to other people by touching or rubbing. The oil can be carried by smoke from a fire and if a susceptible person is exposed to the smoke or inhales it, serious allergic respiratory or skin reactions can happen. The oil can also spray from plants when they are cut.

Poison sumac

Poison sumac is a wild plant that, like poison ivy can cause an itching rash for most people. It is a native shrub or small tree found in southern Ontario. It's found in wet woods and edges of swamps and lakes. The sap contains the same sensitizing oil found in poison ivy. Both the foliage in summer and the bare branches in winter can cause a severe rash.

Poison sumac has compound leaves with three to six pairs of leaflets that are nearly opposite each other, plus one terminal leaflet at the tip. Leaflets are pointed at the tip usually with smooth edges and turn red in the fall. Flowers are dull white, produced in hanging clusters. Berries are a whitish or drab colour.

Stinging nettle

Stinging nettle is a flowering plant with hollow hairs on the leaves and stems, which contain acid and other chemicals. It can be found in large masses in old pastures, flood plains, woodland areas and along stream banks throughout Ontario.

Stinging nettle grows up to one metre tall and its leaves are dark green, egg-shaped, toothed and tapered, measuring five to 15 centimetres long and two to five centimetres wide. Nettles flower from June to September and produce small hanging clusters of greenish-white flowers that are found above where the leaves are attached to the stem.

Stinging nettle can cause a chemical dermatitis or skin inflammation from the acid in hollow hair of the leaves and stems. When touched, the hairs penetrate the skin, breaking off, allowing the acid to enter the skin.

16.11.1 Prevention

- Quick identification is key to prevention! Become familiar with the above hazardous plants in order to identify them by sight.
- Never touch or brush up against any of these plants with bare skin.
- If you must work near the plant, cover your body using impermeable coveralls and boots, rubber gloves, and use a face shield to protect your eyes and face from contact with the plant. Use of impermeable protective clothing increases the risk of heat stress so appropriate precautions should be taken to prevent heat stress.
- Thoroughly wash your boots and rubber gloves first with soap, water and a scrub brush before taking off your protective clothing.
- Remove clothing carefully to avoid contact with sap that may be on your clothing.
- Wash rubber gloves again before removing them.
- Lastly remove protective eyewear if wearing them.
- Put non-disposable clothing in the laundry and wash yourself with soap and water.
- Wash all equipment that has touched the plant, sap or oil.
- Avoid using power tools near or burning the plant – damage can release toxic sap or oil.
- The only person that should cut or attempt to control hazardous plants is someone who is trained and knows:
 - the hazards
 - the controls to prevent contact including eye protection plus facial protection from sprays/splashes of sap/oil
 - how to prevent further spread of the plant

16.11.2 What to do if exposed to hazardous plants?

- Wash the affected area immediately with soap and cold water.
- Cold water should be used because hot water opens the pores of your skin and increases the chances of the oil and sap being deeply absorbed.
- Stay out of sunlight and cover up exposed areas (if exposed to giant hogweed or wild parsnip).
- Get medical attention immediately.
- Notify your supervisor as soon as possible and follow accident/injury procedures

16.12 Wildlife Encounters

Employees required to work outdoors or while driving may encounter wildlife while on duty. Wildlife includes raccoons, skunks, deer, coyotes, birds, amphibians, reptiles, etc. The CCCA shall ensure the safety of employees by following the below procedures:

- Employees shall avoid contact with wildlife while on duty unless it is a required part of their duties and sufficient training and PPE has been obtained with the required species;
- If aggressive wildlife (deer in rut, coyote, bears, raccoon, etc) is seen in a work area and remains, employees shall contact their supervisor and arrange for other suitable work until the wildlife has safely left the area;
- Employees shall not remove wildlife from roadways or areas that may put the employee in danger;
- If bitten or scratched by any wildlife, seek medical attention immediately and notify a supervisor.

16.13 Portable Media Players

To provide guidelines for Catfish Creek Conservation Authority employees on the use of Personal Media Players during work hours.

16.13.1 PMP Definition:

Portable Media Player (PMP): a portable electronic device capable of playing media (music, video, etc.) through personal headphones.

16.13.2 Procedures

Employees of the Catfish Creek Conservation Authority are not permitted to use a PMP under the following circumstances:

- while driving any licensed or unlicensed motor vehicle;
- while operating any heavy equipment;
- while operating any motorized unlicensed equipment;
- while operating any motorized hand tool or machine;
- while working in an area where vehicular traffic may be present;
- while working in an area or facility where the primary role of the employee is to welcome, greet, or serve the public or patrons of the CCCA;
- while working in any situation where communication with other employees is vital to the safe working conditions of the project/task at hand;
- while working in any situation where hearing protection is required.

Employees who are not engaged in the above circumstances may with their supervisor's approval use a PMP under the following conditions:

- that they maintain the volume of the PMP at a level that will not affect their hearing, according to the manufacturer's instructions;
- that they maintain the volume of the PMP at a level that will allow them to hear other employees, telephones, or other background sounds;
- that they not combine the PMP with hearing protection devices (eg. earmuffs);
- that they maintain a level of acceptable workplace decorum while using the PMP, including:
 - removing the PMP when speaking to a co-worker or member of the public
 - keeping the volume of the PMP at a level that will not disrupt the activities of co-workers

16.14 Private Property Site Visits

The CCCA shall ensure the safety of employees who are required to enter onto private land. Unexpected events in unfamiliar environments increase the hazard potential when performing site visits. Employees must remain vigilant and aware of their surroundings to aid in the recognition of these potential hazards.

Employees shall follow the procedures below:

- Contact must be made with the owner/supervisor of the site prior to entering onto the site.
- Employees must ask the owner/supervisor if there are any known hazards to be aware of on the lands prior to entering the site. Note: Owners may not be aware of all hazards on their property. Hazards can include but not limited to:
 - Aggressive or upset landowners, Employees may opt to communicate electronically or if a site visit is necessary, work in pairs with trained staff (and/or O.P.P if warranted): Employees shall terminate the site visit if threatening or inappropriate behavior is detected. Follow Violence/Harassment Policies
 - Aggressive pets including dogs, cats. Ask the owner to secure any pets prior to arrival. If a pet is acting aggressively- call the landowner before getting out of vehicle to secure the animal.
 - Aggressive livestock including cattle (bulls), horses, swine, donkeys, etc; Employees shall stay out of fenced/penned areas enclosing livestock that may harm the employee.
 - Structurally unsafe bridges, crossings, buildings; If an employee is unsure of any item that may be unsafe, the employee shall avoid using that item or find an alternate safe route or location.
 - Biohazards: Employees must follow all biohazard protocols and follow owner's requirements to eliminate any transfer of diseases from one farm operation to another;
 - Fences; Employees shall only cross fences through a gated access point recommended by the landowner. Ask if there are any Electrical fences on the property and if there is a safe crossing point.
 - Illegal activity ie. Grow operations, animal cruelty, etc. Employees who come across any illegal activity shall leave the area immediately and notify their supervisor and/or O.P.P.
- Employees shall communicate the locations being visited and a contact number (cell number) with the administration office and supervisors for each day.
- Employees shall carry a cell phone and ensure it has reception at the site before exiting their vehicle.
- Employees should work in the buddy system when possible on site visits, if this is not possible, employees shall follow the Authorities working alone policy and procedures.
- Employees shall not enter a location or situation where they feel threatened or unsafe
- Employees must remain alert and make mental notes of your surroundings when you arrive and during site visits.
- Employees should always maintain a 'reactionary gap' between yourself and the client (e.g., out of reach of the average person's kicking distance). Increase the gap by sitting across from each other at a table, if possible.
- If you are referring to written material at a site visit, take two copies so that you can sit across from the client, not beside.
- Employees shall take all required Personal Protective Equipment necessary for the site inspection. This can include hard hat, high visibility vest, eye protection, gloves, masks, etc. Employees shall cancel the site visit if the required PPE is not available or taken with them on site.
- Employees are encouraged to view Ariel photos and driving directions prior to leaving for a site visit. Employees should determine a safe route to the site as well as look for any potential hazards with current Ariel photos/maps.

16.15 Propane Gas

Propane is a liquid stored under pressure in tanks and cylinders. In most systems, propane is vaporized to gas before it leaves the tank or cylinder and is then dispensed through a pressure regulator to your appliance. In its natural state, propane is an odourless, colorless gas. A chemical odorant is added to propane to give it a distinctive smell so the presence can be detected.

To ensure the safe use and handling of propane by CCCA staff and volunteers the following shall be adhered to:

- Every supervisor of a worker is responsible for ensuring that propane is handled and used safely and that all safety procedures are adhered to at all times.
- All propane tanks on CCCA property must have a WHMIS sticker identifying the gas in the cylinder.
- No staff member will handle propane tanks, propane gas barbeques, propane fired tiger torches, propane fired heaters and other propane equipment in any way until trained how to do so safely by an experienced and authorized staff member
- Employees shall not perform repairs on propane tanks or propane furnaces/appliances.

Propane Handling

- All Catfish Creek Conservation Authority staff members who handle propane must be familiar with the SDS, the emergency procedures and first aid measures as stated.
- Smoking is prohibited near equipment powered by propane and where cylinder filling and exchanging is done.
- The tank should always be in the proper position to ensure that the liquid propane does not come into contact with the relief valve.
- Make sure the valve is closed tightly when not in use.
- Handle the cylinder gently. Do not drop, dent or damage.
- Always protect the valve from any damage.
- Avoid contact with liquid propane, as it can cause frostbite.
- Exchange removable cylinders outdoors or in well-ventilated areas, away from sources of ignition.
- Wear protective gloves (leather or insulated neoprene), any eye protection while making or breaking connections.
- Close the valve before disconnecting tank to allow propane to dissipate from the lines.
- Tighten the connection nut securely. Do not use metal tools for possible static arcing.
- Open valves slowly and check for leaks using a spray bottle containing a solution of soap and water
- Secure the cylinder.

Transporting Propane Bottles

Because of the possibility that the pressure relief valve might release propane, several aspects of handling become important.

- CCCA staff transporting propane cylinders must ensure that there is a WHMIS label on the containers and a good practice is to have the Safety Data Sheet in their vehicle, in the event of an emergency situation with propane.
- Cylinders must always be upright in storage, during transportation or when in use to ensure that in the event of excess pressure, vapour escapes and not liquid propane, which is more dangerous than a vapour release. Excess pressure can be caused by a rise in temperature of bottle from direct sunlight or increased ambient temperature.
- Cylinders should never be transported or installed in an enclosed space. If you must transport by car, use the trunk and use a stand or cardboard holder to keep bottle upright, and have trunk lid open a few inches for ventilation. If transporting in the truck, ensure that the bottles are secured in an upright position, and that the winders of the truck topper are open for ventilation
- Remove propane cylinders from the vehicle promptly. If you are not connecting it to your barbecue or appliance immediately, store it outdoors or in a well-ventilated area. Keep it away from sparks or open flames and avoid rough handling. Remember to treat empty cylinders with the same precaution and procedures as full ones. When returning your empty cylinder for refilling, always remember to use the plug.

16.16 Grass Cutting and Lawn Maintenance

Employees required to maintain lawn and meadow locations are required to follow the below procedures to ensure safe operations:

- CSA approved safety eyewear, hearing protection, safety shoes or boots and long pants shall be worn. If the task involves operation of a cord trimmer, the worker shall wear a partial face shield and CSA approved safety eyewear.
- Loose clothing shall not be worn when operating lawn-mowing equipment. Proper fitting apparel shall be worn.
- All staff must follow policy and procedures outlined in 11.3 - Mobile Equipment/Machinery Procedures and 11.4 – Small Equipment and Hand Held Tools
- The use of Personal Media players is restricted while using Machinery and equipment.
- Before starting to mow:
 - clear all loose material from the area, e.g. stones, broken glass
 - survey the area for any obstacles that may interfere with the mowing, e.g. curbs, tree roots, ensure the fuel tank is full to minimize the need for refueling
 - check that the grass is not wet and slippery.
 - ensure the area is clear of people. If it is not possible to clear the area, move to another location or ensure that the position of the public is known at all times, especially children.
- When operating:
 - ensure the discharge chute is not aimed at anyone;
 - ensure that the mower is under control at all times.
 - Shut the engine off: whenever leaving the mower unattended;
- When maintaining the equipment, workers shall disconnect the spark plug before performing any maintenance on a machine with no key, if a key is present the key shall be removed and “tagged out”