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11.1 Monitoring and Measurement Policy Statement

Management is responsible to establish and maintain procedures, to monitor, measure, and to record OHS performance and the effectiveness of the OHSMS on a regular basis. Management is responsible to manage the Return-To-Work Program and Occupational Health Assessment Program in consultation with appropriate medical personnel.

The intent of performance monitoring and measurement is to:

- a) Determine the extent to which the OHS policy, objectives, and targets are being met.
- b) Provide feedback on OHS performance.
- c) Determine whether the day-to-day arrangements for hazard and risk identification, assessment, and elimination or control are in place and operating effectively.
- d) Provide the basis for decisions about improvements to hazard and risk identification, assessment, and elimination or control, and to the OHSMS.

Both qualitative and quantitative measures appropriate to the needs, size, and nature of the organization shall be developed in consultation with employees and their representatives.

Monitoring and measurement activities shall be recorded.

Management is responsible to facilitate OH&S requirements, including the following:

- Analytical analysis shall be performed by an approved lab.
- Quantitative monitoring will be contracted to an approved lab.
- Hygiene testing and monitoring will be completed by an approved contractor.
- Drug and Alcohol testing will be performed by an approved qualified company.
- Monitoring and measurement equipment will be calibrated and maintained.
- All calibration records will be retained for the life of the equipment plus 75 years.

Rod Krips, Chief Administrative Officer

Date



11.2 Formal Inspections Policy

It is the policy of The Town of Daysland that formal inspections are carried out regularly in all areas of operation. This policy applies to all employees of The Town of Daysland. For the purpose of this policy, volunteers are classified as employees.

Formal inspections are conducted to:

- Ensure that methods used to protect staff from health and safety hazards are effective.
- Ensure any other hazards and unsafe conditions are identified and controlled.

Related Documents

Facility Inspection Forms

Vehicle Inspection Forms

Equipment Inspection Forms

First Aid Kit Inspection Forms

Fire Extinguisher Inspection Forms

Responsibilities

Chief Administrative Officer

- Participate in at least one formal inspection annually.
- Ensure that resources are available to conduct inspections and correct any observed hazards.

Foreman/Supervisors

- Participate in at least one formal inspection every 6 months.
- Review all inspections and unsatisfactory observations and ensure that corrective actions are carried about as soon and as efficiently as possible.

Employees

- Complete inspections as directed by the foreman or supervisor and according to inspection schedule.
- Inspect emergency equipment on a monthly basis.
- Report all observed hazards to your foreman or supervisor immediately.
- Carry out corrective actions as instructed by your foreman, supervisor or required as per inspection.

Health and Safety Representative

- Participate in at least one formal inspection per year.
- Review all inspections and unsatisfactory observations and ensure that corrective actions are carried about as soon and as efficiently as possible.



Procedure

Formal inspections are to be conducted by trained personnel or safety, with assistance from another employee (if required).

Formal inspections are to be conducted, at a minimum, as follows:

- The Town Office – Quarterly
- Old Shop – Quarterly
- Lagoon – Quarterly
- New Shop – Monthly
- Water Treatment Plant – Monthly
- East and West Reservoir's – Monthly
- Sewage Lift Station – Monthly
- Fire Hall – Quarterly
- Trucks – Monthly
- Parks – Monthly from April to October, with a maximum of 7 inspections and 1 inspection during November to March. A different park is done each time.
- Equipment – Monthly
- Fire Extinguishers – Monthly
- First Aid Kits – Monthly

Operations should also be informally inspected on an ongoing basis to ensure no uncontrolled hazards are evident.

Ensure that findings of previous inspections are reviewed and, should corrective actions remain outstanding, dates are escalated accordingly.

A Workplace Inspection Form shall be completed as per the Inspection Policy as well as applicable emergency equipment inspection forms on a monthly basis. Identified hazards are to be written up with corrective actions.

Corrective actions are to have completion dates assigned to them as well as a person responsible for completing that action.

Inspections are to be signed off by the employees' foreman, supervisor, or the Chief Administrative Off and retained for a period no less than 3 years.



The following hazard rating system will be used to determine the priority of corrective actions:

- **High Hazard (urgent hazard situation)** — these hazards require immediate corrective action. All activities must be discontinued immediately until the hazard is remedied.
- **Medium Hazard (important hazard situation)** — these hazards require attention as soon as possible.
- **Low Hazard (minor hazard situation)** — these hazards are not an emergency but needs to be corrected in a timely manner.

Management, foreman, supervisors and the safety representative should have training in formal inspections; this can be done in house.

Rod Krips, Chief Administrative Officer

Date



11.3 Environmental Policy

The Town of Daysland recognizes the need to conduct its business in a manner which protects and sustains the environment. The Town of Daysland will therefore strive to make environmental considerations part of their business planning and decision-making process. The information in this policy does not take precedence over applicable government legislation, with which all employees should be familiar. This Policy affects all personnel, volunteers, visitors and contractors of The Town of Daysland. For the purpose of this policy, volunteers are classified as employees.

The Town of Daysland will fulfill its commitment to environmental responsibility by doing the following:

- Complying with local, provincial, and federal laws and regulations.
- Reporting spills to the appropriate authorities as necessary.
- Evaluating and assessing its operations to provide and maintain environmental protection.
- Assessing potential environmental risks of products, processes, and operations.
- Evaluating and monitoring environmental performance by keeping track of any non-compliance issues with this policy.
- Providing education and training to employees on related policies and procedures.
- Maintaining an effective communication and reporting system.

Waste Disposal Documentation

The Town of Daysland shall maintain the following waste records:

- Originals of hazardous waste manifests.
- Copies of invoices (originals are filed by the Accounting department).
- Laboratory and Waste Management Facility analytical reports.
- Waste Carrier/Waste Management Facility information packages/correspondence.
- Records of waste volumes disposed (for all wastes, when available).

Rod Krips, Chief Administrative Officer

Date



11.4 WCB Claims Management

The Town of Daysland will strive to have successful management of WCB claims, claim costs and WCB premiums, to ensure the immediate involvement and compliance with legislative requirements. This policy applies to all The Town of Daysland employees who become injured to the managers who handle the claims process.

Responsibilities

Chief Administrative Officer

- Submit all required employer reports, forms, etc. as required by regulating bodies including WCB and OH&S.
- Support everyone on the accommodation of modified work and return to work.
- Support injured employees, accommodating for their needs, in the event of an injury.

Foreman/Supervisors

- If an employee is unable to complete a First Aid Report Form, one will be completed for them and the employee will review and sign off on it.
- Support everyone on the accommodation of modified work and return to work.
- Support injured employees, accommodating for their needs, in the event of an injury.

Employees

- Report work related injuries to The Town of Daysland immediately.
- Complete the First Aid Report Form.
- Present the Modified Work package to the attending physician or medical practitioner and return the completed package to the Chief Administrative Officer.

Health and Safety Representative

- Submit all required employer reports, forms, etc. as required by regulating bodies including WCB and OH&S.
- Support everyone on the accommodation of modified work and return to work.
- If an employee is unable to complete first aid report form, one will be completed for them and the employee will review and sign off on it.
- Support injured employees, accommodating for their needs, in the event of an injury.



Procedure

- All employees are required to report work related injuries to the CAO. The CAO will document all initial injuries on the First Aid Report Form and will follow with the WCB claims management process.
- The injured employee, or a designated employee, will present the modified work package to the attending physician or medical practitioner. The injured employee shall return the completed package to management.
- All employees who seek “medical intervention” must complete a WCB Employee’s Report and submit to it to management. The CAO will complete a WCB Employer’s Report, and incident investigation report.
- The CAO will liaise with the employee, WCB, and the attending physician or other medical practitioner to determine the suitability of modified work placement based on the following:
 1. Employee is required to perform duties that meet medical work restrictions;
 2. The work must be meaningful and promote to work returning to normal duties;
 3. Modified work shall consist of, but is not limited to, the employee’s normal work that has been changed, redesigned or physically modified work environment, including restrictions in time and volume;
 4. The employee shall comply with all prescribed medical treatments and modified work requirements;
 5. Modified work will be reviewed every two weeks; and
 6. The employee’s physician or other medical practitioner will authorize continued modified work placement.
 - a. Before returning to normal duties, a doctor’s certificate of clearance or certificate of clearance from their medical practitioner will be required to indicate that the employee is able to perform those duties.

Rod Krips, Chief Administrative Officer

Date



11.5 Modified Work

In order to facilitate the return to regular job duties, The Town of Daysland is prepared to offer temporary modified duties to employees who would otherwise be absent due to work-related illness or injury.

This offer is subject to the availability of suitable modified work and determination by the Workers' Compensation Board (WCB) and/or the examining physician that modified work is appropriate in the circumstances. All employees seeking medical attention due to a workplace accident, injury, or work-related illness are required to inform their foreman or supervisor of their doctor's initial assessment prior to the start of their next shift. All employees of The Town of Daysland who are injured at work will have this program available to them to facilitate their return to work. For the purpose of this policy, volunteers are classified as employees.

The WCB considers work suitable modified employment if the following conditions are met. "The work:

- Accommodates the employee's compensable medical restrictions so the employee can perform the duties without endangering his/her recovery or safety, or the safety of others.
- Contributes to the employee's physical and vocational rehabilitation by keeping the employee active and involved in the workplace.
- Promotes the gradual restoration to the employee's pre-accident level of employment.
- Must be a meaningful and productive part of the employer's operations.
- Does not create financial hardship for the employee (for example, shift changes that require additional childcare costs, unreasonable travel to another location, etc.)"

Related Documents

Modified Duties Package

Work Activity Restriction Report

Responsibilities

Chief Administrative Officer

- Ensure that the modified work program is in place and functioning.
- Provide resources to the Modified Work Program.
- Review reporting and take part in making recommendations to improve the Modified Work Program.
- Fill out the required paperwork if an employee has visited a physician.
- Ensure the modified work package is available to employees should they have an incident restricting their work.
- Ensure that all employees are aware of the Modified Work Program and how it applies to them.



- Ensure that employees are escorted to visits to the doctor and provided transportation to physician or clinic and then home.

Foreman/Supervisors

- Review reporting and take part in making recommendations to improve the Modified Work Program.
- Ensure the modified work package is available to employees should they have an incident restricting their work.
- Ensure that employees are escorted to doctor's visits and provided transportation to the physician or clinic and then home.
- Fill out the required paperwork in the event that an employee has visited a physician.

Employees

- Report all workplace incidents to their foreman or supervisor immediately.
- Complete required paperwork concerning injury or incidents and modified work.
- Report all hazardous conditions or safety concerns to a foreman or supervisor using the appropriate report forms.

Health and Safety Representative

- Ensure that the modified work program is in place and functioning.
- Ensure the modified work package is available to employees should they have an incident restricting their work.
- Ensure that all employees are aware of the modified work program and how it applies to them;
- Review reporting and take part in making recommendations to improve the modified work program.
- Fill out the required paperwork if an employee has visited a physician.
- Ensure that employees are escorted to visits to the doctor and provided transportation to physician or clinic and then home.

Procedure

1. When an employee is offered temporary modified work that is appropriate to his or her physical and medical condition, the Workers' Compensation Board (WCB) determines in consultation with The Town of Daysland, the examining physician and the employee whether it is reasonable for the employee to accept the offer.
2. Temporary modified work includes any changes, restrictions or limitations to an employee's regular job duties required as a result of a work-related injury. Temporary modified work may also include a suitable training opportunity, work which is normally performed by others, or work which has been specifically designed or designated as a Modified Work Program.
3. Whether or not modified work is available, all incidents are to be recorded as required by Occupational Health and Safety regulations and WCB regulations.



4. When modified work is made available, the following additional reporting requirements must be undertaken. Medical records for all injured employees will be kept confidential. Medical records will be kept by The Town of Daysland strictly on a need-to-know basis and shall be maintained in a locked file which shall only be accessible to persons requiring the information to perform their jobs.

No Time Loss

If an employee's employment is modified beyond the day of the accident to accommodate a compensable injury, the incident must be reported to the WCB, even if there is no time loss or loss of earnings.

The WCB will be satisfied with the employee accepting a Modified Work Program immediately, providing the attending physician, employer and employee agree on suitable modified employment. The WCB will review the suitability of the program when the incident reports are received.

Time Loss

All injuries with time loss for more than the day of the incident must be reported to the WCB in accordance with the Act.

Usually, the WCB will review proposed modified work plans before the injured employee returns to modified employment. If, however:

- (a) The employee misses only a short period beyond the day of the accident and is declared medically fit to return to modified employment before a WCB claim has been established, and
- (b) The attending physician, employer and employee agree on suitable modified employment, then the employee may begin the Modified Work Program. The WCB will review the suitability of the program when the incident reports are received.

When suitable modified duties are available for offer to the employee, The Town of Daysland requires that the attending physician to complete a Work Activity Restriction Report. This is a comprehensive report that must be signed by the employee to authorize the release of the information. It includes an explanation of the Modified Work Policy and a brief description of the modified duties that we are offering to the employee. The Town of Daysland and the employee will also sign a Modified Work Agreement.

Rod Krips, Chief Administrative Officer

Date



11.6 Safety Statistics

The Town of Daysland will use the information gained from incident statistics to measure trends over a period of time so that The Town of Daysland has an indication of whether it is improving, stable or deteriorating with regards to Health and Safety performance.

Related Documents

Safety Statistics

Performance Indicators

It is important to note that negative performance indicators such as “Average Lost Time Injuries” give an indication of the state of the OHSMS and should be used with caution. Positive Performance Indicators are pro-active and show the effectiveness of training, management commitment and support, and resources given to safety, which are all part of the larger picture.

Statistics will also provide The Town of Daysland with an indication of the effectiveness of the corrective or preventative actions taken to minimize or eliminate the hazard which caused the accident.

Frequencies

Summaries of safety related reports provide management with an overview of their program activities and results. Examining summaries will help to determine trends and set priorities for future safety program measures.

Review of WCB injury information will be conducted to identify trends and to identify preventative measures for workplace injuries.

1. Summaries will be compiled monthly using our statistical spreadsheet.
2. Frequencies will be calculated on a quarterly and yearly basis using the recognized standard listed below:

$$\text{LOST TIME FREQUENCY} = \frac{(\text{LTA}) \times 200,000}{(\text{TOTAL HOURS})}$$

$$\text{TOTAL RECORDABLE FREQUENCY}^a = \frac{(\text{LTA} + \text{MA}) \times 200,000}{(\text{TOTAL HOURS})}$$

^aIn this definition, medical aids (MA) includes modified work cases. Some clients require injury incidents to be broken out based on the following hierarchy: (1) Loss Time Accidents (LTA) (2) Modified Work (3) Medical Aids (MA). Thus, to avoid duplicate counting, it is important to recognize that if, for example, a MA becomes a modified work, the number of MA cases is reduced by one and the number of modified work increases by one; similarly, if a modified work case becomes a LTA.



11.7 Ergonomics and Materials Handling Policy

The Town of Daysland is committed to ensuring that no employee is harmed by poor ergonomics or the handling of heavy materials. All employees who work at The Town of Daysland are encompassed by this policy.

Responsibilities

Chief Administrative Officer

- Provide training to employees regarding lifting heavy or awkward loads.
- Ensure there are lifting devices available to employees for lifting, lowering, pushing, pulling, carrying, handling or transporting heavy or awkward loads.

Foreman/Supervisors

- Promptly investigate any ergonomic concerns at The Town of Daysland to eliminate injury.
- Ensure all employees who may be exposed to musculoskeletal injuries are trained in measures to eliminate or reduce the possibility of injury.
- Provide training to employees regarding lifting heavy or awkward loads.
- Ensure there are lifting devices available to employees for lifting, lowering, pushing, pulling, carrying, handling or transporting heavy or awkward loads.

Employees

- Participate in the hazard assessment process.
- Participate in all training provided.
- Use lifting devices for heavy or awkward loads when practicable. Ask other employees for help if necessary.
- Wear all required personal protective equipment (PPE).

Health and Safety Representative

- Promptly investigate any ergonomic concerns at The Town of Daysland to eliminate injury.
- Provide training to employees regarding lifting heavy or awkward loads.
- Ensure there are lifting devices available to employees for lifting, lowering, pushing, pulling, carrying, handling or transporting heavy or awkward loads.



Procedure

Before an employee manually lifts, lowers, pushes, pulls, carries, handles or transports a load that could injure them, a hazard assessment must be completed with the following considerations:

- The weight of the load;
- The size of the load;
- The shape of the load;
- The number of times the load will be moved; and
- How the load will be moved.

Any employee who may be exposed to the possibility of musculoskeletal injury must participate in training that includes the following:

- Identification of factors that could lead to a musculoskeletal injury;
- The early signs and symptoms of musculoskeletal injury and their potential health effects; and
- Preventive measures including, where applicable, the use of altered work procedures, mechanical aids and personal protective equipment.

Rod Krips, Chief Administrative Officer

Date