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## 14.1 Policy Statement

Management is responsible to ensure that the corrective and preventive action process is implemented and used to:

- a) Address OHSMS non-conformances and inadequately controlled hazards.
- b) Identify any newly created hazards resulting from preventive and corrective actions.
- c) Expedite action on inadequately controlled hazards that could cause serious injury and illness.
- d) Track actions taken to ensure their effective implementation.

The Town of Daysland will consider input from OHSMS performance monitoring and measurement, recommendations from all employees, OHSMS audits and management reviews when determining preventive and corrective actions.

## 14.2 Corrective Action List

The Town of Daysland corrective action list (a.k.a. maintenance log) is a list found in the safety office. The corrective action list has been developed to ensure:

1. All events such as recommended action items regarding vehicles and equipment are recorded.
2. All corrective and preventative actions identified by the investigation process, auditor recommendations, etc. are recorded in the investigation reports.
3. Responsible persons are assigned for each action.
4. Completion dates are assigned for all actions.
5. Extensions of completion dates are managed and approved.
6. Notify assigned persons when actions are approaching an overdue status.
7. Management is notified of any entries.
8. Management is notified of any overdue actions.
9. Management is notified of completion of all actions assigned to an event.
10. Management can review and approve completed actions and events.
11. Management for each event is requested to validate the actions taken.
12. Statistics for performance in closing events is maintained.

Non-conformances are recorded and kept on the employee's personal files.

The safety representative keeps the incidents in its designated 'Incidents' binder.



## 14.3 Defective Tool Policy

In accordance with this policy, all The Town of Daysland employees must ensure that defective tools are properly repaired or removed from service to guard against the occurrence of incidents, injury to people and/or damage to property. The information in this policy does not take precedence over applicable government legislation, with which all employees should be familiar. All employees are to adhere to this policy and procedure for all tools that are found to be defective. For the purpose of this policy, volunteers are classified as employees.

### Responsibilities

#### Chief Administrative Officer

- Ensure system is in place, perform annual review.

#### Foreman/Supervisors

- Facilitate repair or removal of defective equipment.

#### Employees

- Report defective equipment to your foreman or supervisor.
- Ensure that defective equipment is not used.

#### Health and Safety Representative

- Ensure employees are removing defective tools or equipment from service.

### Procedure

Employees shall perform a visual inspection prior to using any tools or equipment. If the tool or equipment is found to be in disrepair or defective, it is not to be used and is to be tagged out. Use a defective tool tag marked with "DO NOT USE".

Defective equipment is to be reported and turned into the foreman or supervisor as soon as practicable. The foreman or supervisor is then to seek out a means of repair for the equipment, or if not practicable, dispose of the tool or equipment appropriately.

The foreman or supervisor in consultation with the health and safety representative, are responsible for developing and maintaining the maintenance schedules for the facilities and equipment. Inspections may be daily, weekly, bi-weekly, monthly, or at any frequency deemed necessary and essential in accordance with the manufacturer specifications.

In determining the frequency of equipment inspection, they will consider the following:

- Suppliers' recommendations.
- Amount and type of use.
- History of part/equipment failure.
- Climate (winter/summer wear).



## Preventative & Corrective Actions

Revision: 2.0

- Potential down time and income loss if a critical part fails.
- Probability of employee injury.
- Experience of employee.

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Rod Krips, Chief Administrative Officer

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Date



## 14.4 Housekeeping

The Town of Daysland requires that the worksite is to be kept tidy and free from materials, debris and equipment that could cause an employee to slip or trip. This policy and procedure apply to all The Town of Daysland employees and contractors.

### Related Documents

Incident Report

Facility Inspection Forms

### Responsibilities

#### Chief Administrative Officer

- Review the system on an annual basis to ensure that the housekeeping program is effective.
- Regularly inspect all work areas and ensure housekeeping is being completed.
- Follow housekeeping procedures.

#### Foreman/Supervisors

- Regularly inspect all work areas and ensure housekeeping is being completed.
- Follow housekeeping procedures.

#### Employees

- Must always follow the housekeeping procedures including work environments on client sites.
- All incidents involving housekeeping shall be recorded appropriately and reviewed by the management.

#### Health and Safety Representative

- Regularly inspect all work areas and ensure housekeeping is being completed.
- Review the system on an annual basis to ensure that the housekeeping program is effective.
- Follow all housekeeping procedures.

### Procedure

Housekeeping encompasses all activities related to the cleanliness of buildings, materials and equipment and the elimination of unnecessary materials and hazardous conditions. Housekeeping should consider the following:

- Sufficient lighting is required to complete work in a safe and efficient manner.
- Equipment and materials shall be stored in appropriate locations.
- Hallways, walkways, stairs, entrances and exits are free of slipping or tripping hazards at all times.
- Equipment is to be maintained as per The Town of Daysland preventative maintenance policy & procedure.



## Preventative & Corrective Actions

Revision: 2.0

- Work areas shall be kept clean and clutter free to ensure that work activities are completed in an orderly and effective manner.
- Shelved items must be stored and arranged in an orderly manner so that items will not fall while nearby items are being retrieved.
- Items will not be placed in front of shelves so that employees have to climb or reach over the items stored in front of the shelves to retrieve items.
- When an employee has completed a task, it is their responsibility to ensure the area is cleaned up properly.
- The Town of Daysland understands that housekeeping is a day to day responsibility for all employees and that it's a continual process.



## 14.5 Enforcement Policy

The Town of Daysland is strongly committed to safety excellence and strives to ensure the safety of all its employees. Employees play a critical role in this commitment and are expected to abide by the regulations, safety rules, and work instructions. Violations of The Town of Daysland's or our customers' Health and Safety Policies will be dealt with by using a progressive, corrective action, discipline system. This system provides opportunities to correct behaviors and ensure that all volunteers, employees, foreman, supervisors and management are knowledgeable of company standards and that The Town of Daysland expectations are clear. For the purpose of this policy, volunteers are classified as employees.

### Related Documents

Discipline Action Form  
Health and Safety Rules

### Responsibilities

#### Chief Administrative Officer

- Enforce all established safety regulations and work methods.
- Ensure that discipline is consistently and fairly distributed.
- Retain all records appropriately.

#### Foreman/Supervisors

- Enforce all established safety regulations and work methods.
- Ensure that discipline is distributed consistently and fairly.

#### Employees

- Read, understand, and comply with workplace Health and Safety Policy, work instructions, and all The Town of Daysland Safety Rules and related policies.
- Comply with all applicable legislation.
- Carry out work in a manner that will not create a health and safety hazard to yourself or others.
- Assist in the reduction and controlling of incident and illness producing conditions.

#### Health and Safety Representative

- Enforce and promote all established safety regulations and work methods.
- Ensure that discipline is distributed consistently and fairly.
- Retain all records appropriately.



## Procedure

Health and safety violations will be handled in an objective but firm manner. The enforcement progression follows the steps outlined below with documentation at each stage:

- Stage 1: Verbal Warning
- Stage 2: Written Warning
- Stage 3: Suspension
- Stage 4: Termination

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Rod Krips, Chief Administrative Officer

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Date





## 14.6 Maintenance Policy

This policy is in place to outline maintenance expectations throughout The Town of Daysland operations. Proper preventative maintenance though manufacturers specifications as well as workplace inspections and hazard reporting can prevent loss by reducing the number of incidents, equipment failures and work stoppages. The information in this policy does not take precedence over applicable government legislation, with which all employees should be familiar. This policy and procedure apply to all employees and volunteers of The Town of Daysland. For the purpose of this policy, volunteers are classified as employees.

### Responsibilities

#### Chief Administrative Officer

- Ensure that the system is in place and functioning, review performance on an annual basis;
- Support foreman with the preventative maintenance program, repair or replace equipment as needed.

#### Foreman/Supervisors

- Ensure that all defects reported to them are repaired or corrected in a timely manner by a competent individual.
- Remove from service any equipment or tools that have been tagged or are otherwise defective.
- Verify the preventative process to ensure compliance with maintenance policies.
- Periodically inspect tools and equipment for damage.

#### Employees

- Perform a daily inspection of a vehicle or piece of equipment and the tools associated with the work being performed.
- Remove any equipment or tools that have been tagged or are otherwise defective from service.
- Report any repairs or alterations required on the equipment and tools he/she operates.
- Ensure all safety devices are in place and operative on tools and equipment.
- Ensure maintenance and/or inspection logs remain with the vehicle or equipment when releasing to another site.



## Procedure

A detailed list of all equipment owned by The Town of Daysland shall be maintained and appropriate for the work performed. The list shall include the following information:

- Description of item.
- Supplier name.
- Description of service.

## Personal Protective Equipment

All PPE will be maintained in accordance with the original manufacturer's specifications.

## Vehicle Maintenance

All company vehicles will be maintained in accordance with manufacturer's specifications or as needed. Records of all vehicle maintenance will be kept.

## Tools

Employees must inspect their equipment prior to use. All tools and equipment found to be damaged or defective will be removed from service and must be tagged "DO NOT USE" as per the Defective Tool Policy.



## 14.7 Tools and Equipment

The Tool and Equipment Policy is in place to ensure that all tools and equipment that are supplied and used by The Town of Daysland are appropriate and that they are used and maintained as per manufacturer's specifications. The information in this policy does not take precedence over applicable government legislation, with which all employees should be familiar. This policy affects all employees and volunteers using tools and equipment to complete work for The Town of Daysland. For the purpose of this policy, volunteers are classified as employees.

### Related Documents

Vehicle Inspection Checklist  
Manufacturer Specifications  
Defective Tool Policy  
Lock Out Procedure

### Responsibilities

#### Chief Administrative Officer

- Provide support for the system to maintain tools and equipment.
- Ensure an inventory of the company's equipment is established and kept current.
- Ensure that tools and equipment are inspected and used according to manufacturer's specifications.

#### Foreman/Supervisors

- Ensure an inventory of the company's equipment is established and kept current.
- Ensure that tools and equipment are inspected and used according to manufacturer's specifications.

#### Employees

- Report defective tools and equipment to manager.
- Operate tools and equipment according to manufacturer's specifications.
- Return tools to the appropriate tool shelf or appropriate work bench.

#### Health and Safety Representative

- Provide support for the system to maintain tools and equipment.

### Procedure

Tools and equipment should always be used for their intended purpose and never mishandled or used in a manner for which they were not designed.

### Tools

1. Tools should be kept in an orderly fashion on the tool bench or in the tool chest so that they may be easily found when needed. All tools should be cleaned after every use.



2. All tools and equipment should be inspected regularly. Defective and unsafe tools or equipment must be reported promptly to the foreman or supervisor and repaired or replaced at once.
3. Never remove safety guards from power tools. Never force a hand or power tool to strain beyond its obvious capacity.
4. Tools must not be left lying on moving machinery.
5. Tools or loose material not bolted, tied or secured in an approved manner must be removed from elevations.
6. When operating driving tools, use a tool holder for the chisel, bar, or other tool being struck.
7. When several people are using hammers, shovels or similar equipment, they should maintain a safe distance from each other.
8. Cutting tools are safer and more efficient when their blades are kept sharp. Avoid using dull cutting tools.
9. Crowbars, chain tongs, piston rods, etc., must be placed in proper racks and not balanced in corners or leaned against walls.
10. Nails or sharp edges around the tops of barrels, boxes, cans, pallets and other containers should be eliminated immediately.

## **Equipment and Operations**

### **Valves and Relief Valves**

All valves and relief valves must be inspected for leaks periodically. Ball valves must be replaced if a leak-by is evident. Relief valves must be replaced or refurbished and reset to the proper pressure relief.

### **Machinery Guards and Repairs**

Safety guards are provided to protect personnel from moving parts on machinery and must always be kept in place when equipment is being used. Guards should only be removed after a machine is shut down for repairs. Guards must be replaced as soon as repairs are completed. All machinery must be shut down for greasing, unless there are no moving parts near the grease fitting. Manual cleaning, repairing or adjusting of machinery must not be done while machinery is in motion. Warning signs must be posted, and starter switches must be locked out whenever maintenance work is conducted on electrically powered equipment.

### **Records**

Preventative maintenance performed on machinery or equipment must be documented and retained for the life of the machinery or equipment.