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1.1 Introduction

The purpose of this manual is to document the Health and Safety Management System used by The Town of Daysland to meet legislative and industry standards and promote a work environment free of occupational injuries and illnesses.

The health and safety management system is designed to meet or exceed the requirements of CSA standard Z1000 and the Partners in Injury Reduction (PIR)/Certificate of Recognition (COR) protocol as defined by the Certifying Partner, Alberta Municipal Health and Safety Association (AMHSA).

1.2 The Town Profile

The Town of Daysland is a beautiful small town with many enjoyable opportunities for family and friends. Quiet streets are lined with stately trees, and open space areas include a golf course, hospital, aging in place K-12 school, beautiful parks and the scenic "Crocus Trail" walking path. Daysland is located in a productive agricultural area and has a lot to offer for such a small Town. We are equipped with almost any kind of business you will need and if we do not have the service you need there are many other surrounding towns or major cities within driving distance.

The Daysland Town Council is dedicated to its residents. They take pride in representing the people of Daysland during Council meetings and other public events. Our Council members are willing and open to talk to residents about any concerns they may have. They want to make sure that every business and resident has a high level of satisfaction living and carrying out their business here in Daysland.

Our Public Works staff is very committed to keeping our roads clean, keeping our community safe, and the Town looking its best. They work their hardest to maintain and upkeep our Town's infrastructure.

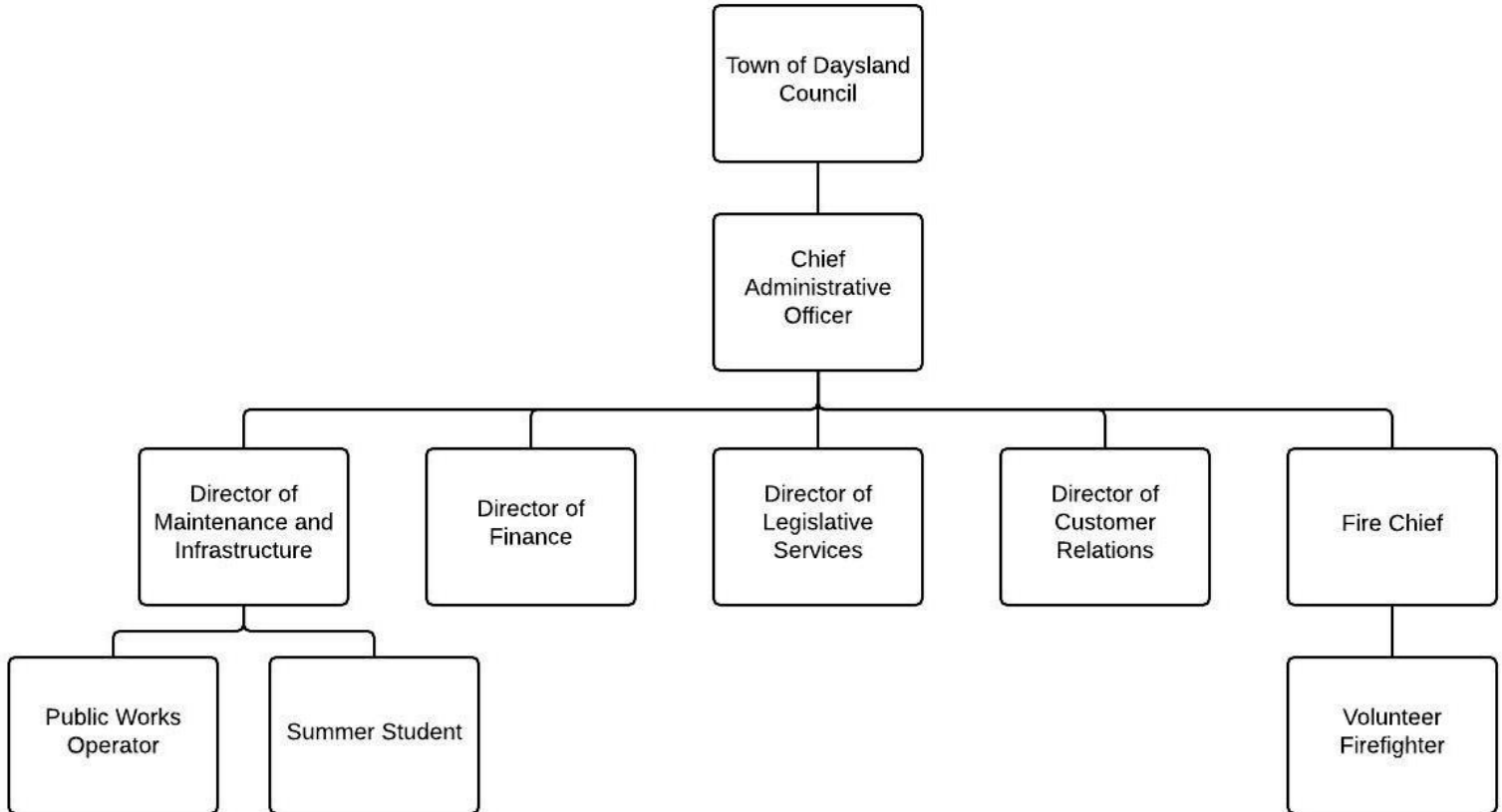
It is the expectation at The Town of Daysland that our employees be safe in all aspects of our work and remain compliant with all applicable legislation. Our employees are required to follow all company policies and rules, and are required to be professional and courteous to one another and the public.

This manual contains The Town of Daysland's Health and Safety policies. If you have any questions about the material in this manual, please contact the Chief Administrative Officer. From time to time this manual will be revised to reflect changes in our operations or new legislative requirements. The 2019 manual contains significant changes, which have been made to help bring our Health and Safety Management System in line with CSA standard Z1000.

Our town is one where you must come to work every day with a healthy attitude towards your own safety and the safety of others. Remember, health and safety is everyone's responsibility.



1.3 Organizational Chart





1.4 Definitions

The following definitions apply throughout this manual:

Administrative Controls – Controls that alter the way the work is done from an administrative perspective, such as policies, procedures, training, and rules. Signs are also a form of administrative control.

AMHSA – Alberta Municipal Health and Safety Association.

ANSI – American National Standards Institute.

Audit – Planned and documented activity performed by qualified personnel to determine by investigation, examination, or evaluation of objective evidence, the adequacy and compliance with established procedures, or applicable documents, and the effectiveness of implementation.

CAO – Chief Administrative Officer.

Ceiling Limit – The maximum contaminate concentration to which a worker can be exposed for any period of time. This value is established by the authority having jurisdiction over the work.

Competent – Adequately qualified, suitably trained with sufficient experience to perform tasks with minimal supervision.

Contractor – An organization or individual providing services to another organization in accordance with agreed-upon specifications, terms, and conditions.

Controlled Products – Materials and substances regulated by WHMIS legislation.

COP – Code of Practice – Includes practical guidance on the requirements of the regulations or the adopted code applicable to the work site, safe working procedures in respect of the work site and other matters required by a Director, the regulations or the adopted code.

COR – Certificate of Recognition.

CSA – Canadian Standards Association.

Dangerous Work – A danger that is not normal for the occupation in which the worker is working, or a danger under which a person engaged in that occupation would not normally carry out that person's work. When there is reasonable ground to believe there is a dangerous condition at the work site or that the work constitutes a danger to the worker's health and safety or the health and safety of another worker or another person.



Direct Cause – The direct cause of an accident is “the unsafe act or condition that immediately preceded the accident”.

Document – A piece of written, printed, or electronic matter that provides information about the OHSMS.

Elimination (including substitution) – Removing the hazard from the workplace.

Engineering Control – Physical changes to work stations, equipment, materials, production facilities, or any other relevant aspect of the work environment that reduce or prevent exposure to hazards.

Emergency – Any situation or occurrence of a serious nature, developing suddenly and unexpectedly and demanding immediate action.

ERP – Emergency Response Plan.

Employee – A person who carries out tasks as instructed by the employer.

Employer – Any person who directs the work of others.

Ergonomics – The applied science of workplace design intended to maximize productivity and prevent injuries by reducing operator fatigue and discomfort.

Equipment Loss - An event leading to equipment damage; air compressor, press, motor, etc.

First Aid – First aid is emergency care given immediately to an injured person. The purpose of first aid is to minimize injury and future disability. In serious cases, first aid may be necessary to keep the victim alive.

Fit for Duty – An individual is in a physical, mental and emotional state which enables the employee to perform the essential tasks of his or her work assignment in a manner which does NOT threaten the safety or health of oneself, co-workers, property or the public at large.

FLHA – Field Level Hazard Assessment.

FOIP – Freedom of Information and Protection of Privacy Act.

Gases and Vapours – These are invisible contaminants mixed in the air. Chemical processes often produce gas. Vapours are formed by evaporation. Health problems or death may be the result of breathing hazardous gases or vapours.



HA – Hazard Assessment

Harassment – Any objectionable conduct, comment, or display by a person that is directed at a employee, is made on the basis of race, creed, religion, color, sex, sexual orientation, marital status, family status, disability, physical size or weight, nationality, ancestry, place of origin, sex or sexual orientation or conviction for an offence unrelated to his or her employment or constitutes a threat to the health and safety of an employee.

Harness Hang Syndrome – An effect which occurs when the body is held upright without movement for an extended period of time. When a fall occurs, effect is amplified due to circulatory restriction caused by fall protection harnesses.

Hazard – Any practice, behaviour, condition, thing or situation or combination of these having the potential to cause injury or illness to a person or damage to property, equipment and the environment.

Hazard ID – The identification of an unsafe condition.

HSE - Health, Safety, and Environment.

H₂S – Hydrogen Sulfide.

IDLH – Immediately Dangerous to Life or Health – The concentration of substance or vapour which could cause immediate injury or debilitating health effects. Very high concentrations of acutely toxic substances or very low concentrations of atmospheric oxygen are Immediately Dangerous to Life or Health. IDLH situations require the use of positive–pressure, atmosphere supplying equipment.

Incident – An unplanned event arising during the course of work, that did or could result in harm to people (including injury or illness), property, environment, process and/or the reputation of The Town of Daysland.

Indirect Cause – The indirect cause of an accident is “any factor which may have contributed to the direct cause of an incident”.

Legal requirements – Requirements of applicable federal, provincial, and municipal laws, acts, regulations, codes and bylaws.

Manufacturer’s instructions/specifications – Expectations outlined by the manufacturer required to ensure proper performance of personal protective equipment.

Near Misses – An incident which had the potential to result in an injury, illness or damage but where loss did not occur.



Occupational Illness – An illness either physical or mental in nature deemed to have been caused by or contributed to by an exposure to a hazard in the workplace.

OEL – Occupational Exposure Limit – A limit set by legislation, which refers to the concentration of a substance to which employees may be repeatedly exposed, 8 hours per day, and 40 hours per week, without adverse effects.

OHS/OH&S – Occupational Health and Safety.

OHSMS – Occupational Health and Safety Management System – The systematic approach to managing the organizations documents, records and activities related to health and safety.

Oxygen Deficiency – The lack of sufficient oxygen in the air. This can be caused by chemical reaction, fire or displacement by other gases.

PPE – Personal Protective Equipment – Worn by individuals to reduce exposure, such as gloves, steel toe boots, respirators and hearing protection.

Personal Loss – An event leading to personal injury, such as first aid, medical aid and lost time.

PIPA – Personal Information Protection Act.

PIR – Partners in Injury Reduction.

Practice – Methods of behaviour or work conduct meant to reduce employee exposure to hazards, property damage and equipment failure.

Procedure – A documented set of sequential steps to carry out an activity.

Process – A set of interrelated or interacting activities, which transforms inputs into outputs.

Property Loss – An event leading to property damage including buildings, vehicles, equipment, etc.

Record – A written, printed, or electronic matter that provides evidence of activities performed and results of action items.

Risk – Product of the consequence and probability of a hazardous event.

RPE – Respiratory Protective Equipment.

SDS – Safety Data Sheets.



Sexual Harassment – One or a series of incidents involving unwelcome sexual advances, request for sexual favours, or other verbal or physical conduct of a sexual nature.

Short Term Exposure Limit – The maximum contaminate concentration to which a worker can be exposed for a 15 minute period. This value is established by the authority having jurisdiction over the work.

SSE – Short Service Employee.

SWPP – Safe Work Practice and Procedure – Refer to “*practice*” and “*procedure*” definition.

TDG – Transportation of Dangerous Goods.

Unsafe Act – An unsafe act of any individual is “any departure from an accepted, normal, or correct procedure or practice which may cause an accident or injury”.

Unsafe Condition – An unsafe condition is “any hazardous arrangement which, if left uncorrected, may lead to an accident or injury”.

Violence – Includes behaviours such as physical assault or aggression, unsolicited and unwelcome conduct, comment, gesture or contact which causes offense or humiliation, and physical harm to any individual which creates fear or mistrust, or which compromises and devalues the individual.

Volunteer – For the purpose of this OHSMS volunteers are classified as employees.

WHMIS – Workplace Hazardous Materials Information System.

Working Alone – An employee who is working alone at a work site where assistance is not readily available if there is an emergency or the employee is injured or ill.

Work Area – Any area on a Town of Daysland or customer site where hazardous work is done and therefore where PPE is required. Offices, lunch/break rooms and other designated safe areas are excluded from the work area.

1.5 General Requirements

The health and safety system is designed to be compatible and integrated with all applicable quality policies and procedures. Documentation is to be maintained in accordance with procedure for document control.

The development and maintenance of the health and safety system is to follow a plan-do-check-act cycle.

