



Table of Contents

3.1 Overview 2

3.2 Legislation 2

3.3 Employees' Rights..... 8

3.4 First Aid Requirements 11

3.5 Working Alone 13

3.6 Violence Policy 16

3.7 Bullying and Harassment Policy 19



3.1 Overview

The federal and provincial governments have developed a number of legislated requirements with respect to health and safety in the workplace. Management, staff and volunteers of The Town of Daysland are required to conduct their activities in accordance with the various regulations as they apply to our industry. A copy of the Alberta Occupational Health and Safety Act, Regulation and Code is freely available for review, in multiple locations, at all times.

3.2 Legislation

The purpose of this policy is to ensure that all parts of the OH&S legislation for the site is communicated and being met. This policy applies to all The Town of Daysland employees, volunteers and visitors.

Related Documents

Alberta OH&S Act, Regulation and Code

Responsibilities

Chief Administrative Officer

- Ensure, as far as reasonably practicable, the health and safety of employees engaged in the work of The Town of Daysland and all contractors, volunteers and visitors present at the work site at which that work is being carried out.
- Provide training for employees on their responsibilities and duties under the OH&S Act, Regulations and Code.
- Allocate resources for employees health and safety.
- Follow applicable legislation and procedures.
- Know and understand the employer responsibilities under OH&S legislation.
- Regulate compliance to legislation and follow set standards by OH&S and The Town of Daysland.

Foreman/Supervisors

- Ensure, as far as reasonably practicable, the health and safety of employees engaged in the work of The Town of Daysland and all contractors and visitors present at the work site at which that work is being carried out.
- Provide training on employees' responsibilities and duties under the Alberta OH&S Act, Regulations and Code
- Follow applicable legislation and procedures.
- Know and understand the employer responsibilities under OH&S legislation.
- Regulate compliance to legislation and follow set standards by OH&S and The Town of Daysland.



Employees

- Take reasonable care to protect the health and safety of themselves, other employees, contractors and visitors.
- Follow all The Town of Daysland policies, practices and procedures.

Health and Safety Representative

- Educate employees and management on OH&S legislation and applicable updates.

Alberta OH&S Act, Regulation and Code – Applicable Sections

OH&S Act – The act includes all of the general duties that include the obligations of the employers, employees and prime contractors. This applies to all sites in which The Town of Daysland performs work in the Province of Alberta.

OH&S Regulations – The regulation includes all of the general duties that include the obligations of the employers, employees and contractors of specific operations that work is being performed at all work locations in which The Town of Daysland performs work in the Province of Alberta.

OH&S Code – The Code states specific safety requirements to ensure that The Town of Daysland follows its legal requirements and responsibilities for its management, supervisors, employees and contractors.

The applicable portions of the OH&S Code that apply to The Town of Daysland are as follows:

Part 2 Hazard Assessment, Elimination and Control

This section of the Code requires The Town of Daysland to assess all work and what could harm employees. These assessments must be in writing and dated and reviewed regularly. Employees must be involved in the process and informed of the results. There is also a requirement to apply the hierarchy of controls:

- Elimination of the hazard if reasonably practicable.
- Engineered Control.
- Administrative Control.
- Personal protective equipment.
- A combination of the above may be required.



Part 3 Specifications and Certifications

The Town of Daysland must ensure that the equipment being used is of sufficient size, strength and design for the use it is intended for and is as per the manufacturer's specifications or certified by an engineer.

Part 4 Chemical Hazards, Biological Hazards and Harmful Substances

The Town of Daysland must ensure that employees who are exposed to a harmful substance that the exposure does not exceed the occupational exposure limit (OEL).

Part 5 Confined Spaces

The Town of Daysland must ensure that employees who are to be working in or near a confined space are doing so according to the Code of Practice, have proper Confined Space training, hazard assessments are performed, and all of the applicable legislation associated with Confined Spaces are followed. All employees must have an Emergency Response Plan in place with a tending employee and maintain communication.

Part 7 Emergency Preparedness and Response

The Town of Daysland must establish an Emergency Response Plan for any emergency that might require rescue or evacuation.

Part 8 Entrances, Walkways, Stairways and Ladders

The Town of Daysland must ensure that every employee can enter a work area and leave a work area safely at all times.

Part 9 Fall Protection

The Town of Daysland must ensure that every employee is protected from falling at a temporary or permanent work area if a employee may fall a vertical distance of 3 m or more; a vertical distance of less than 3 m if there is an unusual possibility of injury; or into or onto a hazardous substance or object, or through an opening in a work surface. An engineered control shall be put into place where possible, or an appropriate travel restraint system and/or an appropriate fall restraint system shall be in place with a Fall Protection Plan.

Part 10 Fire and Explosion Hazards

The Town of Daysland must ensure the fire and explosion hazards have been controlled in the work environment.

Part 11 First Aid

This legislation requires The Town of Daysland to ensure that minimum requirements for first aid training and supplies are met.



Part 12 General Safety Precautions

The Town of Daysland must ensure that a work site is kept clean and free from materials or equipment that could cause employees to slip or trip.

Part 14 Lifting and Handling Loads

The Town of Daysland must provide, where reasonably practicable, appropriate equipment for lifting, lowering, pushing, pulling, carrying, handling, or transporting heavy or awkward loads.

Part 15 Managing the Control of Hazardous Energy

If equipment is to be serviced, repaired, tested or adjusted, the employees representing The Town of Daysland must ensure that work has come to a complete stop and that an employee has locked out or locked out and placed a warning tag on the equipment to be serviced.

Part 16 Noise Exposure

The Town of Daysland will ensure that all reasonably practicable measures have been taken to reduce noise levels which employees are exposed to.

Part 17 Overhead Power Lines

The Town of Daysland will ensure that all reasonably practicable measures have been taken to limit the work to be performed within 7.0 m of an energized overhead power line. If work shall be commenced at or near the power lines that all appropriate measures are addressed to limit the potential exposure to employees.

Part 18 Personal Protective Equipment (PPE)

If hazard assessments indicate the need for PPE, The Town of Daysland will ensure that:

- The PPE is right for that particular job.
- Employees properly use and wear PPE.
- All PPE is in good condition for use.
- All employees are trained in the use, care, limitations and maintenance of PPE.

Part 19 Powered Mobile Equipment

An employee must not operate powered mobile equipment unless the employee is suitably trained, demonstrated competency, is familiar with the equipment's operating instruction and is authorized by The Town of Daysland to operate the equipment. If the employee is in training to operate the equipment, they must be under the direct supervision of a competent employee designated by The Town of Daysland.



Part 21 Rigging

An employer must ensure that rigging is not subjected to a load of more than:

- Ten percent of the breaking strength of the weakest part of the rigging, if a employee is being raised or lowered;
- Twenty percent of the ultimate breaking strength of the weakest part of the rigging in all other situations unless the manufacturer has fatigue rated the rigging in accordance with CEN Standard EN 1677-1: 20000, Components for slings – Part 1: Forged steel components grade 8, and
- If the rigging is fatigue rated in accordance with CEN Standard EN 1677-1: 2000 and a employee is not being raised or lowered, the maximum load must not exceed 25 percent of the ultimate breaking strength.

An employer may use a dedicated rigging assembly designed and certified for a particular lift or project by a professional engineer, but the dedicated rigging assembly must be re-rated to comply with previous section before it is used for another lift or project.

The maximum load rating of the rigging, as determined by the rigging manufacturer or a professional engineer, will be legibly and conspicuously marked on the rigging. If, for any reason, it is not practicable to have it marked on the rigging, the maximum loading rating will be made available to the employees at the worksite.

Part 22 Safeguards

An employer must provide safeguards if a employee may accidentally, or through the work process, come into contact with moving parts of machinery or equipment, points of machinery or equipment at which material is cut, shaped or bored, surfaces with temperature that may cause skin to freeze, burn or blister, energized electrical cables, debris, material or objects thrown from machinery or equipment, materials being fed into or removed from process machinery or equipment, machinery or equipment that may be hazardous due to its operations, or any other hazards.

Part 23 Scaffolding and Temporary Work Platforms

An employer must ensure that the employee is trained and competent to perform any work on scaffolding and/or temporary work platforms. All scaffolding erected to provide working platforms during the construction, alteration, repair or demolition of buildings and other structures comply with the appropriate CSA Standards.

Part 24 Toilets and Washing Facilities

The Town of Daysland must not place unreasonable restrictions on a employee's use of, or access to any of the facilities required by OH&S.



Part 25 Tools, Equipment and Machinery

All employees must ensure that all tools, equipment and machinery are inspected, used and maintained according to the manufacturer's specifications.

Part 26 Ventilation Systems

Ventilation systems are used to control employee exposures to airborne contaminants that exceed or are likely to exceed the occupational exposure limits prescribed in Schedule 1, Table 2 of the Code.

Biological contaminant that exceeds or is likely to exceed the Occupational Exposure Limit (OEL) in the Code, potentially hazardous dusts, fumes, gas, mist, aerosol, smoke, vapour or other particulate of a kind or quantity that is given off by the process, an atmosphere that has flammable levels of gases, vapours, liquids, or solids, and an atmosphere that has less than 19.5 percent or more than 23 percent by volume of oxygen.

Part 27 Violence

Violence is defined as threatened, attempted or actual conduct of a person that causes or is likely to cause physical injury. The Town of Daysland must develop written policy and procedures respecting potential workplace violence. Employees must be trained to recognize situations and respond appropriately. Reporting procedures must be developed. Incidents must be reported, investigated and documented.

Part 28 Working Alone

There are situations in which employees of The Town of Daysland are working alone. The Town of Daysland must provide an effective communication system which includes regular contact at appropriate intervals relative to the hazards of the work.

Part 29 WHMIS

The Town of Daysland is committed to training and educating all employees in the use, handling and storage of controlled products.

Part 32 Excavation and Tunnelling

The Town of Daysland is committed to training and educating all employees in any disturbing of the ground and the appropriate hazards associated with excavating and tunnelling. Employees must be trained and competent in exposing of any buried facilities including but not limited to flagging, shoring, access, associated hazards as well as exposing of any lines. All employees involved must participate in the hazard assessments and review the appropriate safe work practices and procedures.

Part 39 Tree Care Operations

The Town of Daysland is committed to training and educating all employees who perform tree care operations or near where tree care operations may occur with all aspects of this part of the code that are applicable to the work being performed by the employee.



3.3 Employees' Rights

Right to Know

All employees in Alberta have the right to know what hazards are present in their workplace. They are, therefore entitled to receive (and the employer is obligated to provide) a worksite orientation, appropriate training for the tasks they are to be asked to perform and a review of any applicable hazard assessment documents. Information about the hazards of controlled products in the workplace will be made available by the provision of WHMIS training and the maintenance of SDS books.

Right to Participate

Employees have the right to take an active role in safety within the workplace. Receiving training offered by the company, assisting with incident investigations, and reporting hazards to a foreman are all important aspects of participation.

Obligation to Refuse Dangerous Work

The Town of Daysland recognizes the legal obligation to refuse dangerous work if there are reasonable grounds to believe that there exists a danger to life, health or safety. The Town of Daysland will respect this obligation and will work with its employees to prevent and deal with these situations. Any employee that refuses unsafe work is protected from any reprisal for exercising this right. The employee(s) must continue to be paid while an investigation of dangerous work is being conducted.

This policy affects all management and employees of The Town of Daysland.

Related Documents

Work Refusal Form

Responsibilities

Chief Administrative Officer

- Ensure that an unsafe work refusal procedure is in place.
- Complete investigations when required.
- Ensure all staff is trained on work refusal procedures.
- Look into all work refusals and try to resolve.
- Ensure the Work Refusal Form is completed.

Foreman/Supervisors

- Complete investigations when required.
- Ensure the Work Refusal Form is completed.
- Ensure all staff is trained on work refusal procedures.
- Look into all work refusals and try to resolve.



Employees

- Refuse unsafe work.
- Notify your foreman/supervisor of all work refusals.
- Complete the Work Refusal Form.

Health and Safety Representative

- Ensure that an unsafe work refusal procedure is in place.
- Complete investigation when required.
- Ensure all staff is trained on work refusal procedures.
- Look into all work refusals and try to resolve.
- Ensure the Work Refusal Form is completed.

Procedure

All employees have the right to refuse to do work, use equipment or work in environments which they reasonably believe that there is a dangerous condition at the work site or that the work constitutes a danger to the employee's health and safety or the health and safety of another employee or another person.

It is the responsibility of the employee to immediately report the circumstance of any unsafe condition to their foreman/supervisor. If the employee believes that such unsafe conditions constitutes a danger and refuses such work, then the danger as well as the reasons for refusal must be clearly documented on a Work Refusal Form.

- All related work must stop until the unsafe condition has been rectified.
- If the matter is not resolved through discussion between the immediate foreman/supervisor and the employee, the CAO must be notified. A thorough investigation must be completed by the foreman/supervisor and the CAO.
- If the dangerous condition is not rectified immediately, an inspection must take place, which does not put the health and safety of any person in jeopardy, in the presence of the employee along with the health and safety representative.

Action must be taken to remedy the dangerous condition. Until it has been, the employee can continue to refuse to do the work. The employee will continue to be paid and can be reassigned to other work.

Another employee may not be assigned the work until the employer has determined that the work does not constitute a danger to the health and safety of any person or that the dangerous condition does not exist.

Where another employee is assigned to complete the refused work, the employer must inform the employee in writing of the refusal by the other employee, the reason for the refusal, the reason why the work does not constitute a danger to the health and safety of the employee or that the dangerous condition is not present and that right of the newly assigned employee to refuse dangerous work.



Reporting

All unsafe work refusals must be documented on a Work Refusal Form.

Once an inspection has been completed, Town of Daysland will prepare a written report of the work refusal, the inspection completed, and any actions taken. This report will contain no personal information about the employee who refused the work and will be given to the employee who refused the work and the safety representative.

Discipline

Under existing legislation, discipline or reprisal is not permitted unless the work refusal was made in bad faith or, after an Alberta Occupational Health and Safety Officer has found the job to be safe, the employee continues to refuse to do the work. If either of these circumstances can be clearly established, with agreement of the government safety inspector, discipline may be considered.

Conclusion

In the vast majority of incidents when unsafe conditions are brought to the attention of foreman/supervisors, they are resolved immediately. Employees should be encouraged, and required, to report unsafe conditions immediately.

In the rare instance that the foreman/supervisor and employee do not agree, it is important to have a procedure in place to resolve the issue with a minimum of disruptive conflict.



3.4 First Aid Requirements

The purpose of this policy is to ensure that first aid services and equipment are provided and maintained as per the appropriate OH&S legislation for the site. This Policy applies to all Town of Daysland employees, volunteers, visitors and contractors.

Related Documents

Incident Report Form

First Aid Attendants List

Alberta OH&S Act, Regulation and Code

Responsibility

Chief Administrative Officer

- Provide and maintain required first aid equipment and training.
- Ensure that all first aid incidents are reported and followed up on.
- Ensure all first aid incidents are documented and employees are trained to report them.
- Ensure that first aid equipment is supplied and available.
- Send employees for first aid training as required by Occupational Health and Safety Legislation and ensure they are available in the case of an emergency.

Foreman/Supervisors

- Ensure that all first aid incidents are reported and followed up on.
- Ensure all first aid incidents are documented and employees are trained to report them.

Employees

- Report all first aid incidents and complete a Incident/Near Miss Report Form.
- Inspect all emergency equipment on a monthly basis, re-stocking if necessary.
- Participate in first aid training.

Health & Safety Representative

- Ensure that first aid equipment is supplied and available.
- Ensure that there are appropriate number of first aiders on site.
- Ensure that all emergency equipment is inspected and re-stocked monthly.

Procedure

1. Only trained first aid attendants are to provide first aid.
2. All work related injuries and illnesses must be recorded on a Incident/Near Miss Report Form required by OH&S legislation immediately after an incident. Incident Report Forms must be kept for a period not less than three (3) years. All workplace injuries and illnesses shall be reported to the employee's foreman/supervisor immediately.
3. A list of all First Aid Attendants will be revised annually.



Contractors

When a contractor's employee is injured on a Town of Daysland work site and requires medical aid, the first aid attendant must fill out a Incident/Near Miss Report Form. The original shall be given to the manager of that employee. If the injured contractor employee does not report back to The Town of Daysland within 48 hours, then the form is to be filled out with a note stating that the employee did not report back. Depending on the nature of the incident/injury, the contractor's employee may be required to support The Town of Daysland in finding root cause and corrective action as required by The Town of Daysland Incident Investigation procedures.

First Aid Equipment

First aid equipment and supplies must be easily accessible and ready for use at all times. First aid equipment and supplies must be protected from the elements so that their effectiveness is not diminished. On a monthly basis as part of the safety inspection process, a designated person will conduct an inspection of the First Aid supplies to ensure that they meet or exceed the minimum requirements of the OH&S legislation. These inspections shall be documented.

The location of first aid equipment and supplies, or more often the containers in which they are stored, must be clearly marked, this information must also be included in employee training and orientations. You can find the location of first aid equipment identified on emergency response maps posted throughout the facilities.

Records

All occupational injuries and illnesses must be recorded on a Incident/Near Miss Report Form. All Incident/Near Miss Report Forms must be retained confidentially for a period not less than three (3) years. Blank Incident/Near Miss Report Forms shall be kept in each First Aid Kit so that employees have access to them at all times. Blank Incident Report Forms are also available at the Town Office.

Reporting

All workplace injuries shall be reported to the employee's foreman/supervisor and the designated First Aid attendant for documentation and treatment as soon as possible. A Incident/Near Miss Report Form shall be filled out for any incident or near miss.

Transportation

All field personnel must prepare a plan for transporting a injured employees to the nearest health care facility site. Depending on the location of the worksite determine which hospital/health care center is closest to you. When on a client site, follow all client procedures.

If an employee becomes injured or ill and is to be transported to the hospital for treatment, they shall be accompanied by at least one first aider other than the operator of the transport vehicle. This can include an employee from the site or an assisting paramedic.



3.5 Working Alone

The Town of Daysland recognizes the risks associated with working alone and requires a means of checking the well being of employees when they are potentially unable to summon help in the case of an emergency.

This policy applies to any employee working alone at a worksite where assistance is not readily available if there is an emergency or the employee is injured or ill. Working alone is considered a hazard as per Part 2 of the Alberta OH&S Code.

Related Documents

Hazard Assessments

Working Alone Safe Work Practice & Procedure

GeoPro App

Responsibility

Chief Administrative Officer

- Ensure that a working alone system is in place.
- Provide the appropriate resources to manage the working alone procedures.
- Follow the working alone procedures.
- Enforce the use of the working alone procedures.
- Report any incidents involving working alone.

Foreman/Supervisors

- Enforce the use of the working alone procedures.
- Follow the working alone procedures.
- Report any incidents involving working alone.

Employees

- Follow the working alone procedures.
- Carry out your work in a manner so as not to create a health or safety hazard.
- Report any incidents involving working alone

Health and Safety Representative

- Enforce the use of the working alone procedures.
- Follow the working alone procedures.
- Report any incidents involving working alone.

Procedure

A person is alone at work when they are on their own, when they cannot be seen or heard by another person and when they cannot expect a visit from another employee. Working alone includes all employees who may go off site for a period of time where they do not have direct contact with a co-employee.



While it is not always hazardous to work alone, it can be when other circumstances are present. Whether a situation is a high or low risk will depend on the location, type of work, interaction with the public, or the consequences of an emergency, incident, injury, etc. This wide variety of circumstances makes it important to assess each situation individually.

When working alone, all The Town of Daysland employees must have access to a cell phone, **the GeoPro app** or other means of communication. There is to be no working alone conducted when there is no means of communication.

High Risk activities can involve a variety of different risks from many different sources, including but not limited to:

- Working at heights
- Electricity
- Hazardous substances, chemicals or materials
- Materials under great pressure
- The public, where there is a potential for violence

Check-in Procedures

It is important that a check-in procedure be in place. The Town of Daysland has a text in system for any “lone” employee who is working after regular business hours. The safe work procedure includes the following:

- Which employees must be contacted and at what intervals.
- Who is to call and where the call will be recorded.
- What will happen if the employee misses a call or cannot be contacted. This includes how the employee will be rescued and by whom.
- What time the last call is expected.

If you are working alone in the Town office, Public Works site or any other worksite the following procedures apply:

1. Contact your foreman/supervisor to let them know you have arrived.
2. If you are completing low hazard work contact your foreman/supervisor when you leave site.
3. If you are completing medium hazard work contact your foreman/supervisor every 3 hours.
4. If you are completing high hazard work ensure there are two people on site.

This system shall be reviewed on an annual basis by The Town of Daysland management, or assigned representative, to ensure that the working alone program is effective.

All records associated with the working alone procedures are to be retained by the employees foreman/supervisor for a period not less than three (3) years.



Legal Requirements

Revision: 2.0

All incidents associated with working alone shall be recorded appropriately and reviewed by the employees, foreman/supervisor as well as management. Corrective Actions are to be carried out in a timely manner, striving for within thirty (30) Calendar Days.



3.6 Violence Policy

The Town of Daysland considers any violence, threats or vandalism to be as serious as any other workplace hazard. This type of behaviour should be included in an inspection or hazard assessment report. The Town of Daysland is committed to eliminating this hazard and controlling what cannot be eliminated. Therefore, all employees of The Town of Daysland need to know and understand what to do in the event of violence.

This policy is applicable to all The Town of Daysland personnel and extends to those with whom the company conducts business with internally or externally, including clients, visitors and contractors.

Related Documents

Incident Report Form

Incident Investigation Form

Disturbed Person Emergency Response plan

Responsibilities

Chief Administrative Officer

- Promptly address and document behaviour that may lead to workplace violence.
- Ensure all investigations remain confidential and only disclose sensitive information to involved parties as necessary for investigation and corrective action implementation, and only to external parties when required by law.
- Ensure that the violence prevention procedures include the measures to eliminate or control the hazard of violence.
- Review this policy every three years at minimum, or sooner as required by action items arising from incident reports.
- Provide appropriate resources for employees to be able to access physical and mental treatment options as required.

Foreman/Supervisors

- Promptly address and document behaviour that may lead to workplace violence of any kind, including domestic and sexual violence.
- Train employees on this policy.
- Investigate promptly and take the appropriate corrective action for any violence in the workplace.
- Recommend preventative and corrective measures in accordance with the seriousness of the misconduct.
- Cooperate in the investigation and in the implementation of any remedial action undertaken by The Town of Daysland.



Employees

- Report any incident of workplace violence to their foreman/supervisor and/or the chief administrative officer immediately.
- Participate in any investigation and the implementation of control measures to reduce exposure to identified hazards.
- Refrain from causing or participating in violence.

Health and Safety Representative

- Promptly address and document behaviour that may lead to workplace violence.
- Participate in any investigation and implement control measures to reduce exposure to identified hazards.

Definitions

Violence – Whether at a work site or work related, means the threatened, attempted or actual conduct of a person that causes or is likely to cause physical or psychological injury or harm, and includes domestic or sexual violence. Such conduct includes:

- Physical attacks or aggression in the forms of hitting, shoving, pushing, kicking, running down (with a vehicle or powered mobile equipment), and throwing objects at a employee or kicking an object the employee is standing or sitting on such as a chair, ladder or stool.
- Threatening behaviour such as shaking a fist, brandishing a weapon, verbal or written threats, or destruction of nearby property in an intimidating manner.
- Domestic violence, which is a pattern of behaviour used by one person to gain power and control over another with whom the person has or had a personal relationship with. In addition to the above this includes more subtle forms of coercion such as stalking and financial misconduct.
- Sexual violence refers to any non-consensual sexual act, attempt to obtain a sexual act, or any other act directed against a employee's sexuality. This ranges in severity from obscene name-calling and online misconduct to sexual assault (of which "rape" is a form).

Controls

Control measures in place at The Town of Daysland include sign in procedure for visitors, restricted access to work areas, locked doors, security cameras, alarms, lighting, emergency response procedures and working alone procedures.

Procedure

Report all acts of violence or potential violence immediately.

Initial Complaint and Counselling

Complaints shall be conscientiously investigated and will be processed in a confidential manner. The name of the complainant and the circumstances related to the complaints will not be disclosed and confidentiality will be preserved as much as possible.



Employees who make legitimate complaints concerning violence will not be adversely treated because of their complaint. In fact, they will assist The Town of Daysland in providing a healthy working environment.

Investigation Procedure

Steps in the investigation of a written formal complaint shall include the following procedure:

1. Interview the complainant.
2. Interview the alleged offender.
3. Interview any witnesses.
4. Document the situation accurately and completely.
5. Follow the most appropriate process to resolve the complaint which includes
 - Counselling one or both parties to attempt to resolve and arrive at a solution to the problem.
 - Follow up to ensure appropriate corrective action is taken.
 - Prepare a summary report upon completion of the investigation.
6. Decide on disciplinary actions for parties involved.

Training

The Town of Daysland will provide on-site training to employees through orientations as well as safety meetings and toolbox talks regarding violence in the workplace.

Training will include the following:

- How to recognize workplace violence.
- This policy and procedure.
- Any controls that have been put in place to minimize or eliminate exposure to workplace violence.
- The appropriate response to workplace violence or harassment.
- How and when to obtain assistance.
- Reporting workplace violence.
- Investigation procedures for workplace violence.

Review

The Violence Policy will be reviewed if there is an incident, when the OHSMS is reviewed and at the minimum every three years.

Rod Krips, Chief Administrative Officer

Date



3.7 Bullying and Harassment Policy

The Town of Daysland considers bullying and harassment to be as serious as any other workplace. This type of behaviour should be included in an inspection, hazard assessment or incident report. The Town of Daysland is committed to eliminating this hazard and controlling what cannot be eliminated. Therefore, all employees of The Town of Daysland need to know and understand what to do in the event of bullying or harassment.

This policy is applicable to all The Town of Daysland personnel and extends to those with whom the company conducts business with internally or externally, including clients, visitors and contractors.

Related Documents

Incident Report Form

Incident Investigation Form

Responsibilities

Chief Administrative Officer

- Promptly address and document behaviour that may lead to workplace bullying or any type of harassment.
- Ensure all investigations remain confidential and only disclose sensitive information to involved parties as necessary for investigation and corrective action implementation, and only to external parties when required by law.
- Review this policy every three years at minimum, or sooner as required by action items arising from incident reports.
- Provide appropriate resources for employees to be able to access physical and mental treatment options as required.

Foreman/Supervisors

- Promptly address and document behaviour that may lead to bullying or any type of harassment.
- Make every effort to prevent any form of harassment.
- Train employees on this policy.
- Investigate promptly and take the appropriate corrective action.
- Recommend preventative and corrective measures in accordance with the seriousness of the misconduct.
- Cooperate in the investigation and in the implementation of any remedial action undertaken by The Town of Daysland.
- Know where to find information about treatment resources for employees and be able to advise employees on how to access information about those resources.



Please note: any foreman, supervisor or chief administrative officer may be subject to discipline, up to and including termination for knowingly allowing harassing behaviour to continue.

Employees

- Report any incident of bullying or harassment to their foreman/supervisor and/or the chief administrative officer immediately.
- Participate in any investigation and the implementation of control measures to reduce exposure to identified hazards.
- Refrain from causing or participating in bullying and harassment.

Health and Safety Representative

- Promptly address and document behaviour that may lead to workplace bullying or any type of harassment.
- Participate in any investigation and implement control measures to reduce exposure to identified hazards.

Definitions

Bullying – Bullying is usually seen as acts or verbal comments that could 'mentally' hurt or isolate a person in the workplace. Sometimes, bullying can involve negative physical contact as well. Bullying usually involves repeated incidents or a pattern of behaviour that is intended to intimidate, offend, degrade or humiliate a person or group of people. It has also been described as the assertion of power through aggression.

Harassment – Any single incident or repeated incidents of objectionable or unwelcomed conduct, comment, bullying or action by a person that the person knows or ought reasonably to know will or would cause offence or humiliation to a employee, or adversely affects the employee's health and safety, and includes comment, conduct, bullying or action because of race, religion, color, physical or mental disability, age, ancestry, place of origin, marital status, source of income, family status, gender, gender identity, gender expression and sexual orientation, and a sexual solicitation or advance, but excludes any reasonable conduct of an employer or supervisor in respect of the management of employees at a work site.

The types of behaviour which constitute harassment include, but are not limited to, verbal abuse or threats, offensive comments and actions deliberately designed to demean, belittle, exclude, isolate, or humiliate an individual or group; deliberate misgendering or deadnaming; and non-consensual physical contact and/or sexual misconduct. These behaviours can occur at the workplace, at employment-related social functions, in the course of work assignments outside the workplace, at work-related conferences or training sessions, during work-related travel, by email, over the telephone or via text message, social media, or elsewhere.



Procedure

Complainants

1. Notify the offender the behaviour will not be tolerated. You may speak to the foreman/supervisor or CAO first. The harassment complaint is not dependent upon speaking to the alleged harasser.
2. Keep a written record of the following information:
 - a. Dates and time.
 - b. Places.
 - c. Nature of behaviour.
 - d. Witnesses.
3. If the offensive behaviour continues, notify your foreman/supervisor and/or CAO.

If the CAO's or foreman's/supervisor's action does not remedy the circumstances, or the complainant is dissatisfied, be aware that a complaint may also be lodged with:

- The Human Rights Commission.
- An independent neutral third party.

Initial Complaint and Counselling

Complaints shall be conscientiously investigated and will be processed in a confidential manner. The name of the complainant and the circumstances related to the complaints will not be disclosed and confidentiality will be preserved as much as possible. Upon a decision to make a formal written complaint, the principles of natural justice require that absolute confidentiality cannot be maintained, as witnesses may be involved and the alleged harasser will be given an opportunity to respond to the allegations made.

Employees who make legitimate complaints concerning harassment will not be adversely treated because of their complaint. In fact, they will assist The Town of Daysland in providing a healthy working environment. Because a charge of harassment is a very serious matter for everyone involved, employees must not make frivolous or malicious charges against others.

Investigation Procedure

Steps in the investigation of a written formal complaint shall include the following procedure:

1. Interview the complainant.
2. Interview the alleged offender.
3. Interview any witnesses.
4. Document the situation accurately and completely.
5. Together with the foreman, supervisor and/or CAO, decide if the complaint has grounds, if not, explain to the complainant the reasons why the conduct complained of does not constitute harassment, if so, and continue with procedure.
6. Follow the most appropriate process to resolve the complaint such as counselling one or both parties to attempt to resolve and arrive at a solution to the problem.
7. Follow up to ensure appropriate corrective action is taken.
8. Prepare a summary report upon completion of the investigation.



Regardless of the complaint validity counselling services are to be offered to the complainant.

Training

The Town of Daysland will provide on-site training to employees through orientations as well as safety meetings and toolbox talks regarding bullying and harassment in the workplace.

Training will include the following:

- How to recognize workplace bullying and harassment.
- This policy and procedure.
- The appropriate response to workplace bullying or harassment.
- How and when to obtain assistance.
- Reporting workplace bullying and harassment.
- Investigation procedures for workplace bullying and harassment.

Review

The Bullying and Harassment Policy will be reviewed if there is an incident, when the OHSMS is reviewed and at the minimum every three years.

Rod Krips, Chief Administrative Officer

Date