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6.1 Training Policy

The Town of Daysland recognizes that orientation, education and training of employees are a vital part of health and safety management. The purpose of this policy is to provide for general and specialized safety and related training throughout all levels of the organization.

This policy affects all personnel of The Town of Daysland.

Related Documents

Safety Training Matrix
Health and Safety Meeting Forms

Responsibilities

Chief Administrative Officer

- Provide appropriate resources to ensure proper education and training is provided to all employees.
- Provide the time necessary to complete any necessary training.
- Ensure proper supervision and instruction is provided by competent employees to new employees to so they can perform their work without undue risk.
- Maintain proper records and documentation regarding training and safety meetings.

Foreman/Supervisors

- Review documentation and records of crew talks and safety meetings.
- Ensure employees receive orientation on their first day of employment.
- Ensure proper supervision and instruction is provided by competent employees to new employees to so they can perform their work without undue risk.
- Ensure employees are made aware of known or reasonably foreseeable health and safety hazards they may encounter while conducting work activities.

Employees

- Attend workplace orientation sessions as required.
- Participate in training sessions.
- Participate in safety meetings.
- Perform their duties to an acceptable level in accordance with the education and training provided to them.
- Identify and report hazardous conditions.
- Follow all safe work procedures and hazard control measures.



Health and Safety Representative

- Perform new hire orientation to employees and assigned training.
- Identify and report hazardous conditions.
- Ensure employees are made aware of known or reasonably foreseeable health and safety hazards they may encounter while conducting work activities.

Procedure

Safety training will be recorded using the training matrix to track completed courses as well as the expiry date of tickets. The Town of Daysland safety training programs shall include but not be limited to the following:

1. Employee Orientation to the company's health and safety system.
2. Discussion of industry incident and near miss experiences, compliance and hazard indicators.
3. Meeting of First Aid requirements.
4. WHMIS training.
5. Emergency Response training.
6. Specialized training as required for each job.

These topics may be covered in formal training sessions or at safety meetings.

Training will be evaluated on an ongoing basis for effectiveness and will be revised as necessary. Competency will be verified before employees are permitted to perform tasks independently.

Rod Krips, Chief Administrative Officer

Date



6.2 Short Service Employees and/or New Employee

A short service employee and/or new employee (SSE) is defined as any employee who has less than six months of experience with the company and/or within his or her present roll. These employees require extra attention until they can gain sufficient experience to perform their duties safely with less supervision.

The Town of Daysland requires minimum competencies to be met with relevant training, current information and gained knowledge in the pursuit of operational excellence.

This policy affects all personnel of The Town of Daysland with less than six months of experience with the company and/or within present position.

Related Documents

Safety Training Matrix

Responsibilities

Chief Administrative Officer

- Assign a mentor to one SSE, and always have the mentor remain on site with the SSE, including not allowing the SSE to work alone at any hazardous task.
- Ensure awareness of any SSE on shift and implement required precautions.
- Ensure to provide and encourage mentor to provide the SSE with the proper knowledge and skills for certain task.
- Managers understand that when they sign off on the Orientation Checklist, they are saying the SSE is competent as noted.

Foreman/Supervisors

- Participate in or conduct the Orientation with the SSE.
- Ensure SSE's are monitored for compliance to policies and procedures by a competent employee assigned to the mentorship role in the crew.
- If The Town of Daysland personnel dispatched to a client site includes any SSE, the manager shall notify the client. This will include details on the visible identifiers being used.

Mentors

- Remain on site with the SSE at all times and may only be assigned to one SSE at a time. Mentors are to be assigned until the SSE has proven to be competent in the work assigned.
- Be willing and able to effectively listen to the SSE and to determine if they are learning and retaining the knowledge being shared.



- Watch the SSE perform a job without interfering as long as the SSE is not in a position to hurt themselves, others or to damage equipment.
- Provide guidance and assist in the development of the SSE. They must provide a positive safety attitude, avoid criticism and strive to build confidence and self esteem in the SSE.
- Be familiar with the site policies, procedures and any specialized actions required for the work performed. They must be familiar with the job, tasks and the oversight responsibilities required as well as the hazards associated with the job.
- Mentors are to have the current orientation training and have the ability to recognize hazards and unsafe work.
- Demonstrate a positive work ethic at all times and follow all company policies and procedures. They must ensure the SSE is monitored for compliance to policies, procedures and rules.
- Be able and willing to challenge personnel in the workplace that do not comply with the site procedures, policies or requirements and enforce the stop work authority.

Short Service Employees (SSE) / New Employees and Contractors

- SSE may not work alone at any time.
- Be willing to watch and listen to the mentor.
- Establish a positive safety attitude towards assigned job tasks.
- Be willing to gain the knowledge and skill in a particular job task, to be able to perform in a safe and environmental sound manner.
- Stop and report unsafe conditions at any time as well as actively participate in safety meetings and follow all safety rules and policies of The Town of Daysland.
- SSE shall be monitored for compliance with health, safety and environmental policies and procedures.
- If there are ever any contractors working on behalf of The Town of Daysland, they must also follow this procedure.

Health and Safety Representative

- Participate in or conduct the Orientation with the SSE.

Procedure

Training is to be documented and signed off by the mentor/trainer as well as the trainee. It will be acknowledged with the appropriate manager's signature. Prior to the manager signing, the manager should be satisfied as to the understanding by the employee of the training provided.

Short Service Employee (SSE), will be given the following information as part of our company orientation process:

1. Employee Handbook and Introduction to Safety.



- They are required to review all the information in The Town of Daysland handbook.
2. Safety Certificates.
 - They will be required to provide a copy of all their current valid safety training certificates.
3. Training Certificates.
 - They will be required to provide a copy of any specialized training certificates.
 - Additional training may be required.
4. Driver's License.
 - They will be required to provide a copy of their current valid driver's license if they will be driving a The Town of Daysland owned and/or leased vehicle.
5. In-House Safety Training.
 - They will be given copies of in-house training packages which are required to be reviewed. The training will include, but is not limited to the following:
 - WHMIS;
 - Hazard identification; and,
 - Additional training programs as developed or required.
6. Required PPE.
 - It is their responsibility to have the required PPE when they report for work, which is dependent on the work site they are assigned to.
 - They are to check with management to determine which PPE is supplied and if additional PPE is required.
 - It is their responsibility to ensure that their PPE is clean and in good condition at all times.
7. SSE Orientation Checklist.
 - They will be given the orientation checklist
 - It is their responsibility to ensure that the checklist is completed and signed-off, within the first 30 days of working for the company.
 - They are to have the checklist with them, and have it completed by their manager or mentor.
 - Once it is fully completed, they are to return it to the Town Office. Cody, Brenda, and Public Works personnel will review the checklist. After the review, the checklist will be placed on their personal file.

Training will be evaluated on an ongoing basis for effectiveness and will be revised as necessary.

If there are ever any contractors working on behalf of The Town of Daysland, they must also follow this policy and all of The Town of Daysland policies and procedures while on site and/or on a client's site.



6.3 Job Competency

The Town of Daysland requires minimum competencies to be met by their employees based on the job descriptions. Competency assurance provides employees with relevant training, current information and opportunities for enhancing their capabilities as well as enabling the best practices to be applied in the pursuit of operational excellence.

This policy affects all employees of The Town of Daysland to ensure that the proper training for duties being performed is taking place.

Related Documents

Safety Training Matrix

Responsibilities

Chief Administrative Officer

- Ensure job competencies are established for each job, including the minimum qualifications for education and work experience.
- Ensure only competent, qualified employees with the proper training, education and experience are completing tasks.
- Provide appropriate resources to ensure proper education and training, including task specific training, is provided to all employees.
- Provide employees with the time, means and resources to attend training to remain current and competent with their job tasks.

Foreman/Supervisors

- Ensure proper supervision and instruction is provided to maintain employee competency so they can perform their work without undue risk.
- Ensure persons designated to conduct training are knowledgeable and have practical work experience related to the subject matter.
- Provide job specific training related to the employee's role and responsibilities.
- Provide employees with training on new or modified tools, equipment or procedures.
- Verify employee competency prior to employee performing the task independently.
- Ensure proper supervision and instruction is provided to maintain employee competency so they can perform their work without undue risk.
- Complete the process required to have the employee training recorded on the Training Matrix.



Employees

- Participate in training sessions with a competent individual until employee is deemed competent.
- Participate in training that is requested by their manager or the health and safety department.
- Provide copies of training tickets that are required to complete the job.
- Remain current within their job and participate in training opportunities to improve their performance and potential.
- Advise their supervisor if they are asked to perform a task for which they are not qualified or properly trained.
- Perform their duties to an acceptable level in accordance with the education and training provided to them.

Health and Safety Representative

- Obtain documentation of training from employee to ensure qualifications of job prior to hiring, placement or employee to move into a new role.
- Provide job specific training related to the employee's role and responsibilities.
- Ensure job competencies are established for each job, including the minimum qualifications for education and work experience.
- Ensure only competent, qualified employees with the proper training, education and experience are completing tasks.
- Ensure persons designated to conduct training are knowledgeable and have practical work experience related to the subject matter.

Procedure

All training is to be documented and signed off by the trainer and the trainee.

Training activities will be conducted by competent persons and evaluated and modified as necessary to ensure relevance and effectiveness. Safety training will be recorded using the training matrix to track completed courses as well as the expiry date of tickets.

The Town of Daysland safety training programs shall include but not be limited to the following:

1. Before beginning a new job, the employee should be familiar with the Safe Work Practices and Procedures for the job and the equipment being used.
2. Competency to perform the task independently must be reached prior to the employee performing the task independently.
3. Once competency is acquired, the training will be recorded on the training matrix.

Training will be evaluated on an ongoing basis for effectiveness and will be revised as necessary.



6.4 WHMIS (GHS)

It is the policy of The Town of Daysland that special precautions are taken when using, handling, storing and disposing of hazardous chemicals. General and specific training is required for those employees who work with or in close proximity to hazardous chemicals.

Fulfilling the requirement for chemicals as defined in the WHMIS regulations will ensure all potential hazards associated with the use, handling, storage and disposal of chemicals are identified and eliminated or minimized.

Responsibilities

Chief Administrative Officer

- Ensure appropriate resources are allocated and training is provided to all employees in their department to fulfill the legislative requirements of WHMIS.
- Ensure PPE is provided and used properly.

Foreman/Supervisors

- Ensure all containers on site are labelled.
- Ensure PPE is provided and used properly.
- Maintain and update a hazardous product inventory.

Employees

- Participate in the training programs dealing with hazardous materials.
- Put labels on all containers when de-canting, on any container missing a label or if the label is no longer readable.
- Use PPE when required.

Health and Safety Representative

- Ensure SDS's for all hazardous products are current and available to employees.
- Ensure PPE is provided and used properly.
- Provide WHMIS training to all employees who work with hazardous products.

Procedure

1. Training will be provided to all new and existing employees in WHMIS as part of their orientation. They will be trained in the use of specific chemicals and/or materials by their manager when they start to work in the area and when exposed to any new chemical process.
2. A hazardous product inventory and SDS shall be kept at a main location and will be made available to employees for review.

3. WHMIS training records will be kept in the employee file and entered on the training matrix, as proof of training.
4. No WHMIS hazardous products or materials will be allowed on The Town of Daysland facilities unless there is a valid SDS available on-site and there is a supplier or workplace label on the container.
5. SDS must meet or exceed all requirements of the WHMIS Regulation and be updated at least every three (3) years.

WHMIS training should be refreshed every three (3) years by industry standard.

| GHS Pictograms | Used For... | Current Pictograms | | |
|----------------|---|-----------------------------|-------------------------------|--------|
| | | Canada <i>(consumer)</i> | Canada <i>(work place)</i> | Europe |
| | <ul style="list-style-type: none"> Oxidizers | | | |
| | <ul style="list-style-type: none"> Flammables Self Reactives Pyrophorics Self-heating Emits Flammable Gas Organic Peroxides | | | |
| | <ul style="list-style-type: none"> Explosives Self Reactives Organic Peroxides | | | |
| | <ul style="list-style-type: none"> Acute Toxicity (severe) | | | |
| | <ul style="list-style-type: none"> Corrosives | | | |
| | <ul style="list-style-type: none"> Gasses Under Pressure | | | |
| | <ul style="list-style-type: none"> Carcinogen Respiratory Sensitizer Reproductive Toxicity Target Organ Toxicity Muligenicity Aspiration Toxicity | | | |
| | <ul style="list-style-type: none"> Environmental Toxicity | | | |
| | <ul style="list-style-type: none"> Irritant Dermal Sensitizer Acute toxicity (harmful) Narcotic Effects Respiratory Tract Irritation | | | |



6.5 Transportation of Dangerous Goods

It is the policy of The Town of Daysland that special precautions are taken when transporting, handling or offering for transport any dangerous goods. General and specific training is required for those employees who transport, handle or offer for transport dangerous goods.

Transportation of dangerous goods (TDG) applies to all who handle dangerous goods, offer dangerous goods for transport or just transporting dangerous goods.

This policy applies to all employees of The Town of Daysland who transport, handle or offer for transport dangerous goods.

Related Documents

SDS Binder
WHMIS Policy

Responsibilities

Chief Administrative Officer

It is the responsibility of management to ensure that the TDG requirements are met. Their responsibilities are to:

- Ensure appropriate resources are allocated and training is provided to all employees in their department to fulfill the legislative requirements of TDG.
- Ensure PPE is provided and used properly.

Foreman/Supervisors

- Ensure PPE is provided and used properly.
- Provide TDG training to all employees who will be handling, transporting and/or offering for transport dangerous goods.
- Handling dangerous goods.
- Transportation of dangerous goods.
- Ensure appropriate resources are allocated and training is provided to all employees in their department to fulfill the legislative requirements of TDG.

Employees

- It is the responsibility of the employees to use the training provided and follow legislative requirements when transporting or handling dangerous goods.

Health and Safety Representative

- Ensure PPE is provided and used properly.
- Provide TDG training to all employees who will be handling, transporting and/or offering for transport dangerous goods.
- Ensure appropriate resources are allocated and training is provided to all employees in their department to fulfill the legislative requirements of TDG.

Procedure

The following is a summary of key TDG requirements.

- Training will be provided to all employees who transport, offer for transport and handle dangerous goods. They will be trained in the proper documentation, safety markings, nine (9) classes of TDG, containments and placards under TDG Regulations.
- A hazardous product inventory and Safety Data Sheet (SDS) shall be kept at a main location and will be made available to employees for review and for reference in accordance with TDG.
- TDG training records will be kept in the employee file as proof of training. It is valid for three (3) years.
- All documentation from a shipment will be kept for a minimum of three (3) years, as per the TDG regulations. This can be either electronically or in hard copy.





6.6 Drug & Alcohol/Fit for Duty Policy

The Town of Daysland recognizes that the use of illegal drugs and the misuse of alcohol. Medications and mood-altering substances can limit an employee's ability to properly do his/her job in a safe manner and can negatively impact the health and safety of themselves and others. This policy references the "Canadian Model for Providing a Safe Workplace".

This policy applies to all employees and contractors (including employees of contractors) (collectively "employees") when engaged in company business on behalf of The Town of Daysland.

Safety sensitive positions include all positions and contractors in which an individual has a key and direct role in an operation where impaired performance could result in:

- A significant accident or incident affecting the health and safety of themselves, other employees or the public.
- An accident or incident that results in damage or loss to the facility, the production process, or the environment; or
- An inadequate response to an alarm, call-out, or emergency/operational situation.

Related Documents

Human Rights: Duty to Accommodate
Canadian Model for Providing a Safe Workplace
Enforcement Policy

Responsibilities

Chief Administrative Officer

- Provide necessary resources to ensure compliance with this policy.
- Review necessary reports and documentation as required.
- Provide training to employees with respect to this policy.
- Know this policy and be able to recognize the signs and symptoms of alcohol and drug use.
- Ensure the employees meet the fit for duty requirement as part of their responsibility to perform their work-related activities in an effective and safe manner.
- Act on reported or suspected alcohol or drug use by employees.
- Adhere to this policy.
- Report all drug and alcohol infractions.
- Monitor employee performance and address situations where performance consistently or sporadically falls below the expected level of performance.



- Provide supervisors training on recognition of impairment and appropriate response procedures.

Foreman/Supervisors

- Ensure the employees meet the fit for duty requirement as part of their responsibility to perform their work-related activities in an effective and safe manner.
- Act on reported or suspected alcohol or drug use by employees.
- Adhere to this policy.
- Report all drug and alcohol infractions.
- Monitor employee performance and address situations where performance consistently or sporadically falls below the expected level of performance.
- Participate in training on recognition of impairment and appropriate response procedures.
- Act on reported or suspected alcohol or drug use by employees.

It is not the responsibility of the manager or supervisor to determine whether or not an employee's performance problem is a consequence of the use of alcohol and/or drugs outside of the workplace. The manager's responsibility is limited to monitoring work performance and identifying, documenting and addressing performance problems in accordance with The Town of Daysland's existing Enforcement Policy.

Employees

- Ensure they are fit for duty as part of their obligation to perform work activities in a safe manner.
- Ensure they comply with the work standards as part of their obligation to perform work activities in a safe manner.
- Submit samples for testing as required.
- Comply with this policy and follow appropriate treatment, if deemed necessary.
- Use medications responsibly, be aware of potential side effects and notify their manager if their medication has the potential to affect their ability to be fit for duty.
- Encourage their peers or co-employees to seek help when there is a potential breach or breach of policy.

Health and Safety Representative

- Adhere to this policy.
- Report all drug and alcohol infractions.
- Recommend corrective action on reported or suspected alcohol or drug use by employees.



Work Standards

All employees must be competent and physically capable to complete their assigned job. In order to reduce the risk of unsafe or unsatisfactory performance due to the influence of drugs, alcohol or mood-altering substances all employees must report fit for duty and remain fit for duty throughout their standard workday or shift, or when on a scheduled call and when on-call.

The possession of and/or consumption of alcohol, illegal drugs or mood-altering substances and the misuse of medication is strictly prohibited on any location where The Town of Daysland conducts its business. This includes all vehicles operated on behalf of The Town of Daysland.

No employee shall report for, or be at work, having an alcohol level that makes him/her not fit for duty.

No employee shall report for, or be at work, having present in their bodies mood-altering substances or illegal drugs which make them not fit for duty.

No employee shall misuse prescription or over the counter drugs while at work. If an employee is taking a prescription or over the counter drugs which has the potential to affect his/her ability to be fit for duty, he/she has an obligation to report it to a manager.

If anyone notices that another employee appears not to be fit for duty, he/she shall inform a manager as soon as possible. Any action or decisions shall be left to the manager to assess. If necessary, the employee will be removed from site by a company representative.

All incidents involving drugs, alcohol or mood-altering substance shall be recorded appropriately and reviewed by a manager. Corrective actions are to be carried out within thirty (30) Calendar Days.

All information regarding drug, alcohol and mood-altering substance related matters are to be treated as highly confidential; managers and witnesses are not to speak about the matter with anyone at any time.

This system shall be reviewed on an annual basis by management, or assigned representative, to ensure that the Drug and Alcohol/Fit for Duty Policy is effective.

Drug and Alcohol Detection

Testing of job applicants and employees for drugs, alcohol and mood-altering substances may be conducted for pre-employment, to send a employee to a specific job site, when there is reasonable suspicion of drug, alcohol or mood-altering substance use, or in the case that a employee has been involved in an incident causing injury, a



property damage incident or a near miss with potential endangerment of human life and it is reasonable to believe that the use of alcohol, drugs and/or mood-altering substances were a contributing factor to the incident. All The Town of Daysland employees will comply with client site requirements for testing and will submit to any testing requirements deemed necessary.

Post incident testing will be conducted as soon as possible, and no later than 12 hours after the incident. Arrangement will be made by The Town of Daysland to transport the employee to the collection site; the affected employee will not be allowed to proceed alone to or from the collection site.

Employee Assistance

If an employee discloses a dependency to drugs, mood-altering substances or alcohol, then The Town of Daysland will send them to be assessed by a professional. If it is determined that an assistance program is necessary for their return to good health and productivity, then The Town of Daysland will assist. Any employee who fails to complete the full course of treatment and/or does not agree to return to work conditions as required by The Town of Daysland may be subject to dismissal.

The Town of Daysland conducts business with many companies who require drug and alcohol testing as a condition of their contract or service agreement. Employees conducting business for these companies are required to comply with the drug and alcohol policies of these companies.

Refusal to Test

The employer may discipline, up to and including termination, an employee who refuses to submit to a test in accordance with this policy or who attempts to interfere or tamper with a sample for testing.



Rod Krips, Chief Administrative Officer

Date

6.7 Fatigue Management

The Town of Daysland is committed to providing a safe work environment in every aspect of our business; this includes being fit for duty and not being fatigued.

This policy will outline the requirements for employees during the course of work for The Town of Daysland and will be applicable to all employees at the workplace, on work sites as well as in each vehicle.

The information in this policy does not take precedence over applicable government legislation, with which all employees should be familiar.

This policy applies to any employee for the purpose of business on behalf of The Town of Daysland.

The hazards and business risks associated with employee fatigue are significant. Fatigue impairs alertness (or drowsiness), often without the employee's awareness. Traditionally, fatigue or alertness levels in employees have not been easily measured or quantified. This has created serious hurdles for risk managers as administrative solutions alone have severe limitations. In essence, it's very difficult to manage what you cannot objectively measure.

Tackling overall employee fatigue is very similar to other impairments. In order to truly eliminate or mitigate the hazards and business risks associated with fatigue, we have implemented a comprehensive strategy that includes leadership and commitment, education and training, objective measurements as well as accommodation and support. Training for fatigue management will be done annually in toolbox talks to ensure that all employees are aware of the policy.

Responsibilities

Chief Administrative Officer

- Ensure that the policy is implemented throughout the company.
- Provide instructions and training regarding fatigue.
- Support employees who are experiencing concerns with fatigue.
- Investigate any problems and/or concerns.
- Evaluate the tasks employees are doing to ensure they are changing tasks to control fatigue.



Foreman/Supervisors

- Monitor the effects of extended work hours.
- Communicate the employer expectations.
- Investigate any problems and/or concerns.
- Inspect the workplace and review the policy with employees and contractors.
- Evaluate the tasks employees are doing to ensure they are changing tasks to control fatigue.

Employees

- Actively participate in the fatigue management training.
- Recognize symptoms of fatigue.
- Promptly report any fatigue related concerns to manager.
- Report any individual medical or personal situations which may have an effect on fatigue to manager.
- Ensure that provide self with proper rest during time off.

Health and Safety Representative

- Provide instructions and training regarding fatigue.
- Investigate any problems and/or concerns.
- Inspect the workplace and review the policy with employees and contractors.
- Evaluate the tasks employees are doing to ensure they are changing tasks to control fatigue.

Procedure

Feeling Fatigued at Work

1. Stop what you are doing, especially when working on mobile equipment.
2. Take a break from what you are working on. This will increase mental alertness and minimizes fatigue.
3. Stop and stretch, go for a short walk or have a light snack.
4. Resume working, go back to what you were working on or change tasks.
5. If you are still feeling fatigued, inform your manager.
6. Never operate a motor vehicle or equipment while excessively fatigued. Ensure a proper break and rest has been performed prior to resuming operation of a vehicle.
7. Fill out a near miss report.

Work Schedules

Work schedules are designed to ensure that all employees come to work rested and without fatigue. This is done by ensuring proper rest time in between work shifts. This can be done in many ways such as:

1. Ensuring at least 8-hour break between work shifts.



2. Ensure at least 2 consecutive days off, and do not work for more than 24 consecutive days.
3. An employee's work hours must fall within a 12-hour period in a day which includes the drive time and scheduled work hours.
4. Ensure that employees report to their manager if they are feeling fatigued.

Preventative Methods

1. Understand the effect of fatigue can be caused by the abuse of alcohol, poor diet, and lack of exercise, personal problems, depression, and lack of sleep or sickness.
2. Analyze and evaluate work tasks periodically.
3. Minimize fatigue hazards such as the type of work task, the length of task and the workplace conditions.
4. Take short and frequent breaks.
5. Perform complex tasks earlier in the shift, if possible.

Review

The fatigue management procedures shall be reviewed on an annual basis by The Town of Daysland management, or assigned representative, to ensure that the fatigue management program is effective. All incidents associated with driving and fatigue management shall be recorded appropriately and reviewed by the employee's manager as well as The Town of Daysland's Health and Safety Committee and management. Corrective Actions are to be carried out within thirty (30) calendar days.



6.8 Safe Driving Policy

The Town of Daysland is committed to providing a safe work environment in every aspect of our business, including driving. This policy applies to all employees of The Town of Daysland who drive during their work using a company-owned or personal vehicle.

Authorized Drivers

All staff authorized by management to operate company vehicles are required to comply with the safety program policies and procedures. Authorized drivers include, but are not limited to the following:

- Anyone who uses a company vehicle on a part-time or occasional basis.
- All truck drivers who use vehicles on a full-time basis.
- Managers who operate company vehicles.
- Anyone who is using a personal vehicle to perform their job duties as directed by management.

All authorized drivers will be required to provide a valid full class 5 driver's license and a driver abstract upon hire. Drivers abstracts will be pulled on a triennial basis. Any infractions committed by an employee that will affect their driver's license shall be reported to management immediately.

Personal Vehicles on Company Premises

Any employee who is not an authorized driver shall not drive for business purposes. Activities such as getting to and from work or leaving/returning to site from a lunch break are not considered business purposes. If a personal vehicle is being operated for a non-business purpose on company premises (such as a parking lot), then the driver must still comply with all parts of this policy that are not specifically directed at authorized drivers.

Speed Limits

Drivers must obey all posted speed limits and reduce driving speed in accordance to road conditions, weather conditions, visibility and vehicle type.

Seat Belt Use

In accordance with the Alberta Traffic Safety Act, all drivers and passengers are required to wear a seat belt, at all times when operating and/or being a passenger in a motor vehicle.



Defensive Driving

Drivers must be professional, courteous and drive defensively. Leave safe distances between vehicles, keep the vehicle under control and be prepared for changes in road, weather and traffic conditions.

Distracted Driving

Drivers must follow all distracted driving laws as a minimum. Texting, emailing or using of any electronic device while in motion is prohibited. All vehicles must be put into park prior to texting, emailing or using any electronic device. This includes dialing telephone calls and engaging in long or stressful telephone conversations. In accordance with the law, handsfree telephone conversations must be limited to one-touch or no-touch answering systems and must be as short and to the point as possible.

Influence of Drugs and Alcohol

Drivers must not be under the influence of any drugs which would compromise their ability to drive safely. This includes alcohol, cannabis, some prescription drugs, some over-the-counter medicines, illegal drugs, or any other substances that can cause driver impairment. All staff must always follow the Drugs and Alcohol/Fit for Duty Policy. That policy includes the process for addressing employees' concerns about legitimate medication usage.

Fatigue

Driving tired can be as dangerous as distracted or substance-impaired driving. All drivers are responsible for exercising good judgment on whether or not they remain alert enough to keep driving. If unable to continue their regular driving duties due to fatigue, drivers must park (or already be parked) in a safe place and must contact their supervisor for further instructions. Drivers shall not take unnecessary risks in driving with excess fatigue, nor shall their supervisors and managers direct them to do so.

Fines and Violations

All drivers shall obey all traffic signals, signs, parking restrictions, and other rules of the road not specified above. Payment of any administrative penalties ("tickets") incurred as a result of improper vehicle operation shall be the sole responsibility of the driver regardless of the vehicle's ownership.

Passengers

Only The Town of Daysland employees with clearance from the Alberta WCB are permitted to ride as passengers in company vehicles. No guests or personnel are allowed to ride in a fleet vehicle insured by The Town of Daysland.