



Table of Contents

7.1 Communication and Awareness 2

7.2 Health and Safety Meetings 3

7.3 Safety Committee Directive 3

7.4 Visitor Policy 6

7.5 Journey Management 8



7.1 Communication and Awareness

The Town of Daysland has established and maintains communication and awareness for the following:

- Information about the OHSMS, the policy and the progress of the implementation plan to all affected levels of the organization.
- How to receive, document and respond appropriately to internal and external communications relating to OH&S.
- Promptly reporting of workplace injuries, illnesses, incidents, near misses, hazards and risks.
- Ensuring that the concerns, ideas and inputs of employees and employee representatives regarding OH&S matters are received, considered and responded to in a timely fashion.
- Use employee representatives as a forum for communication.

Internal Communication

The Town of Daysland management ensures that the appropriate communication processes are established within the organization. Thus, a management meeting is conducted regularly regarding the effectiveness of their responsibilities to meet or exceed customer's expectations. Internal communication shall be handled verbally, through electronic mail, memo or posted on information board after such a meeting.

A pre-job meeting is held to discuss the customer's product requirements. These meetings are designed to address how to meet a customer's expectations. Every idea is reviewed and documented. The output of the meeting is communicated to the customer through management personnel and internally via electronic mail to all applicable parties.



7.2 Health and Safety Meetings

It is the policy of The Town of Daysland to conduct safety meetings, as required, to assist in maintaining a safe and healthy workplace. Safety meetings can be called by any who feels the need to address an immediate safety concern. These meetings will be held on company time and will not compromise the employee's lunch and/or coffee break. Health and Safety meetings will be held at a minimum of once per month.

Toolbox Meetings

Toolbox meetings shall be held at a minimum of monthly, at all locations, to discuss hazards and hazard controls. All employees in attendance will sign in. The information from the toolbox meetings will be posted on the safety boards at each location.

Responsibilities

To accomplish our objective, it is the responsibility of management to ensure these meetings are held and proper documentation is completed and stored appropriately.

7.3 Health and Safety Representative Selection

An employer with 5-19 employees and work expected to last 90 days or more is required to have a health and safety representative. The Town of Daysland will follow the appropriate procedure as indicated below to ensure the selection of the right employee as a health and safety representative.

Responsibilities

Chief Administrative Officer

- Designate an employee appointed or selected as a health and safety representative.
- Consult and cooperate with the health and safety representative, as applicable, to exchange information on health and safety matters and to resolve health and safety concerns.
- Ensure that health and safety concerns raised by employees, foreman/supervisors and safety representative are resolved in a timely manner.
- Ensure that there is opportunity for all employees to be report health and safety concerns.
- Provide reasonable support for financial commitment to address and/or perform required health and safety requirements.
- Readily keep available all health and safety information and provide that information to the or health and safety representative at the work site.
- Ensure that current paper or downloaded or stored electronic copies the Act, the regulations and the OHS code are readily available for reference by employees and the health and safety representative.



Foreman/Supervisors

- Consult and cooperate with the health and safety representative, as applicable, to exchange information on health and safety matters and to resolve health and safety concerns.
- Ensure that health and safety concerns raised by employees and safety representative are resolved in a timely manner.

Employees

- Select a health and safety representative to represent all employees.
- Always be ready to listen to the health and safety concerns of co-employees and encourage their participation in all aspects of safety.
- Ensure to use safe work practices and obey all the safety rules. You are leading by example.
- Do not let anything pass that is unsafe. Do not overlook any health and safety concerns.
- Act on health and safety concerns, if unable to perform action yourself, inform a supervisor.
- Recommend corrective actions on items of concern, as well as how and when they will be corrected with the health and safety representative.

Health and Safety Representative

- The receipt, consideration and disposition of concerns and complaints respecting the health and safety of employees.
- Participate in the identification of hazards to employees or other persons arising out of or in connection with activities at the work site.
- Develop and promote measures to protect the health and safety of persons at the work site and check the effectiveness of such measures.
- Cooperate with an officer exercising any duties under the OHS Act, the regulations and the OHS code.
- Develop and promote programs for education and information concerning health and safety.
- Make recommendations to The Town of Daysland respecting the health and safety of employees.
- Inspect the work site at regular intervals.
- Participate in investigations of serious injuries and incidents at the work site



Health and Safety Representative Selection Procedure

1. Employees identify other employees (or volunteer themselves) as a health and safety representative.
2. Other employees select who they want to represent them as a health and safety representative.
3. The employee with the most votes from other employees becomes designated as the health and safety representative by the Chief Administrative Officer.

Procedure for Health and Safety Representative to address health and safety concerns

1. Respond to health and safety concerns from employees.
2. Help to find solutions to difficult health and safety concerns, problems that can only be solved through co-operative efforts.
3. Collect and analyze the causes of incidents, to prevent recurrences.
4. Assist in the development of health and safety practices, through mentoring of other employees.
5. Guide and orientate other employees in identifying potential health and safety hazards.
6. Assist in audit finding resolutions.
7. Promote health, safety and environmental awareness throughout The Town of Daysland work force.

Rod Krips, Chief Administrative Officer

Date



7.4 Visitor Policy

This policy has been put into place to ensure the safety of visitors while at The Town of Daysland and applies to all visitors, contractors, employees, supervisors and managers of The Town of Daysland. For the purpose of this policy, a visitor is described as any person, other than a The Town of Daysland employee who visits The Town of Daysland office or shop for a meeting, tour or any other extended time period. This includes former employees, contractors, sales representatives, spouses, family members, friends, contractors and/or any member of the public.

This policy also applies to employees from other The Town of Daysland facilities while visiting a location other than their home location.

Related Documents

Visitor Sign-in Sheet

Visitor Orientation

Visitor Rules

Responsibilities

Chief Administrative Officer

- Ensure that there is a system in place, as well as the resources available to provide for visitor safety while on site.
- Provide the safest possible environment for all visitors.
- Monitor the work of employees, visitors for compliance with the established health and safety policies and procedures.

Foreman/Supervisors

- Provide the safest possible environment for all visitors.
- Monitor the work of employees, visitors for compliance with the established health and safety policies and procedures.

Visitor Contacts and/or Employees

- Ensure that the visitor signs-in so that they can be accounted for in the event of an emergency.
- Provide an orientation to the visitor to inform them of the potential hazards, the controls in place to mitigate those hazards, and emergency information including but not limited to the muster points, emergency routes and exits.
- Accompany the guest to ensure their safety by following all the established safety policies and procedures.



Employees from Other Locations

- Ensure to sign in on the sign-in log.
- If previously orientated in the previous 12 months, then proceed.
- New visitors must participate in orientation.
- Ensure they follow all the policies, procedures and safety rules.
- Take part in the site health and safety management system requirements, such as fire drills that may take place while on site.
- Wear and use all the required personal protective equipment.

Visitors

- Ensure they follow all the policies, procedures and safety rules set out by The Town of Daysland.
- Take part in site health and safety management system requirements, such as fire drills that may take place while on site.
- Wear and use all the provided personal protective equipment.
- Report any observed hazards or incidents that occur while on site, such as first aids or near misses.

Health and Safety Representative

- Ensure that there is a system in place to provide for visitor safety while on site.
- Provide the safest possible environment for all visitors.
- Monitor the work of employees, visitors for compliance with the established health and safety policies and procedures.

Procedure

All visitors and employees from other locations must report to the reception area, before being escorted throughout the facility. All employees from other locations must be orientated before proceeding.

In the event of an emergency, the current day's visitor sign-in sheet shall be taken to the Muster Point in order to account for all persons that may be in the facility or on site.

Should a visitor enter the office or shop location without signing in, the observing employee is to notify their supervisor. The supervisor is to request that the visitor sign in, and should they refuse, they will be asked to leave.

Rod Krips, Chief Administrative Officer

Date



7.5 Journey Management

The Town of Daysland is committed to providing a safe work environment in every aspect of our business; this includes the use of vehicles to perform work duties.

This policy will outline the requirements for employees using transportation during the course of work for The Town of Daysland and will be available to all employees at the workplace 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 driving for the purpose of business on behalf of The Town of Daysland.

Responsibilities

Chief Administrative Officer

- Ensure all employees are provided training in journey management.
- Provide employees with roadside emergency kits when travelling.
- Ensure employee has cell phone or another means of communication available.
- Ensure breaks are encouraged to prevent the effects of fatigue.

Foreman/Supervisors

- Ensure all employees are provided training in journey management.
- Review travel plans and route with employee prior to their departure.
- Ensure employee has cell phone or another means of communication available.
- Schedule travelling during daylight hours where possible.
- Ensure the completion of as many tasks during one trip as possible, to eliminate unnecessary driving.
- Review weather conditions prior to employee travelling and ensure conditions are safe for driving. If possible, cancel trip or re-arrange to have trip to occur at another time when weather conditions are more suitable.
- Ensure breaks are encouraged to prevent the effects of fatigue.

Employees

- Review and follow the driving procedures and the journey management policy.
- Ensure the supervisor is notified, prior to travel and upon arrival at destination, as well as on set check-in times and/or locations.
- Familiarize self with the route being traveled.
- Ensure the completion of as many tasks during one trip as possible, to eliminate unnecessary driving.
- Be sure to complete travel during daylight hours, where possible.
- Review weather conditions, prior to travelling, and ensure conditions are safe for driving and the vehicle being used is adequate for the weather conditions.
- Ensure emergency supplies and a cell phone are in the vehicle prior to departure.



- When driving long distances, breaks must be taken to prevent fatigue. If two licensed drivers are in the vehicle, take turns driving and never drive when feeling the effects of fatigue.

Health and Safety Representative

- Ensure all employees are provided training in journey management.
- Ensure employees are provided with roadside emergency kits and a means of communication when travelling.
- Employers with 5-19 employees at a worksite, with work lasting longer than 90 days, are required to have a health and safety representative.

Procedure

When travelling, all employees from The Town of Daysland shall have access to a cell phone or other means of communication. There is no working alone conducted when there is no means of communication.

Check-in Procedures

Note that checking in can be done via telephone, texting or other means of communication that has been approved by parties involved but is not to be done while driving.

If you are driving for the purpose of work, the following procedures apply:

1. Obtain and become familiar with the route you will be travelling.
2. Contact your supervisor to let them know when you are departing and communicate the route that you will be travelling.
3. Ensure all emergency supplies are in the vehicle.
4. Conduct a pre-use visual inspection of vehicle.
5. Follow all of the rules of the road and appropriate laws.
6. Contact your supervisor upon arriving at your destination.

Review

The journey management policy shall be reviewed on an annual basis by The Town of Daysland management, or assigned representative, to ensure that the journey management program is effective. All incidents associated with driving and journey management shall be recorded appropriately and reviewed by the employee's supervisor, The Town of Daysland Health and Safety Representative as well as management. Corrective actions are to be carried out within 30 calendar days after the incident.

Rod Krips, Chief Administrative Officer

Date