



**Parks & Protected Areas**

***Kananaskis Country  
and  
Kananaskis Improvement District***

**ANNUAL SAFETY PLAN  
(2006/2007)**

***“Partners in Health and Safety”***

**Approval: Alberta Community Development: February 2004**  
**Occupational Health and Safety Policy**



**Date:** Feb 20/04

***Intent:***

Modern safety management and Canadian occupational law recognize the requirement for senior management to state their commitment to workplace health and safety and provide direction for health and safety accountability in the organization. The Alberta Occupational Health and Safety Act states the responsibilities of employers and workers. The Alberta government health and safety program further requires a policy for ministry conduct and the integration of occupational health in the delivery of ministry services.

***Authority:***

- Alberta Occupational Health and Safety Act, Section 2
- Alberta Government OH&S Program, Element 1 Program Management
- Alberta Government OH&S audit document

***Purpose:***

The intent of this policy is to acknowledge the commitment of Alberta Community Development to health and safety and to a management system that supports continuous improvement to the reduction of personal injury, property damage and adverse affects to the environment and service processes.

***Policy:***

Community Development recognizes occupational health and safety as a priority in all aspects of work in the department and the work of contracted services to the department. All activities are to be performed in accordance with accepted industry practices, the OH&S Act, Regulation and Code as well as related legislation that are designed to protect people, property, environment, and work process. Minimum standards outlined by legislation may be exceeded if industry best practices or business areas chose to implement higher standards to eliminate or reduce foreseeable risk. Health and safety practices are to be integrated into work activities with continuous improvement and safety excellence is recognized as an attainable goal.

The department will make every reasonable effort to provide employees with safe working conditions, equipment and materials and the training, coaching and supervision required to ensure the competency of department employees.

Supervisors and all levels of management will enforce prescribed health and safety standards and support a climate that encourages employee participation in developing and supporting departmental health and safety standards. Specific health and safety responsibilities are outlined in position descriptions. The measurement of this support will be reflected in the recruitment process and the Performance Management Program.

Employees are responsible for complying with the legislated, government and department occupational health and safety standards, related legislation and departmental safety and health processes. Failure to comply with these standards, rules and regulations will be cause for disciplinary action.

The department will support our external clients to ensure that health and safety is a high priority on all contracted work sites and volunteer activities.

***Guidelines:***

The department implementation of the occupational health and safety program is prescribed by legislation, the Personal Administration Office, Strategic HR OH&S and in cooperation with division management teams. Department, regional and site health and safety committees will provide input to form the bases for operational occupational health and safety codes, procedures and practices.

The government health and safety audit document and process will be used to evaluate the department health and safety management system.

Links to supporting documentation include:

Alberta OH&S Act, Regulation and Code – [www.whg.gov.ab.ca](http://www.whg.gov.ab.ca)

Personal Administration Office – <http://www.pao.gov.ab.ca>

**Sites covered under this plan:**

- **CALGARY OFFICE AMEC PLACE**
- **BOW VALLEY WORKSITE**
- **KANANASKIS EMERGENCY SERVICES CENTER/KANANASKIS IMPROVEMENT DISTRICT**
- **PETER LOUGHEED WORKSITE**
- **SHEEP/ELBOW/HIGHWOOD WORKSITES**
- **CANMORE NORDIC CENTRE WORKSITE**
- **WILLIAM WATSON LODGE WORKSITE**
- **CANMORE REGIONAL OFFICE**

**Updates**

| <b><u>Date</u></b> | <b><u>Initial</u></b> | <b><u>Description of Amendment</u></b>   |
|--------------------|-----------------------|--|
| July 15, 2005      | JP                    | CD Incident Investigation Process revised to include Supervisor's Report required for Automobile incidents |
|                    |                       |  |
|                    |                       |  |
|                    |                       |  |
|                    |                       |  |
|                    |                       |  |

**Definitions:**

1. "Employee" – for the purpose of this document, "employee" will include the following:
  - volunteers
  - permanent employees
  - seasonal wage employees

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**PARTNER IN HEALTH AND SAFETY  
ANNUAL SAFETY PLAN  
(April 1, 2006– March 31 2007)**

***PURPOSE***

*“To maintain/acknowledge the commitment of Kananaskis Country and Kananaskis Improvement District to the health and safety of their employees.”*

***POLICY***

Kananaskis Country and Kananaskis Improvement District recognizes that safety, the prevention of incidents and the preservation of employee's health, safety and wellness are of primary importance in all operations. Kananaskis Country and Kananaskis Improvement District are committed to a comprehensive health and safety program, consistent with the values and commitment Alberta Community Development Occupational Health and Safety Strategic Plan recognizes, along with all the regulations that must be adhered to in the Occupational Health and Safety Act, Regulation and Code.

***OBJECTIVES***

***Internal (Kananaskis Country and Kananaskis Improvement District)***

Kananaskis Country and Kananaskis Improvement District shall maintain an annual Safety Plan addressing the department's safety needs targets and identifying the staff responsible for implementing and maintaining the plan objectives during the timeline the Safety Plan states. A review and update shall occur each year, prior to March 31, by JWHSC #506 member so that there will be an Annual Safety Plan for Kananaskis Country and Kananaskis Improvement District, identifying the OH & S requirements of all the worksites.

***External (Department)***

Kananaskis Country and Kananaskis Improvement District shall ensure all occupational health and safety planning and program initiatives follow the Alberta Community Development Occupational Health and Safety Strategic Plan outline. The purpose of the OH&S Strategic Plan is to:

- *Promote safe and healthy workplace.*
- *Promote a quality of working life for all employees.*
- *Provide the framework and leadership needed to create, implement and maintain an effective OH&S program that reduces loss, through the use of proactive incident prevention practises.*
- *Provide the framework and leadership needed to create, implement and maintain an effective Wellness Program that will create a balance between work and home, retain talent and focus on employees needs.*
- *Ensure the OH&S programs are adaptable and are designed to cover high, medium and low work sites.*

## **ANNUAL SAFETY PLAN (2006/2007)**

Following is a listing of worksites where Kananaskis Country and Kananaskis Improvement District employees are located:

### **Office Sites**

1. Calgary Office
2. Bow Valley Worksite
3. Kananaskis Emergency Services Centre
4. Peter Lougheed Worksite
5. Elbow/Sheep/Highwood Worksite
6. Canmore Nordic Centre
7. William Watson Lodge
8. Canmore Regional Office

## **1. Formal Worksite OH&S Inspections**

### **1.1 Annual Joint Work Site Health and Safety Committee Area Safety Inspections**

The Joint Work Site Health and Safety Committee will schedule site safety inspections once a year for each area listed. A minimum of two committee members will be on the inspection team, which will also include the supervisor and/or manager. Follow-up inspections will be done by the supervisor and/or manager. The inspection report attached as Appendix G will be used and submitted to the JWHS committee in a timely manner when completed.

### **1.2 Monthly Manager/Supervisor Inspections**

All worksites will be inspected monthly by designated employees. Supervisors and Managers will be encouraged to participate. The current month inspection will be posted and subsequently kept filed at the worksite for one year. The inspection report attached as Appendix G will be used.

### 1.3 Inspection Schedule

| OFFICE<br>AND/OR<br>SITE                              | Joint Work Site Health and Safety<br>Committee Inspection |  |  |
|---|---|--|--|
|   | Last<br>Inspected   |  |  |
| Calgary – AMEC Place                                  | Nov. 16/05  |  |  |
| Bow Valley Worksite                                   |   |  |  |
| Kananaskis Emergency<br>Services Centre               |   |  |  |
| Peter Lougheed Worksite                               | March 9/06  |  |  |
| Elbow Worksite<br>Sheep Worksite<br>Highwood Worksite | Sept 8/05   |  |  |
|   | July 19/05  |  |  |
|   |   |  |  |
| William Watson Lodge                                  |   |  |  |
| Canmore Nordic Centre                                 |   |  |  |
| Canmore Regional Office                               |   |  |  |

## 2. **On-Site Occupational Health & Safety Orientation**

### 2.1 New Employees

OH& S orientation will be given to new employees, seasonal, volunteers and contractors, by the supervisor, on the first day of employment. The OH&S Safety Orientation Checklist, attached as Appendix H will be used and filed in the respective personnel files.

### 2.2 Permanent Employees

Orientations will be given to permanent employees, by the supervisor every three years or whenever a current employee's worksite changes.

### 2.3 Contractors

Contractor hazard assessments and safety plans are reviewed by a designated Kananaskis employee. Known hazards and other information that needs to be communicated to the contractor will be done on the first day of site work.

### **3. Hazard Assessment and Safe Operating Procedure**

#### **3.1 Hazard Assessment**

Supervisors and workers affected by the work must assess a work site and identify existing or potential hazards before work begins at the work site and prepare a “hazard assessment” report identifying the results and methods used to control or eliminate the hazards identified. Hazards assessed include internal, external and natural hazards. Working Alone and violence in the workplace are assessed through hazard assessment. These will be communicated to all applicable workers. The date on which the hazard assessment is prepared or revised is recorded on it. (OH&S Code, Part 2, Hazard Assessment, Elimination and Control).

#### **3.2 Safe Operating Procedures (S.O.P)**

Based on the Hazard Assessment, S.O.Ps will be developed. Copies of S.O.Ps applicable to each worksite will be maintained and updated at that worksite. Copies of S.O.Ps for all worksites will be in the Safety Library at each worksite. Supervisors will ensure that all employees follow the S.O.Ps. S.O.Ps will be reviewed annually at the same time as the Safety Plan is reviewed, with the exception of confined spaces. Hazard assessments for confined spaces must be done each time, every time (OH&S Code, Part 5 Confined Spaces).

#### **3.3 Hazard Assessment and SOP Development Schedule**

Hazard Assessments / S.O.Ps developed are posted on the Community Development Safety Net and revised annually or updated if work or hazards change.

#### **3.4. Noise**

All worksites will be assessed for noise and reasonable practical measures will be used to reduce the noise to which workers are exposed in areas of the work site where workers may be present. (OH&S Code, Part 16 Noise Exposure).

### **4. Hazardous Materials**

#### **4.1 Manufactures Safety Data Sheets (MSDS)**

All worksites will keep copies of MSD sheets applicable to those sites and update them as required. Copies of all the MSD sheets for materials used by the Kananaskis Country and Kananaskis Improvement District employees will be maintained at each worksite and will be updated as required by the employees using the product. MSD sheets for any new products purchased will be added to the MSDS binders at the respective sites.

#### 4.2 Identification of Missing MSD Sheets

All products used for which MSD sheets are not available or date expired, will be updated by the employees using those products. The supervisor will assist and ensure that the MSD sheets are current. Products without a current MSD sheet cannot be used until such time the sheet has been provided.

### **5. Personal Protective Equipment**

#### 5.1 Hardhats and Safety Vests

CSA approved hard hats and safety vests will be provided to all employees for their use. Employees will wear the provided equipment wherever there is a potential danger to their health and safety. Employees are responsible to visually inspect equipment before each use. The hard hats and vests will be inspected by the supervisor annually and replaced as required. Employees are responsible to identify the need for safety equipment or for replacement to their supervisor.

#### 5.2 Safety Boots

CSA Grade 1 approved steel - toed safety boots will be worn at all work sites where there is a potential danger to the employee's feet. Employees are responsible for purchasing their own boots and may be reimbursed to an amount and such frequency as provided for in the Department's Travel, Subsistence and Relocation Expenses guideline.

#### 5.3 Other Safety Equipment

All other safety equipment required by an employee from time to time will be available at the worksites or regionally and will be worn and/or used wherever there is a potential danger to the employee's health and safety. Personal protective equipment will be maintained by individual employees with the assistance of their supervisor as required.

### **6. Emergency Preparedness**

#### 6.1 Fire Emergency Plan/Evacuation Plan

Fire Emergency Plans (FEP)/Evacuation Plans will be developed and updated as required for the following sites:

|   | <b>FEP Developed<br/>(Yes/No)</b> | <b>Evacuation<br/>Plan Developed</b> | <b>Evacuation<br/>Test Date</b> |
|---|-----------------------------------|--------------------------------------|---------------------------------|
| Calgary Office - AMEC Place   | Yes                               | Yes                                  |                                 |
| Bow Valley Worksite   | Not Required                      | Yes                                  |                                 |
| Kananaskis Emergency Services Centre  | Not Required                      | Yes                                  |                                 |
| Peter Lougheed Worksite<br>(includes the Lougheed Staff Centre at Kananaskis) | Not Required                      | Yes                                  |                                 |
| Elbow/Sheep/Highwood Worksite   | Not Required                      | Yes                                  |                                 |
| Canmore Regional Office   | Yes                               | Yes                                  | April & October of each year    |
| William Watson Lodge  | Not Required                      | Yes                                  |                                 |
| Canmore Nordic Centre   | Yes                               | Yes                                  |                                 |
| Backcountry Worksites   | Not Required                      | Yes                                  |                                 |

## 6.2 Fire Extinguishers

Fire extinguishers are installed at the above sites as well as in all buildings and in the field worksites as per the Alberta Fire Code and must be maintained as per NFPA 10. A visual inspection is required by designated staff once every month to ensure the extinguisher is operating properly and a signature on the supplied card is required to be completed. Annual inspections will be done to maintain the extinguishers as per Alberta Fire Code 6.2.4.1 Inspection, Testing and Maintenance.

## 6.3 First Aid

A list of certified first aiders (CFA) is posted at each worksite. This list is reviewed and updated as required by the assigned employees. Adequate First Aid Kits are installed at all worksites and are inspected by designated employees once every month. Incidents that require first aid treatment will be recorded on the First Aid Record sheet, attached as Appendix J and submitted to the immediate supervisor. Appropriate forms should be filled out and circulated to the Joint Work Site Health and Safety Committee for review. All facilities will be rated and attached as Schedule I. Canadian Red Cross First Aid and CPR courses are taught and maintained through the Kananaskis Emergency Services Centre. A current standard first aid course and level C CPR requires 18 hours of instruction and is

current for 2 years. A four hour refresher course will extend certification for an additional year.

#### 6.4 Overdue Returns – Communication

All employees travelling away from their designated work station while on duty will have a cellular phone, satellite phone, handheld radio, or vehicle two-way radio. Employees should have access to the Kananaskis Emergency Communications Directory for contact assistance.

##### Front Country

Employees will inform supervisors and/or co-workers of travel plans that take them out of the district. If assistance is required, 911 or KESC dispatch staff should be called.

##### Back-Country

Back country travel will require all duty staff to be equipped with a two-way radio and satellite phone. Travel plans will be provided to supervisors and co-workers. Morning (a.m.) and afternoon (p.m.) scheduled daily calls will be made to the District CO Duty Officer or KESC dispatch. If KESC dispatch is not on duty, a scheduled call to other employees on duty will be made. All scheduled calls will be logged. After two missed scheduled calls, discussion with Public Safety Specialists will be initiated to determine if helicopter flight response is required. If employees on back-country duty cannot reach KESC dispatch or District CO Duty Officer or other employees after two scheduled calls, they will be required to return to the front-country. This is posted at all back-country cabins.

##### Back-Country – Staff Off Duty and Non-Government People

On occasion, off-duty employees and non-government people (former employees) request use of the back-country cabins. If permission is granted through the CO in charge, these individuals will be required to carry a radio and a satellite phone. Two scheduled calls a day, one in the morning and one in the afternoon will be required and recorded in the duty logs. If KESC/duty CO/other employees cannot be contacted after two scheduled calls, individuals will be required to come out of the back-country. If the KESC/duty CO/other employees have not been contacted after two scheduled calls, the Public Safety Specialists will be contacted for possible response.

## **7. Incident Investigation and Reporting Procedures**

### **7.1 Incident Reporting**

All serious incidents will be immediately reported, as outlined in Appendix D. The OH&S Officer for Parks & Protected Areas, Kananaskis Country is Sandra Coventry and she can be reached at 780/427-2396 or in the event of an emergency, at 780/722-5524. “Near misses” and safety concerns will be reported to the supervisor, and if warranted, reviewed by the Joint Work Site Health and Safety Committee. Further investigation and follow-up will be carried out as required.

### **7.2 Investigation and Reporting**

Detail reporting procedures are covered in Alberta Community Development’s Incident Reporting & Investigation Procedure H410-1, attached as Appendix C.

All Kananaskis Country and Kananaskis Improvement District Incident Reporting documents shall be completed and stored at the Canmore Regional Office after reviews have occurred by all the appropriate persons.

## **8. Worksite OH&S Information Centres**

A Safety Library and bulletin board are located at the following sites. OH&S related information obtained through the Joint Work Site Health and Safety Committee or through any other source and all the safety committee minutes will be circulated, distributed and posted at the respective worksites. Additional information can be obtained from the Community Development health and safety site at [http://comdevnet/CORP/CORP\\_9/index.htm](http://comdevnet/CORP/CORP_9/index.htm) or by discussing issues with the OH&S committee member for the site.

The following information shall be kept in the Safety Library but by no means is a complete listing:

- Current Kananaskis Country/KID Annual Safety Plan
- Government Safety Plan
- Current OH&S Act, Regulation and Code
- Current MSD sheets
- Current Hazard Assessments
- Publications
- Current Safe Operating Procedures (SOP)
- Previous OH&S committee minutes

The following list shall be posted on the safety bulletin board and is by no means a complete listing:

- Membership list of current JWHS committee members and contact numbers
- Current minutes of JWHS committee (previous months to be kept in library)
- Inspections
- Memos
- Notices
- Site specific emergency procedures
- List of valid First Aiders

| <b>Site</b>                         | <b>Safety Library Exists<br/>(Yes/No)</b> | <b>Safety Bulletin Board Exists<br/>(Yes/No)</b> |
|-------------------------------------|---|--|
| Calgary Office<br>(AMEC Place)      | Yes                                       | Yes  |
| KESC                                | Yes                                       | Yes  |
| Bow Valley<br>Worksite - Office     | Yes                                       | Yes  |
| Peter Lougheed<br>Worksite - Office | Yes                                       | Yes  |
| Elbow<br>Worksite – Office          | No  | Yes  |
| Sheep Worksite                      | Yes                                       | Yes  |
| William Watson Lodge                | Yes                                       | Yes  |
| Canmore Nordic Centre               | Yes                                       | Yes  |
| Canmore Regional Office             | Yes                                       | Yes  |

## Occupational Health and Safety Act, Regulation and Code

The following list includes the most recent available copies of the above statutes and regulations to be found in an identified binder and by no means is a complete list of available documents. A complete list of documents can be found at the following address, <http://www.qp.gov.ab.ca> and can be purchased through Queens Printer.

- Occupational Health and Safety Act Alberta Code 2003
- Occupational Health and Safety Act Revised Statutes of Alberta 2000, Chapter O-2, RSA
- Ventilation Regulation 326/84

### **9. Employee Safety Training**

#### 9.1 Needs Assessment

Employee Safety Training Assessments (Appendix D) will be performed by each individual employee and discussed with their supervisor or manager. All employees requiring training to perform their jobs will receive that training. Training shall be updated as required or as deemed necessary by the employee or supervisor.

#### 9.2 Training Records

A copy of the Employee Safety Training Records is attached in Appendix D. This will be updated and maintained by the respective supervisors and placed on the employees personnel file.

### **10. Vehicle and Equipment Competency Checks**

#### 10.1 Vehicle Safety Checklist

All employees will use the vehicle safety checklist attached as Appendix E, every time they use a vehicle to perform their duties.

#### 10.2 Training Needs

All employees requiring special training in the use of equipment will receive the required training prior to operating the equipment. At minimum, equipment training will follow Section 15 of the OH&S Regulations. An employee safety training record and needs assessment is attached in appendix D and shall be the responsibility of both the employee and supervisor to ensure that adequate training is occurring as required.

#### 10.3 Defective tools, equipment, machinery or vehicles

All employees are responsible for identifying defective equipment. Defective equipment shall be tagged "Out of Service" to prevent injuries. Defective tools, equipment or machinery shall be removed from service, and its repair or replacement arranged for according to the supervisor's instructions.

#### 10.4 Defensive Driving

All staff that drives a government vehicle will have a current Defensive Driving Certificate.

### **11. Worksite Special Occupational Health & Safety Needs**

#### 11.1 Public Safety

In addition to employee safety, Public Safety will be addressed wherever there is a concern.

#### 11.2 Contract Work

The general conditions of the contract documents used by Alberta Community Development contain all the requirements of the contractor for department projects. Any employee involved with contract management shall be made aware of these conditions to the contract documents and will enforce them during the administration of the contracts. Certificates of Recognition (COR), where appropriate, will be used in the contractor bidding process.

### **12. Certificate of Recognition (COR)**

Kananaskis Country and Kananaskis Improvement District will maintain an annual Safety Plan under the Community Development Strategic Plan in the interest of attaining a Certificate of Recognition.

**APPENDIX A**

**Joint Work Site Health and Safety Committee Terms of Reference and  
Members**

**TERMS OF REFERENCE FOR THE  
KANANASKIS COUNTRY  
JOINT WORKSITE HEALTH AND SAFETY COMMITTEE  
(JWHSC) #506**

**Committee Purpose:**

The committee is comprised of management and employee representatives from Alberta Community Development, Parks & Protected Areas Division, Kananaskis Country and the Kananaskis Improvement District (KID). Committee members work together to identify and review health and safety issues, consider their impact on the worksites, research solutions and formulate recommendations to the Director of Kananaskis Country on corrective measures. Joint Worksite Health and Safety Committee #506 reports to the Director of Kananaskis Country.

**Committee Responsibilities:**

Committee responsibilities as identified in the “Government Occupational Health and Safety Program” and the “Joint Worksite Health and Safety Committee Handbook” are as follows:

- Receive concerns, identify hazards and unsafe practices and make recommendations to management to safely manage the concerns or issues identified.
- Carry out formal inspections of the worksites. Formal inspections will be scheduled and carried out by committee members. A team of JWHSC #506 members will inspect each worksite at least once every three years.
- Review all accidents and incident reports, which occurred within Kananaskis Country and KID and make recommendations as required.
- Investigate accidents (committee representative) at the request of the Director or Managers of Kananaskis Country.
- Facilitate a coordinated approach to meet the health and safety training needs of staff within Kananaskis Country. Investigate and recommend suitable educational and training programs for the worksites.
- Communicate health and safety related information through the Managers and Program Team Leaders to Worksite Supervisors who will disseminate information to all employees.
- Maintain records regarding the receipt and disposition of concerns.
- Facilitate a Kananaskis Country Safety Awards program

### **Committee Structure:**

The committee is composed of one management representative who acts as co-chair and elected/selected employees representing the Kananaskis Country worksite areas and KID. Each of the committee representatives will designate an alternate who can represent them at a committee meeting should they be unavailable to attend.

### **Terms of Office:**

Committee membership is not permanent and is regularly rotated. Members will serve on the committee for a term of three to five years. The management and employee co-chairs are appointed to a three-year term. No more than half the employee membership may be replaced each year.

### **Member Training:**

Newly elected/appointed members to the JWHSC should attend a joint worksite health and safety committee member-training course. The courses/training that members must have the following:

- Occupational Health and Safety Legislation
- Occupational Health and Safety Orientation
- Hazard Assessment/Risk Analysis
- Worksite Inspections
- Due Diligence
- Accident Reporting and Investigation
- Managing OH&S Responsibilities for Contracted Work
- Ergonomics

### **Meetings:**

Scheduled meetings will be held quarterly in the months of June, September, December and March with times, dates and locations to be decided upon at the previous meeting. The committee co-chairs will call for agenda items two weeks prior to the meeting. The completed agenda will be distributed to each of the committee members no less than three days prior to the meeting. The recording secretary will ensure draft minutes from the previous meeting are prepared and distributed to each committee member for review within two weeks of the previous meeting and changes submitted to the recording secretary within decided timelines. The minutes will be finalized and approved electronically by the co-chairs and circulated to all

committee members, the Director of Kananaskis Country, the Manager of Operations, Manager of Operations Support, the OH&S Consultant for Community Development and the designated AUPE representative at least one month prior to the next scheduled meeting. Committee members will ensure that the minutes are posted on the bulletin boards at their respective locations and circulated to other employees within their worksite areas. Guests may be invited to attend meetings with the co-chair's approval. Alternate committee members are welcome to attend any or all committee meetings. All worksite areas within Kananaskis Country and KID must be represented at every committee meeting to ensure continuity.

### **Information Flow:**

The Director of Kananaskis Country, Manager of Operations and Manager of Operations Support will be responsible to forward relevant information from the Department's Occupational Health and Safety Office to committee co-chairs. The co-chairs will forward this information to all committee members, who will distribute, circulate, and post at their worksites.

### **Committee Information:**

Committee members will provide the recording secretary with their telephone number, e-mail address, fax number, work address and a list of worksites they represent. The master file for the JWHSC will be retained in an operational file at the Kananaskis Country regional office. Copies of all incident reports, near misses, WCB claims, whether submitted to Edmonton or not, will be sent to the recording secretary to maintain on file. The recording secretary will ensure a copy of every incident report that has occurred since the previous JWHSC meeting, is available and provided to the co-chairs before each meeting. All relevant incident reports will be reviewed during the meeting.

### **Issues and Concerns:**

The committee will treat all employees' or committee members' issues/concerns as legitimate. They will be addressed at the meeting and responded to by the committee. A response will be written for the record. Discussions may take place between the employee's representative on the committee and the employee that initiated the issue/concern to explain the action taken or the resolution of the complaint by the committee. Members may invite employees to present concerns/issues at the committee meetings. The committee will maintain confidentiality of the employee initiating the issue/complaint if desired by the employee. Issues will be resolved by consensus. If consensus cannot be reached, the management co-chair will take the issue to the Director for further discussion leading to a decision. The issue will be presented, as well as any alternatives or discussions that the committee had, that are relevant to the issue at hand.

## NOTICE BOARD INFORMATION

### JOINT WORK SITE

### HEALTH AND SAFETY COMMITTEE

#### WORK SITE LOCATION(S):

Calgary Office – AMEC Place

Peter Lougheed Worksite

Bow Valley Worksite

Elbow/Sheep/Highwood Worksite

Kananaskis Emergency Services Centre/KID

Canmore Nordic Centre

William Watson Lodge

Canmore Regional Office

#### DEPARTMENTS INCLUDED IN WORK SITE:

Alberta Community Development

#### COMMITTEE MEMBERS:

| Name/Alternate                                     | Location                             | Telephone         |
|--|--------------------------------------|-------------------|
| Mike Benny<br>Co-Chairperson                       | Calgary                              | 403/297-8246      |
| Christine Scotland/Rob Pritchard<br>Co-Chairperson | Peter Lougheed Worksite              | 403/591-6313      |
| Jenny Palmer/Sandy Wishart                         | Canmore Regional Office              | 403/678-5500 x267 |
| Judy Shelstad/AJ Evenson                           | Calgary Office                       | 403/297-8252      |
| Murray Ingstrup/Sam Fullerton                      | Sheep/Elbow/Highwood                 | 403/933-7172      |
| Dale Haines/Rod Jaeger                             | Bow Valley Worksite                  | 403/673-3663 x227 |
| Ross Watson/Gwen Ross-Cieslak                      | William Watson Lodge                 | 403/591-6303      |
| Shawn Polley/Huw Jeffries                          | Kananaskis Emergency Services Centre | 403/591-7755      |
| George Field/Burke Duncan                          | Canmore Regional Office              | 403/678-5500 x277 |
| Lee Weiss/Dave McSween                             | Canmore Nordic Centre                | 403/678-2400 x103 |

Health and safety concerns can be identified to your supervisor or any committee member.



## **APPENDIX B**

### **Emergency Plans**

**A general overview is included. Site specific plans must be created and the responsibilities clearly communicated to staff. Site designated staff are to work with the local OH&S representative to complete.**

## **Appendix B Emergency Plans**

Emergency plans are an important workplace safety issue that will assist with the coordinated and routine response to emergencies. Included below is a list of measures that will assist in the development of your site fire safety / emergency plan.

Part 7 of the Occupational Health and Safety Act, Regulation and Code discusses Emergency Preparedness and Response. Outlined below are the contents that are required to be included in the plan.

1. The identification of potential emergencies.
2. Procedures for dealing with the identified emergencies.
3. The identification of, location of and operational procedures for emergency equipment.
4. The emergency response training requirements.
5. The location and use of emergency facilities.
6. The fire protection requirements. (Outlined below)
7. The alarm and emergency communication requirements.
8. The first aid services required.
9. Procedures for rescue and evacuation.
10. The designated rescue and evacuation workers.

When dealing specifically with fire safety plans the following information is required by the Alberta Fire Code 2.8.2.1 Measures in a Fire Safety Plan.

1. What to do in the event the fire alarm is sounding.
2. Notification of the fire department, through dialing 911.
3. Instructing occupants on procedures to be followed when the fire alarm sounds.
4. Evacuating occupants, including special provisions for persons requiring assistance.
5. Confining, controlling and extinguishing the fire.
6. The appointment and organization of designated staff to carry out fire safety duties.
7. The training of staff and other occupants in their responsibilities for fire safety.
8. Documents, including diagrams, showing the type, location and operation of the building fire emergency systems.
9. The holding of fire drills and evacuation procedures and their frequency.
10. The control and proper storage of fire hazards in the building.

The fire safety / emergency plan shall be reviewed at intervals not greater than 12 months to ensure that it takes account of changes in the use and other characteristics of the building.

The Kananaskis Improvement District manages a Municipal Emergency Plan (MEP) and is considered a living document. The plan identifies job descriptions for municipal emergencies and hazard assessment tools on how to best deal with emergencies. Coordination of the MEP resides at the Kananaskis Emergency Services Centre and is linked with Emergency Management Alberta for events of significant consequence.

Contact your supervisor or your local Joint Workplace Health and Safety Representative for additional information.

## **APPENDIX C**

### **Incident Reporting and Investigation Process Chart**

## Community Development Human Resources

### Community Development Incident Investigation Documentation Process

The following investigation process is provided to you as part of the Incident Investigation element of the OH&S Program. It is also to provide you with a guide for what types of forms are required for different investigations and the distribution process.

#### **Definitions**

##### **Incident**

An unplanned or unexpected occupational occurrence that results in an injury/illness of an employee or has the potential for causing an injury/illness to an employee.

##### **First Aid**

An incident where the injury/illness sustained required that first aid supplies from the on site first aid kit are used or immediate restriction of duties is required. At no time does the employee go to a doctor or therapist for additional treatment.

Examples;

- Cut finger that requires a Band-Aid from the first aid kit
- Twisted ankle that requires ice from the first aid kit
- Twisted back or knee that is sore, but no treatment or first aid supplies is needed until after the shift is over. Employee goes home and uses non-prescription pain or anti-inflammatory medication or heat/cold treatment. The next day at work, regular duties are performed.
- A customer enters the workplace with a guide dog. A staff member has a known allergy to dogs. The employee goes home due to itchy eyes and other allergy related symptoms and returns to work the next day/shift. The employee does not go to a doctor.

##### **Medical Aid**

An incident where the injury/illness sustained requires the attention of a medical professional (doctor, dentist, and optometrist) or therapy (physiotherapy, chiropractic, acupuncture, etc). The employee may have sought medical attention immediately after the injury occurred or later in the shift/day. The employee returns to work the day/shift after the incident and performs regular duty.

Examples;

- An employee strains the lower back while moving stationary boxes from a storage room to the photocopier location. The employee goes to the doctor after work and reports to work the next day and is able to perform all tasks.
- An employee cuts their hand and is transported to the local medical facility for stitches and then goes home for the rest of the day. The next day the employee returns to work and can perform all tasks.
- An employee has ongoing pain in the shoulder after a slip on ice a number of days prior. The employee goes to the doctor and is prescribed medication and therapy treatment. The employee returns to work and has no restrictions in duties.

##### **Medical Aid with restricted or alternate duty**

An incident where the injury/illness sustained requires the attention of a medical professional or therapist. The employee may have sought medical attention immediately after the injury occurred or later in the shift/day. The employee returns to work the next day/shift and performs some of the duties assigned to the job (modified duty) or is provided a different job (alternate duty) because of medical restrictions put on the employee by the attending medical professional.

Examples:

- Employee sprains an ankle and is transported to medical aid. The next day the employee returns to work but can only do paperwork required for their job and is unable to perform field work or any lifting over 3 kilograms. (Modified duty)
- Employee strains the left shoulder and back when they slipping in the shop while carrying equipment across the shop floor. The employee was transported to medical aid. The next day, the employee returned to work and assisted office administration personnel with general client contact and assembly of materials needed for an upcoming training program. These activities are not part of the employee's position duties. (Alternate duty)

### Lost time

An incident where the injury/illness sustained requires the attention of a medical professional or therapist. The employee may have sought medical attention immediately after the injury occurred or later in the shift/day. The doctor or other medical professional determines that the injury or illness prevents the employee from returning to modified, alternate or regular duties the next day/shift. The employee reports the absence from home at the start of the next day/shift. The employee provides the supervisor with information on how long the absence will be.

### Fatality

An incident where the injury/illness sustained by the employee directly results in the employee's death.

### Near Miss

An occurrence that does not cause injury or personal damage, but has the potential of causing injury, illness or personal damage had circumstances been slightly different. Other employee should be made aware of the occurrence.

Example:

- The steering in a piece of equipment used by many employees failed due to cold weather and almost caused a motor vehicle accident.
- A slip but no fall on ice at the entrance to the facility.
- Threat of violence by a co-worker or customer.

| Interdepartmental Contact Name                               | Contact Number   | Role   |
|--|--|--|
| Sandra Coventry – Community Development OH&S                 | Wk. (780) 427-2396 Cell - 24hrs<br>(780) 722-5524 fax (780) 422-3142 | Reviews all incidents. Investigation advice. Serious investigation lead. Department reports and analysis. WCB claims management. |
| Risk Management - Joan Westgard<br>Risk Management - general | (780) 644-4036<br>(780) – 427-4134                                   | Evaluate and manage claims   |
| Carol Patrie – ACSC  | (780) 427-0746<br>fax - (780) 644-5747                               | Data entry into <i>IMAGIS</i> . WCB correspondence.  |
| Workplace Health & Safety Contact Center (HR&E) 24hrs        | 1-866-415-8690   | Report serious injuries under Sec 18 OH&S Act  |

## Incident Forms and Distribution

The form requirements are standard throughout Community Development as part of the government OH&S or Risk Management program.

| Incident Type | Forms   | Distribution   |
|---------------|---|--|
| Near Miss     | <p><b>Near Miss and First Aid Report.</b> You can find both the directions for completion and the form at <a href="http://www.pao.gov.ab.ca/health/incident-investigation/near-miss-incident.doc">http://www.pao.gov.ab.ca/health/incident-investigation/near-miss-incident.doc</a></p>   | <p>E-mail or fax a copy of the Near Miss/First Aid Report to your Area Manager and Sandra Coventry 780-422-3142 within 24 hrs.</p> <p>e-mail to ACSC at <a href="mailto:nearmiss.reports@gov.ab.ca">nearmiss.reports@gov.ab.ca</a></p> <p><b>Manager to send a copy of the Near Miss Investigation Report to the Safety Committee Chair</b></p>  |
| First Aid     | <p><b>Near Miss and First Aid Report.</b> You can find both the directions for completion and the form at <a href="http://www.pao.gov.ab.ca/health/incident-investigation/near-miss-incident.doc">http://www.pao.gov.ab.ca/health/incident-investigation/near-miss-incident.doc</a></p>   | <p>E-mail or Fax a copy of the Near Miss/First Aid Report to your Area Manager and Sandra Coventry 780-422-3142 within 24 hrs.</p> <p><b>Manager to send a copy of the First Aid Investigation Report to the Safety Committee Chair</b></p>  |
| Medical Aid   | <p><b>Supervisor's Incident Investigation Report.</b> You can find both the directions for completion and the form at <a href="http://www.pao.gov.ab.ca/health/incident-investigation/supervisor-incident.doc">http://www.pao.gov.ab.ca/health/incident-investigation/supervisor-incident.doc</a></p> <p><b>Employer's Report of Injury or Occupational Disease, WCB form C-040.</b> You can find the form at <a href="http://www.wcb.ab.ca/pdfs/c040.pdf">www.wcb.ab.ca/pdfs/c040.pdf</a></p> <p><b>Worker's Report of Injury or Occupational Disease, WCB form C-060.</b> You can find the form at <a href="http://www.wcb.ab.ca/pdfs/c060_july.pdf">www.wcb.ab.ca/pdfs/c060_july.pdf</a></p> | <p>Fax a copy of the Supervisor's Investigation Report to your Area Manager and Sandra Coventry 780-422-3142 within 24 hrs.</p> <p><b>Fax to WCB within 72 hours</b> (in Edmonton 780-427-5863 or toll free at 1-800-661-1993) WCB forms C-040 and C-060</p> <p>Send a copy of the Supervisor's Investigation Report, WCB forms C-040 and C-060 to Carol Patrie, Alberta Corporate Services Centre (ACSC), 2nd Floor, Centre West Building, 10035-108 St, Edmonton, T5J 3E1</p> <p>Manager to send a copy of the Supervisor's Investigation Report to the Safety Committee Chair</p> |
|               | <p><b>Supervisor's Incident Investigation Report.</b> You can find both the directions for completion and the form at <a href="http://www.pao.gov.ab.ca/health/incident-investigation/supervisor-incident.doc">http://www.pao.gov.ab.ca/health/incident-investigation/supervisor-incident.doc</a></p>   | <p>Fax a copy of the Supervisor's Investigation Report to your Area Manager and Sandra Coventry 780-422-3142 within 24 hrs.</p>  |

|  |  |  |
|--|--|--|
| <p>Lost time</p>                               | <p><b>Employer's Report of Injury or Occupational Disease, WCB form C-040.</b> You can find the form at<br/> <a href="http://www.wcb.ab.ca/pdfs/c040.pdf">www.wcb.ab.ca/pdfs/c040.pdf</a></p> <p><b>Worker's Report of Injury or Occupational Disease, WCB form C-060.</b> You can find the form at<br/> <a href="http://www.wcb.ab.ca/pdf/c060_july.pdf">http://www.wcb.ab.ca/pdf/c060_july.pdf</a></p>   | <p><b>Fax to WCB within 72 hours</b> (in Edmonton 780-427-5863 or toll free at 1-800-661-1993) WCB forms C-040 and C-060</p> <p>Send a copy of the Supervisor's Investigation Report, WCB forms C-040 and C-060 to Carol Patrie, Alberta Corporate Services Centre (ACSC), 2nd Floor, Centre West Building, 10035-108 St, Edmonton, T5J 3E1</p> <p>Manager to send a copy of the Supervisor's Investigation Report to the Safety Committee Chair</p> |
| <p>Fatality</p>                                | <p><b>Fatality Investigation Team Report. Not available to supervisors</b></p>   | <p>Area Manager, ADM, Deputy Minister, HR&amp;E, WCB through Team Lead.</p>  |
| <p>Motor Vehicle – no injury</p>               | <p><b>Auto and Mobile Equipment Accident Report, Risk Management form AT1195.</b> You can find the form at<br/> <a href="http://internal.gov.ab.ca/treas/risk_mgmt/AT1195_auto_mob equip_loss rept.doc">http://internal.gov.ab.ca/treas/risk_mgmt/AT1195_auto_mob equip_loss rept.doc</a></p> <p><b>Supervisor's Incident Investigation Report.</b> You can find both the directions for completion and the form at<br/> <a href="http://www.pao.gov.ab.ca/health/incident-investigation/supervisor-incident.doc">http://www.pao.gov.ab.ca/health/incident-investigation/supervisor-incident.doc</a></p> <p>The Supervisor's Investigation form is used to review contributing factors, corrective measures and facilitate the manager review process.</p> | <p>Fax a copy of the Report to your Area Manager and Sandra Coventry 780-422-3142 within 24 hrs.</p> <p>Call or fax the Report to Risk Management at 780-427-4134, or fax 422-5271</p>   |
| <p>All property loss or third party injury</p> | <p><b>Accident Loss Report, Risk Management form AT1196.</b> You can find the form at<br/> <a href="http://internal.gov.ab.ca/treas/risk_mgmt/AT1196_accident_loss rept.doc">http://internal.gov.ab.ca/treas/risk_mgmt/AT1196_accident_loss rept.doc</a></p>   | <p>Fax a copy of the Report to your Area Manager and Sandra Coventry 780-422-3142 within 24 hrs.</p> <p>Call or fax the Report to Risk Management at 780-427-4134, or fax 422-5271</p>   |

## **APPENDIX D**

### **Employee Safety Training Records and Needs Assessments**

**Blank form included, staff records are kept at each individual worksite, with a master copy kept at the Regional Office. An annual review is required or on an as needed basis.**

| EMPLOYEE NAME   |  | Employee Number: |                |                |
|---|--|------------------|----------------|----------------|
| <b>Worksite Location:</b>   |  |                  |                |                |
| <b>M - Mandatory</b><br><b>O - Optional</b><br><b>X – Complete</b><br><b>N/A – Not applicable</b> |  |                  |                |                |
| Course Name   |  | Date Completed   | Date Completed | Date Completed |
| OH & S Orientation  |  |                  |                |                |
| OH & S Legislation  |  |                  |                |                |
| Defensive Driving   |  |                  |                |                |
| Professional Driver Improvement NAPD  |  |                  |                |                |
| Winter Driving Skills   |  |                  |                |                |
| Due Diligence   |  |                  |                |                |
| Incident Reporting and Investigation  |  |                  |                |                |
| Standard First Aid CPR level C  |  |                  |                |                |
| WHMIS   |  |                  |                |                |
| Hazard Assessment   |  |                  |                |                |
| Risk Control  |  |                  |                |                |
| Transportation of Hazardous Goods   |  |                  |                |                |
| Confined Space Entry  |  |                  |                |                |
| Implementing Safe Practices   |  |                  |                |                |
| Boat Operations   |  |                  |                |                |
| Advanced Small Vessels Operations   |  |                  |                |                |
| Water Safety  |  |                  |                |                |
| Worksite Inspection   |  |                  |                |                |
| Initial Attack Crew Leader  |  |                  |                |                |
| Fork Lift Training  |  |                  |                |                |
| Boom Truck Operator Journeyman  |  |                  |                |                |
| Incident Control for Workers  |  |                  |                |                |
| Back Care   |  |                  |                |                |
| Prime Contractor  |  |                  |                |                |
| Ergonomics  |  |                  |                |                |
| Quad Operation Training   |  |                  |                |                |
| Bear Awareness  |  |                  |                |                |
| Firearms Certification  |  |                  |                |                |
| Avalanche Awareness   |  |                  |                |                |
| Avalanche Beacon Use  |  |                  |                |                |
| Ice Rescue  |  |                  |                |                |
| Chain Saw Safety  |  |                  |                |                |
| Helicopter Safety   |  |                  |                |                |
| J2S Awareness   |  |                  |                |                |
| Self Contained Breathing Apparatus  |  |                  |                |                |
| Noise Exposure  |  |                  |                |                |
| Municipal Firefighting – attach separately  |  |                  |                |                |
| Wildland Firefighting – attach separately   |  |                  |                |                |
| Wildland Urban Interface  |  |                  |                |                |
|   |  |                  |                |                |
|   |  |                  |                |                |
|   |  |                  |                |                |

## **APPENDIX E**

### **Vehicle Safety Checklist**



## **APPENDIX F**

### **DUE DILIGENCE**

**A copy of this document is located at your worksite library.**

## **APPENDIX G**

### **WORKSITE HEALTH & SAFETY CHECKLIST**

**WORKSITE HEALTH AND SAFETY INSPECTION REPORTS**

| <b>Date Inspected:</b>  | <b>Manager/s:</b>          |           |            | <b>Supervisor/s:</b>   |   |
|---|----------------------------|-----------|------------|------------------------|---|
| <b>District:</b>  | <b>Building Inspected:</b> |           |            |                        |   |
| <b>Inspection Team:</b>   |                            |           |            |                        |   |
| <b>CATEGORY</b>   | <b>YES</b>                 | <b>NO</b> | <b>N/A</b> | <b>ACTION REQUIRED</b> | <b>ACTION TAKEN ON DEFICIENCIES AND COMPLETION DATE</b> |
| <b>Floors</b><br>Free of trip, slip and fall hazards such as protrusions, loose tiles, carpets  |                            |           |            |                        |   |
| <b>Corridors, Aisles, Walkways, Ramps</b><br>Clear and unobstructed, adequate widths, adequate traction where applicable  |                            |           |            |                        |   |
| <b>Stairs</b><br>Clear and unobstructed, adequate widths, railing provided and in good condition, adequate traction where applicable  |                            |           |            |                        |   |
| <b>Exists</b><br>Clear and unobstructed, exit signs posted/illuminated, outside landings/walkways clean (snow/ice removed)  |                            |           |            |                        |   |
| <b>Lighting</b><br>Walking/working areas adequately illuminated, light fixtures in good condition   |                            |           |            |                        |   |
| <b>Ventilation</b><br>General ventilation adequate, local ventilation provided where required, filters cleaned, etc.  |                            |           |            |                        |   |
| <b>Materials Handling</b><br>Hand carts available if required, lifting equipment such as hoists, slings, etc. in good working condition and available   |                            |           |            |                        |   |
| <b>Storage</b><br>Storage area clean/tidy, adequate shelving available/secured, stacks stable/secure,   |                            |           |            |                        |   |
| <b>Large Powered Equipment</b><br>In good working condition, moving parts guarded, shut off switches accessible, electrical service properly installed, cords properly grounded or double insulated, work area clean, manuals in accessible place, etc. Defective equipment removed from service.   |                            |           |            |                        |   |
| <b>Hand/Portable Power Tools</b><br>In good working condition, right tools for job, electrical cords properly grounded or double insulation, guards attached/operable, air hose connections in good conditions, proper storage when not in use, pneumatic tools equipped with tool retainers, manuals accessible. Defective equipment removed from service. |                            |           |            |                        |   |
| <b>Ladders/Scaffolds</b><br>In good working condition, equipped with serviceable safety feet, non-metal ladders used in electrical areas, adequately braced, adequate working platform, adequate width, secured with locking wheels if applicable   |                            |           |            |                        |   |
| <b>Chemicals/Fuels</b><br>Approved containers used, properly labelled, proper storage cabinets/room, approved spill absorbent available if required, current MSD sheets available/posted, warning signs posted  |                            |           |            |                        |   |
| <b>Personal Protective Equipment</b><br>Proper equipment available/used, in good condition, proper storage available  |                            |           |            |                        |   |



**CONFINED SPACE ENTRY/WORK AND RESCUE CHECKLIST**

**CONFINED SPACE/LOCATION:**

| <b>PROCEDURES</b>   | <b>YES</b> | <b>NO</b> | <b>ACTION TAKEN/COMMENTS</b> |
|---|------------|-----------|------------------------------|
| Written entry and rescue procedures and a list of necessary equipment specific to each confined space are available at the worksite.  |            |           |                              |
| Work procedures address the hazards of the confined space.  |            |           |                              |
| Entry procedures ensure isolation and lock out procedures such as blanking of lines and lock out of pumps that may operate automatically or by controls outside of the confined space is completed. |            |           |                              |
| Documentation on all entries and the work performed in confined spaces is maintained for the previous 30 days.  |            |           |                              |
| <b>WORKERS</b>  |            |           |                              |
| Workers are medically fit to enter and work in confined spaces.   |            |           |                              |
| Workers are made aware of all the hazards that may be encountered in entry, work and rescue from the confined space.  |            |           |                              |
| Workers are trained in the procedures and use of all the equipment used for entry, work and rescue from the confined space.   |            |           |                              |
| One worker outside the confined space is competent in administering CPR and artificial respiration and has a valid Standard First Aid Certificate.  |            |           |                              |
| <b>GAS DETECTION/VENTILATION</b>  |            |           |                              |
| Gas detection instruments are used to detect concentrations of combustible and toxic gases or oxygen deficiency before entry.   |            |           |                              |
| Qualified personnel calibrate gas detection instruments according to the manufacturer's instructions (annually).  |            |           |                              |

| GAS DETECTION/VENTILATION   | YES | NO | ACTION TAKEN/COMMENTS |
|---|-----|----|-----------------------|
| Workers function test and zero gas detection instruments to normal atmosphere before each entry.  |     |    |                       |
| Measurements are taken at various levels of the confined space before entry to ensure detection of various gases.   |     |    |                       |
| A gas detection instrument is continuously on and accompanies the worker in the confined space or is operated by a designated monitor outside of the confined space.  |     |    |                       |
| Gas detection instruments are set to alarm at; 20% of the lower explosive limit for combustible gases, the occupational exposure limit for toxic gases, and 19.5% oxygen.   |     |    |                       |
| There are no combustible gases present when hot work is conducted in confined spaces.   |     |    |                       |
| Ventilation systems continually blow fresh air into the confined space and are properly positioned to prevent dead spots.   |     |    |                       |
| Ventilation systems are operated for sufficient time before entry to ensure three air exchanges. (The appropriate time can be determined by dividing the volume of the confined space by the circulation (cfm) of the fan.) |     |    |                       |
| Ventilation, lighting and other electrical equipment used must be approved for Class I, Division I hazardous locations, i.e., explosion proof.  |     |    |                       |
| Combustion motors used for ventilation are located outside and downwind from the confined space at a safe distance to prevent recirculation of contaminated air.  |     |    |                       |
| <b>RESPIRATORY PROTECTIVE EQUIPMENT</b>   |     |    |                       |
| Is the work really necessary if respiratory protection is required?   |     |    |                       |
| Respirators are approved by MSHA/NIOSH.   |     |    |                       |
| Respirator fit tests are conducted before every entry.  |     |    |                       |
| Self Contained Breathing Apparatus is immediately available and used if the rescue procedures require one person outside to enter the confined space.   |     |    |                       |

| CONFINED SPACE OPENINGS  | YES | NO | ACTION TAKEN/COMMENTS |
|--|-----|----|-----------------------|
| Confined spaces are fenced or barricaded and warning signs posted to keep traffic away.  |     |    |                       |
| The work area around the opening is cleared to permit easy access to and from the confined space and to prevent tools and materials from falling through the opening.          |     |    |                       |
| The opening to the ladder into the confined space is at least 760 millimetres.   |     |    |                       |
| The opening has warning signs indicating the confined space hazard and a securely attached cover that can be locked to prevent un-permitted entrance.                          |     |    |                       |
| Other workers are warned about the opening and protected from a fall through the opening when the cover is not on.   |     |    |                       |
| <b>LADDERS AND FALL ARREST</b>   |     |    |                       |
| Fall protection is provided where a fall through the opening is possible or the distance during access or egress into the confined space is greater than 1.2 meters.           |     |    |                       |
| Side rails of the fixed ladder into the confined space extend one meter above the floor or secure hand holds are provided to permit safe access to and egress from the ladder. |     |    |                       |
| The rungs of the ladder are spaced 250 to 350 millimetres apart and 150 millimetres clearance from the wall.   |     |    |                       |
| The ladder is secured to the wall at the top and bottom.   |     |    |                       |
| A CSA certified lifeline and safety harness is used when descending or climbing the ladder into the confined space.  |     |    |                       |
| A locking mechanism is used with the lifeline to prevent falls.  |     |    |                       |

| RESCUE   | YES | NO | ACTION TAKEN/COMMENTS  |
|--|-----|----|------------------------|
| There is sufficient manpower available near the confined space to activate a rescue.   |     |    |                        |
| One worker remains outside at the entrance to the confined space and in communication with the worker inside the confined space.                     |     |    |                        |
| Retrieval winches for rescue are checked before entry into confined spaces.  |     |    |                        |
| Rescues are practiced to ensure workers know and use the procedures and equipment.   |     |    |                        |
| Workers entering the confined space wear the safety harness attached to lifelines and winches for rescue purposes.                                   |     |    |                        |
| <b>FIRST AID/MEDICAL TREATMENT</b>   |     |    |                        |
| A #2 first aid kit is available at the confined space.   |     |    |                        |
| Emergency medical conveyance is readily available to the confined space or means of communication to the ambulance service is at the confined space. |     |    |                        |
| <b>INSPECTION TEAM:</b>  |     |    | <b>DATE INSPECTED:</b> |
| <b>COMMENTS/CORRECTIVE ACTIONS TAKEN</b>   |     |    |                        |
| <b>REVIEWING MANAGER</b>   |     |    | DATE                   |

## **APPENDIX H**

### **EMPLOYEE SAFETY ORIENTATION CHECKLIST**



# OCCUPATIONAL HEALTH & SAFETY ORIENTATION CHECKLIST

This checklist is to be completed by the direct supervisor upon commencement of each employee and kept on the employee's personnel file at the worksite. The "Documents Reviewed" and "Instructions Given" checked are those applicable and specific to the worksite and employee's job. Spaces have been left at the bottom of each column for the supervisor to add any additional items. A new checklist should be completed each time the employee is appointed to a new job or position.

**DOCUMENTS REVIEWED:**

**INSTRUCTIONS GIVEN:**

Employee Health and Safety Orientation \_\_\_\_\_  
(Department OH&S Policy, Program and Goals)

Location and Accessibility of "Documents Reviewed"  
"Safety Net/CD" access on intranet \_\_\_\_\_

OH&S Act and Regulations \_\_\_\_\_  
(Applicable Employer and Worker Responsibilities)

Government/AUPE Committee Representative \_\_\_\_\_  
Department OH&S Committee Representative \_\_\_\_\_

Department OH&S Policies  
And Procedures \_\_\_\_\_

Joint Worksite OH&S Committee Representative  
or OH&S Contact Person \_\_\_\_\_

Government OH&S Directives \_\_\_\_\_

Regional OH&S Officer \_\_\_\_\_  
Ergonomic Principles to Incorporate in Your Work  
Lifting Techniques and Back Care \_\_\_\_\_

Completed Hazard Assessments/  
Risk Analysis for Hazardous Activities \_\_\_\_\_

Hazards at the Worksite and Hazardous Activities \_\_\_\_\_

Activities with Significant Risk \_\_\_\_\_

Arrangements to Complete Required Safety Training \_\_\_\_\_

List of Safety Training Required \_\_\_\_\_

Safe Operating Procedures for  
Personal Protective Equipment Required  
(Selection, Acquisition, Storage, Maintenance, Use) \_\_\_\_\_

Equipment Operating Manuals \_\_\_\_\_

Tag and Remove Defective Equipment from Use \_\_\_\_\_

Equipment Maintenance Schedules \_\_\_\_\_

Labels on Containers of Hazardous Products \_\_\_\_\_  
Information on Material Safety Data Sheets \_\_\_\_\_  
Handling Hazardous Products or Wastes \_\_\_\_\_  
Chemical Spill Procedures \_\_\_\_\_

Material Safety Data Sheets \_\_\_\_\_

Accident Reporting and  
Investigation Process Chart \_\_\_\_\_

Names of Personnel and Phone Numbers to Report  
Serious Incidents and Accidents \_\_\_\_\_  
Diagnostic and Referral Service \_\_\_\_\_  
Employee Support and Recovery Assistance (ESRA) \_\_\_\_\_

Emergency Evacuation Procedures \_\_\_\_\_

Emergency Evacuation Personnel \_\_\_\_\_  
Location of First Aid Kits/Room and First Aiders \_\_\_\_\_  
Bomb Threat Procedures \_\_\_\_\_

Working Alone Legislation \_\_\_\_\_

\_\_\_\_\_  
Employee  
(I know where to find and use the above documents and understand all instructions provided.)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor  
(I have reviewed the above documents and given instruction on the above topics to the employee).  
HSO-0104

\_\_\_\_\_  
Date

## **APPENDIX I**

### **FIRST AID FACILITY RATING**

## First Aid Facility Rating

| Worksite                       | Building                   | Hazard Rating |
|--------------------------------|----------------------------|---------------|
| <b>KESC</b>                    | Main station               | High          |
|                                | Annex                      | High          |
|                                | Small garage               | Medium        |
|                                | Forestry garage            | High          |
|                                | Little house               | Low           |
| <b>Canmore Office</b>          | Administration Bldg        | Low           |
| <b>Canmore Nordic Centre</b>   | Administration Bldg        | Low           |
|                                | Maintenance Shop           | High          |
| <b>Bow Valley Worksite</b>     | Main Administration Bldg   | Low           |
|                                | Lower Maintenance Shop     | High          |
|                                | Barrier Info Centre        | Low           |
|                                | Upper Maint Shop           | High          |
|                                | Interp Prop Building       | Medium        |
| <b>William Watson Lodge</b>    | Main Lodge                 | Medium        |
| <b>Peter Lougheed Worksite</b> | Administration Bldg        | Low           |
|                                | Maintenance Shop           | High          |
|                                | Public Safety Bldg         | High          |
|                                | PLPP VIC                   | Low           |
|                                | Pocaterra Ski Hut          | Low           |
|                                | Lougheed Staff Centre      | High          |
|                                | Maintenance Staff Quarters | Low           |
|                                | Trail Shop                 | High          |
|                                | Storage Trailers           | Low           |
|                                | Carpenter Shop             | High          |
| <b>Elbow Ranger Station</b>    | Maintenance Compound       | High          |
|                                | Admin Building             | Low           |
|                                | EVIC                       | Low           |
|                                | Bragg Creek Shop           | High          |
| <b>Sheep District Office</b>   | Administration Bldg        | Low           |
|                                | Maintenance Compound       | High          |
|                                | Equestrian Centre          | High          |
| <b>Highwood Ranger Station</b> | Administration Bldg        | Low           |
|                                | Maintenance Compound       | High          |
|                                | Cataract Creek shop        | High          |
| <b>Calgary AMEC Bldg</b>       | Administration Bldg        | Low           |
| <b>Other</b>                   | Back Country Cabins        | Medium        |
|                                | - Ribbon                   |               |
|                                | - Aster                    |               |
|                                | - Turbine                  |               |
|                                | - 3 Isle                   |               |
|                                | - Tombstone                |               |
| - Sheep                        |                            |               |

## **APPENDIX J**

### **First Aid Record Sheet**

## FIRST AID RECORD

|   |  |
|---|--|
| <b>Section A: Identification</b>  |  |
| <b>Worker's Full Name:</b>  | <b>Employee #:</b>   |
| <b>Date Injury or Illness Reported:</b>   | <b>Time:</b> <input type="checkbox"/> AM <input type="checkbox"/> PM |
| <b>Section B: Incident</b>  |  |
| <b>Date of Injury or Illness</b>  | <b>Time:</b> <input type="checkbox"/> AM <input type="checkbox"/> PM |
| <b>Description of the Injury or Illness:</b>                                    |  |
| <b>How Injury or Illness Occurred:</b>  |  |
| <b>Where Injury or Illness Occurred:</b>  |  |
| <b>Cause of Injury or Illness:</b>  |  |
| <b>Section C: First Aid</b>   |  |
| <b>First Aid Provided:</b>  |  |
| <b>Name of First Aider:</b>   |  |
| <b>First Aider Qualifications:</b>  |  |
| <input type="checkbox"/> Emergency First Aider                                  | <input type="checkbox"/> Emergency Medical Technician - Paramedic    |
| <input type="checkbox"/> Standard First Aider                                   | <input type="checkbox"/> Emergency Medical Technician - Ambulance    |
| <input type="checkbox"/> Advanced First Aider                                   | <input type="checkbox"/> Nurse                                       |
| <input type="checkbox"/> Emergency Medical Responder                            |  |
| <b>This record is a confidential file (OH&amp;S Code)</b>                       |  |
| <b>Keep this Record for at Least 3 Years from the Date of Injury or Illness</b> |  |

**APPENDIX K**

**KANANASKIS COUNTRY**

**WORKING ALONE PROCEDURES**

**KANANSKIS COUNTRY**  
**WORKING ALONE PROCEDURES**

**PURPOSE:**

The purpose of this procedure is to ensure that employees have readily available access to their employer or emergency services in the event that an employee is hurt or requires emergency assistance. This procedure responds to Code 7 of the Alberta Occupational Health and Safety (OH&S) Act, and the Alberta Community Development Policy. It is the responsibility of the employee to adhere to this procedure and report instances where the procedure has not adequately met their requirements.

**DEFINITIONS:**

- ***Working Alone:***
  - *A worker performing government business that during the course of that business is not expected to be in contact physically or by phone with other government workers for a period of four (4) hours; or,*
  - *An employee who is working alone in administrative facilities after 18:00 hrs or on weekends; or,*
  - *An employee entering a Class 3 confined space alone; or,*
  - *All emergency service requirements by enforcement and non-enforcement staff.*
- ***Front Country Situations:***
  - *Government business activities that place the employee in remote front country areas such as unoccupied campgrounds, day use areas, less travelled roads/trails (ex. McLean Creek, Gorge Creek).*
- ***Back Country Situations:***
  - *Government business activities that place the employee in remote back-country areas that take the employee more than one (1) kilometre from front country areas.*
- ***KESC:***
  - *Kananaskis Emergency Services Centre*
- ***CO:***
  - *Conservation Officer*

**CONTENTS:**

1. Working in the Back Country
2. Working Alone in the Front Country
3. Working Alone in Offices
4. Working Alone in Maintenance Facilities
5. Travelling Alone Away From the Office
6. Prohibited Working Alone Situations

## **1. WORKING IN THE BACK COUNTRY**

*The following applies to all staff working in the back country whether they are alone or in a group situation.*

- a. All employees working in back country situations will have in their possession and know how to operate a communication device, which can be expected to function in the area in which they will be travelling or working. Examples of communication devices include:
  - ❖ Cellular phone
  - ❖ Satellite phone
  - ❖ Handheld two-way radio
  - ❖ Vehicle two-way radio
- b. Employees should have access to the Kananaskis Emergency Communications Directory for contact assistance.
- c. Planned work locations or routes will be provided to supervisors or duty officers in reasonable detail as well as your planned time of return. Any subsequent deviations to your plan will be reported throughout the day to your supervisor or duty officer as necessary.
- d. When employees are travelling for day trips in back country situations, scheduled call-in times will be made a minimum of one time during the day.
- e. When travelling overnight in back country situations, morning (AM) and afternoon (PM) scheduled calls will be made daily to the duty officer or KESC dispatch. If KESC dispatch is not on duty, a scheduled call to other employees on duty will be made. All scheduled calls will be logged. After two missed scheduled calls, a discussion with the Public Safety Specialists will be initiated to determine if a search and rescue response is required. If employees on back country duty cannot reach KESC dispatch, a district duty CO, or another employee after two scheduled calls, they will be required to return to the front country. This procedure is posted at all back country cabins.
- f. All back country returns will be reported to your supervisor or duty officer as soon as you return. If either individual is unavailable, returns can be reported to KESC dispatch.
- g. All non-government staff, off duty staff using back country cabins will use the above procedure while in back country situations. Individuals in these situations may be required to provide their own communication device if they wish to utilize back country cabins.
- h. All volunteers in back country situations are required to follow the above procedures.

## **2. WORKING ALONE IN THE FRONT COUNTRY**

- a. All employees working in front country situations will have in their possession and know how to operate a communication device, which can be expected to function in the area in which they will be travelling or working. Examples of communication devices include:
  - ❖ Cellular phone
  - ❖ Satellite phone
  - ❖ Handheld two-way radio
  - ❖ Vehicle two-way radio
- b. Employees should have access to the Kananaskis Emergency Communications Directory for contact assistance.
- c. Planned work locations or routes will be provided to supervisors or duty officers in reasonable detail as well as your planned time of return. Any subsequent deviations to your plan will be reported throughout the day to your supervisor or duty officer as necessary.

## **3. WORKING ALONE IN OFFICES**

### **Canmore Office**

- As the Canmore Office is located in an urban environment, less stringent measures can be taken. All employees working alone in the office after regular office hours are to keep the interior office doors locked at all times, and are not to allow strangers into the building for any reason. Employees must also sign in and out when entering and exiting the building using the sign-in book located inside the back staff entrance of the building.

### **Canmore Nordic Centre Office**

- As the Canmore Nordic Centre is located in an urban environment, less stringent measures can be taken. All employees working alone in the office after regular office hours are to keep the interior office doors locked at all times and are not to allow strangers into the building for any reason.

### **Remote Field Offices (Peter Lougheed, Sheep River, Bow Valley)**

- Check in with Duty CO when opening the office. Advise them that you are in the office alone, and how long you will be there. If duty CO is unavailable, contact KESC.
- Keep the countertop down and/or gate closed to prevent anyone from walking past the greeting area.
- Acknowledge your presence to anyone entering the building.
- When encountering inappropriate client behaviour, retreat to a secure room, lock the door, and call KESC or 911 and advise them of the situation. Stay in the locked room until help arrives.
- Always keep the emergency telephone number and radio call sign posted in the secured area.

### **Visitor Centres (EVIC, PVIC, Barrier)**

- Situate yourself behind the counter, and acknowledge your presence to anyone entering the building.
- For security purposes, always keep the hallway door to the public area locked.
- When encountering inappropriate client behaviour, press the panic button located under the counter and retreat to a secure room, lock the door, and call KESC or 911 and advise them of the situation. Stay in the locked room until help arrives.
- Always keep the emergency telephone number and radio call sign posted in the secured area.

## **William Watson Lodge**

### **1. Transporting Cash Deposits**

- Designate a person to receive calls to the Lodge.
- Establish a time of departure, route and estimated time of drop off.
- Carry a cell phone.
- Call in with any deviation to time or route
- Call in after drop off completed.

### **2. Working Alone at the Lodge**

- When coming on shift, check that all communication devices such as phones and radios are charged and in working condition even though the previous shift is responsible for charging these devices. This is for your own safety.
- Establish that the lodge apartment is secure.
- For all situations where there is a possibility that personal safety may be compromised, establish contact with KESC and arrange a scheduled call.
- When encountering inappropriate client behaviour, retreat to a secure room, lock the door, and call KESC or 911 and advise them of the situation. Stay in the locked room until help arrives.
- When closing for the evening, ensure that all external lodge doors and windows and window bars are locked and that you have access to help with a phone or radio at all times.
- After evening closing, notify KESC and establish communication any time you leave the main lodge.
- For all suspicious activity on site or entry to the main lodge situations after closing, remain in the locked apartment; activate the alarm and call 911.

## **Kananaskis Emergency Services Centre**

- Refer to the working alone policy specifically developed for KESC.

## **4. WORKING ALONE IN MAINTENANCE FACILITIES**

- During regular work hours (0800 – 1630), staff will notify their supervisor or other staff where they are and with their basic schedule for the day.
- Staff will call into the supervisor, admin support, other staff, or KESC every four (4) hours if alone in unoccupied building or area.
- After regular work hours, staff will check in at the start of their shift and every hour until shift is completed. Notification should be to supervisor first, then KESC if supervisor is unable to be contacted.

## **5. TRAVELLING ALONE AWAY FROM THE OFFICE**

- When travelling alone on remote and closed roads, the employee is to give his/her supervisor or KESC the details of their route and when they expect to return. They must also provide details of their vehicle such as make, model, color, and plate number. Upon arrival back at the office, they must check in with KESC or their supervisor.
- No special considerations are required for driving on major highways and urban roads except when travelling throughout the night (ex. Persons conducting wildlife telemetry from highways and primary roads during the night). Employees in this situation must notify their supervisor or KESC of their work plan including details of where they'll be driving. The employee must check in with their supervisor or KESC (the latter during regular hours) at least once during their shift and at the end of their shift.

## 6. PROHIBITED WORKING ALONE SITUATIONS

- ***Maintenance***
  - Major utility incidents involving electrical, gas, or water/sewer systems.
  
- ***Enforcement/Regulatory***
  - Protected area evictions
  - Search warrants
  - Problem wildlife related to large carnivores or ungulates
  
- ***Resource Management***
  - Bear, cougar and wolf prey-kill sites should not be investigated while alone. Similarly, wildlife carcasses in off-road situations should not be investigated while alone. If an individual happens to encounter one of the above situations while alone, (ex. During wolf and cougar winter snow tracking research), they are to call their supervisor or KESC immediately to notify them of their situation and again, when they are clear of the scene.
  - Forward tracking of cougars and bears is prohibited while alone.
  - Aversive conditioning of bears is prohibited for persons working alone except when such activity can be performed from inside or directly beside a vehicle.
  - If persons working alone for the purpose of resource management should find themselves in a dangerous situation (ex. Encounter with defensive wildlife, dangerous terrain, etc.), they are to notify KESC or their supervisor immediately, and again when they are clear of the situation.
  - Problem wildlife incidents related to trapping and removal of large carnivores or ungulates is prohibited while working alone.

## **APPENDIX L**

### **Safety Net Table of Contents**

**Available on the Intranet at**

**[http://comdevnet/CORP/CORP\\_9/index.htm](http://comdevnet/CORP/CORP_9/index.htm)**

**If Internet access is not available at your worksite, a copy is located at  
the worksite library.**