

# ***The Municipality of the County of Richmond***

## ***Occupational Health & Safety Policy Statement***

*The Municipality of the County of Richmond is committed to protecting employees, contractors, the general public and its physical assets from accidental loss. The Municipality recognizes that a Safety Program will make this happen while also fulfilling its Legislative responsibilities. It further recognizes that the Safety Program makes good business sense by improving employee moral, improving productivity while reducing absenteeism and the cost of doing business.*

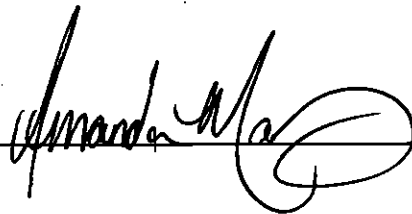
*Through the cooperative effort of all workplace parties including management, employees, and contractors we will accomplish the development, implementation, maintenance and monitoring of an Occupational Health and Safety Program.*

*Employees at all levels including contracted employees will share responsibility for health and safety in our workplaces based on their ability and authority to control workplace activities. Responsibilities will be assigned throughout the Standard Operating Procedures (SOP's) which makeup the Program.*

## ***Workplace Violence Policy Statement***

*The Municipality of the County of Richmond acknowledges that violence in the workplace is an occupational health and safety hazard that can cause physical and emotional harm. We view any acts of violence or threats of violence in the workplace as unacceptable. We are committed to working to prevent workplace violence and to responding appropriately if workplace violence does occur. All employees of the Municipality are responsible for creating and maintaining a safe environment.*

Warden



September 2021



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***The Municipality of the County of  
Richmond***

**Occupational Health and Safety  
Standard Operating Procedure**

**001**

**Title**

**“Sharing Responsibility for the Occupational Health and Safety  
Policy and Program”**

**Prepared By:** Joint Occupational Health and Safety Committee. JOHSC  
**Approved By:** Warden / JOHSC  
**Issue Date:** April 2000  
**Reviewed:** September 2021

**Signatures:**

  
Warden

  
JOHSC Co-Chair

  
JOHSC Co-Chair

## 1. PURPOSE

- 1.1. The purpose of this document is to assign responsibilities for the ongoing development, implementation, maintenance and evaluation of the Municipality's Occupational Health and Safety Policy and Program, as required by Sections 27 and 28 of the Nova Scotia Occupational Health and Safety Act.

## 2. SCOPE

- 2.1. This procedure covers the following information:
- a) *References* – Sources used in the development of this procedure;
  - b) *Definitions* – Key definitions with respect to OH&S;
  - c) *Background* – Principals and provisions of the Nova Scotia – “Occupational Health and Safety Act”;
  - d) *Activities* – Required to make the program work: and
  - e) *Responsibilities* – assigned to employees who will be accountable to ensure that the required activities are completed.

## 3. REFERENCES

- 3.1. The following documents are referred to in this document:
- a) Province of Nova Scotia - Occupational Health and Safety Act; and
  - b) Municipality of the County of Richmond - Occupational Health and Safety Policy.

## 4. DEFINITIONS

- 4.1. The following definitions are essential to the safety culture:
- a) *Safety* – the control of accidental loss;
  - b) *Accident* - any unwanted or unplanned event which causes illness, injury, death, or any other hazardous occurrence;
  - c) *Incident* - “Near Miss” or any unwanted or unplanned event which has the potential to cause a loss under different circumstances;

- d) **Hazard** – any existing or potential condition that by itself or in combination with other variables has the potential to cause an accidental loss. Hazards are categorized as either unsafe acts or unsafe conditions; and
- e) **Safety Program** – a systematic approach to “Making it Happen” or a written program consisting of a series of Standard Operating Procedures that detail the activities that need to be carried out, who will be responsible to ensure that each activity is carried out and the documentation required to prove that they are carried out.

## 5. BACKGROUND

### 5.1. Nova Scotia Occupational Health and Safety Act.

5.1.1. The revised Act came in effect on January 01, 1997. It is based on three (3) founding principles and three (3) basic provisions or “employee rights”.

### 5.2. *Founding Principles: (Reference –NS OH&S Act, Section - 2)*

- a) Internal Responsibility System – responsibility for Occupational Health and Safety is best suited to be handled from within, as we have the most knowledge of the processes and equipment utilized to conduct our activities;
- b) Shared Responsibility – each employee is legally responsible for the health and safety of himself/herself and that of their co-worker; and
- c) Authority and Ability – accountability for health and safety is directly related to ones authority and ability to control workplace activities.

### 5.2.1. *Basic Provisions – Employee Rights: (Reference-NS OH&S Act-Section- 2)*

- a) Framework for Participation – employees at all levels of the organization have the “Right to Participate” in health and safety issues in their workplace;
- b) Transfer of Information – systems MUST be put in place to communicate health and safety issues within the workplace. This will ensure employees “Right to Know” about any chemical, physical or biological hazard that he/she may be exposed to in the workplace; and
- c) Refusal of Unsafe Work - employees have the “Right to Refuse” any work that he/she feels is unsafe.

## S.O.P. 001 – Sharing Responsibility for the Occupational Health and Safety Program

- 5.2.2. The Act further sets out requirements for employers to develop an “Occupational Health and Safety Policy” (*Reference NS OH&S Act, Section 27*)
- 5.2.3. The “Policy: has been developed and meets the criteria stipulated in the Act;
  - a) It states management “commitment” to providing a healthy and safe workplace”;
  - b) It states that a “cooperative” effort is required to accomplish what needs to be done; and
  - c) It states that “responsibility” for health and safety will be shared.
- 5.2.4. The Act also sets out requirements for employers to develop an Occupational Health and Safety Program”. (*Reference- NS OH&S Act, Section –28*)
- 5.2.5. This document is the first in a series that will make up the formal “Safety Program”. A number of Standard Operating Procedures (SOPs) will be developed to meet the requirements of Section 28 and also to document how to meet the requirements of applicable pursuant Regulations.

## 6. ACTIVITIES / RESPONSIBILITIES

### 6.1. Policy / Program Development and Evaluation

- 6.1.1. It is ultimately the responsibility of the Warden and Council to ensure that the Policy and Program is developed, sufficient to meet the Legislative requirements.
- 6.1.2. The Warden, as the person with the most authority and ability to control workplace activities, will be responsible to approve all Policy and Procedures.
- 6.1.3. The Warden and Council are responsible to allocate sufficient resources necessary to implement the Standard Operating Procedures.
- 6.1.4. The Warden and Council are responsible to ensure that the Program is monitored on an ongoing basis.
- 6.1.5. The Warden and Council are responsible to ensure that the Policy and Program are reviewed and evaluated on a regular and reasonable basis.

S.O.P. 001 – Sharing Responsibility for the Occupational Health and Safety Program

6.1.6. The Warden and Council are responsible to ensure that the Joint Occupational Health and Safety Committee is in place, that meetings are held on a regular basis and minutes are reviewed and concerns dealt with at a senior level.

6.2. Program Implementation

6.2.1. Department Heads are responsible to ensure that Standard Operating Procedures applicable to their area(s) are implemented.

6.2.2. Department Heads are responsible to monitor compliance to Standard Operating Procedures.

6.2.3. Department Heads are responsible to take disciplinary action when it is determined that employees are not following Standard Operating Procedures.

6.3. Program Compliance

6.3.1. Employees at all levels of the organization are responsible to read, understand and follow applicable Standard Operating Procedures.

6.3.2. Employees at all levels are responsible to make recommendations for continuous improvement to the Standard Operating Procedures.

6.3.3. Employees at all levels are responsible for reporting accident, incidents and hazards to their immediate supervisor or manager.

6.3.4. Employees at all levels are responsible to use, care for and maintain safety devices and equipment including personal protective equipment.

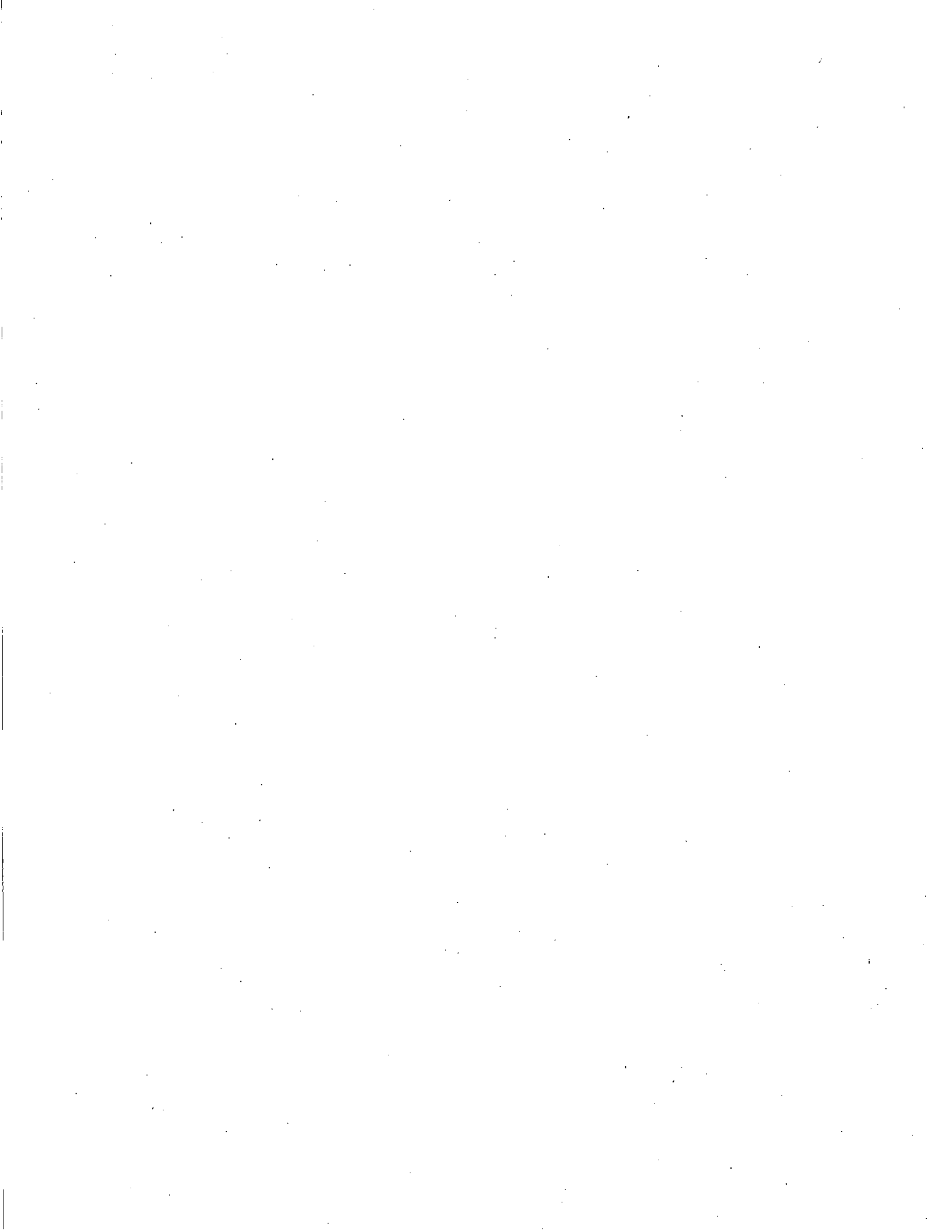
6.3.5. Employees at all levels are responsible to obey posted signage.

6.3.6. Employees at all levels are responsible to practice good housekeeping and maintain only the required amount of materials and supplies on-hand.

6.3.7. Employees at all levels are responsible to practice fire prevention by smoking in designated areas only, properly storing flammables and combustibles etc.

6.3.8. Employees at all levels are responsible to cooperate with any individual or party working to make our workplaces healthier and safer.

**"Safety is everyone's business and responsibility"**



***The Municipality of the County of  
Richmond***

**Occupational Health and Safety  
Standard Operating Procedure**

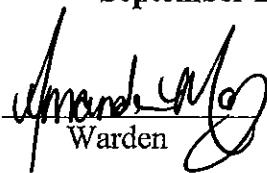
**002**

**Title**

**“Structuring the Joint Occupational Health and Safety Committee – JOHSC”**

<b>Prepared By:</b>	<b>Joint Occupational Health and Safety Committee. JOHSC</b>
<b>Approved By:</b>	<b>Warden / JOHSC</b>
<b>Issue Date:</b>	<b>April 2000</b>
<b>Last Revised:</b>	<b>September 2021</b>
<b>Reviewed:</b>	<b>September 2021</b>

**Signatures:**

  
Warden

  
JOHSC Co-Chair

  
JOHSC Co-Chair

## PURPOSE

- 1.1. The purpose of this document is to provide direction to Municipal employees selected to serve on the Joint Occupational Committee, with respect to responsibilities under the Municipality's Occupational Health and Safety Program.

## 2. SCOPE

- 2.1. This procedure defines the Structure, Activities and Responsibilities that will be utilized for the efficient operation of the Joint Occupational Health and Safety Committee (JOHSC).
- 2.2. This procedure covers the following information:
  - a) *References* – Sources used in the development of this procedure;
  - b) *Background* – Philosophy of JOHS Committee;
  - c) *Structure* – Composition and titles of members;
  - d) *Activities/Responsibilities* – Functions of the Committee.

## 3. REFERENCES

- 3.1. The following documents were consulted during preparation of this SOP:
  - a) Province of Nova Scotia - Occupational Health and Safety Act:
    - i) Section 28 – “Requirement for Program”;
    - ii) Section 30 – “Composition of Committee”; and
    - iii) Section 31 – “Functions of Committees”.

## 4. BACKGROUND

- 4.1. The Nova Scotia Occupational Health and Safety Act requires that a written Safety Program is implemented where 20 or more employees are regularly employed at a workplace. It further states in Sub-section 2, paragraph (c) that the procedure dealing with JOHS Committees be an element of the written “*Safety Program*”.
- 4.2. The JOHSC provides a venue where employer and employee representatives can work together in their capacity as an advisory team to actively promote and improve workplace health and safety. The JOHSC symbolizes the concept of the Internal Responsibility System as discussed in SOP-001. It also reinforces the “cooperative effort” outlined in the *Municipality's OH&S Policy Statement*.

4.3. **Committee Member Rights**

4.3.1. Reprisals against a JOHSC member are illegal. An employer or union can not take action against a committee member because of committee related functions.

4.4. **Committee Reporting**

4.4.1. The JOHSC will report to the CAO or his/her appointed delegate.

**5. STRUCTURE OF COMMITTEE**

**Warden & Council**

**CAO**

**Employee Co Chair**

**Employer Co Chair**

**Elected Employee Representative**

**Appointed Employer Representative**

5.1. **Membership**

5.1.1. The JOHSC will be composed as follows in accordance with the Nova Scotia Occupational Health and Safety Act – Section 30, Composition of Committee”.

5.1.2. The JOHSC will be comprised of four (4) regular members as illustrated in the preceding organizational flow chart;

- Two (2) representing the Employer (management); *(50% of membership)*
- Two (2) representing Employees: *(50 % of membership)*
  - i) An employee member will be added to represent seasonal or part time employees as required *(the 50/50 rule may be voided in favor of employees).*

5.1.3. The CAO will appoint the employer representatives ensuring that each branch of the organization has representation where practical.

5.1.4. The employees will select their representatives ensuring that each branch of the organization has representation where practical.

- 5.1.5. Members will be full time employees of the Municipality and will be compensated at their regular pay scale for Committee work.
- 5.1.6. The Committee shall meet at least 6 times each year.
- 5.1.7. Special meetings may be called to deal with items having a high risk potential that need to be dealt with prior to the regularly scheduled meeting.
- 5.1.8. If a vote is required, all members may vote, however a unanimous decision is required to pass a motion. Additionally a quorum of 50% + 1 is required with 50% employee representation and at least one employer representative.
- 5.1.9. **JOHSC** – members will act as Safety Ambassadors, leading by example and actively promote safety awareness while encouraging fellow employees to work safely. They will contribute ideas aimed at continuously improving health and safety in the workplace.

**5.2. Co-Chairs**

- 5.2.1. Co-Chairs are the liaison between the JOHSC and the CAO with respect to health and safety issues.
- 5.2.2. The committee members will select the Co-Chairs, the employer representatives will select a Co-chair, and the employee representatives will select a Co-Chair.
- 5.2.3. The Co-Chairs will serve for one-year terms, at which time re-selection will take place.
- 5.2.4. The employer Co-Chair will be selected annually, for the upcoming calendar year.
- 5.2.5. The employee Co-Chair will be selected annually, for the upcoming calendar year.
- 5.2.6. The Co-Chairs will alternate chairing of the meetings, if a Co-Chair is unable to attend a meeting then the other shall take his/her place and the rotation will adjust accordingly.

**5.3. Secretary**

- 5.3.1. An administrative person will be assigned by the CAO as secretary to the JOHSC. The Secretary shall not be an Employer or Employee member of

the JOHSC. This person will be responsible for the maintenance of **all** health and safety documentation necessary to prove Due Diligence. This is further discussed in a separate SOP-005 "Documenting Safe Work Practices". In support of the JOHSC this person will maintain the following:

- a) Members lists c/w contact phone numbers;
- b) Meeting Agendas;
- c) Meeting Minutes;
- d) Correspondence with Warden and Council;
- e) Correspondence with outside service providers; and
- f) Other duties as required.

## **6. ACTIVITIES / RESPONSIBILITIES**

### **6.1. Posting of Members List**

6.1.1. The Secretary will post the names of the JOHSC members along with a means of contacting them on the Occupational Health and Safety "Right to Know" – Communication Boards.

### **6.2. Setting the Agenda**

6.2.1. The Co-Chairs will identify the Agenda items for the upcoming meeting and forward a draft to the Secretary seven (7) working days prior to the meeting date.

6.2.2. The Secretary will put the draft in the approved format and distribute to all JOHSC members and also the CAO or any other person as directed by the Co-Chairs five (5) working days prior to the meeting date. (Use the following form)

6.2.3. Any member may add an item to the agenda provided they inform a Co-Chair three (3) days prior to the meeting date.

6.2.4. The Secretary will ensure that a meeting room is booked and that any necessary equipment for presentations is available. (*T.V / VCR / Flip Chart / Overhead c/w screen / markers / etc.*)

### **6.3. Chairing the Meeting**

6.3.1. The Chair will "Call to Order" at its scheduled start time.

6.3.2. The meeting will follow the set agenda and adhere to the allotted times. If it becomes evident that an agenda item requires more time to consider, a special meeting to deal with the item shall be scheduled.

#### 6.4. **Committee Minutes**

6.4.1. The Secretary will record the minutes of committee meetings including the following information.

- a) Meeting Date;
- b) Meeting #;
- c) Review and Adoption of Last Minutes;
- d) Next Meeting Date;
- e) Members Present;
- f) Item ID #;
- g) Issue Date;
- h) Opportunity and Priority;
- i) Action;
- j) Responsibility c/w ECD; and
- k) Status.

6.4.2. Completed items will be shaded in Grey and remain on the minutes for one month.

6.4.3. Minutes will be kept on file for three years.

#### 6.5. **Minute Distribution**

6.5.1. The Secretary will distribute the approved minutes to the following persons within 5 business days of the meeting once approved by the Committee:

- a) All committee members;
- b) All senior management (CAO);
- c) All employees by posting on the "Right to Know" – Communication Boards; and
- d) NS- Department of Labour upon request.

### 7. **FUNCTIONS OF COMMITTEE**

In general, the JOHSC carries out the following functions:

7.1. Accompany Nova Scotia Department of Labour Inspectors while they conduct compliance inspections and inquiries of Municipal facilities. (*Refer to NS –OH&S Act – Section 50 "Accompaniment during Inspection"*).

7.2. Conduct "Workplace Inspections" in accordance with SOP- 003.

- 7.3. Conduct "Accident/Incident Investigations" in accordance with SOP-004.
- 7.4. Monitor compliance to "Safe Work Practices" in accordance with SOP-005.
- 7.5. Assist with the development of and compliance monitoring of all Safe Work Practices that make-up the Safety Program.
- 7.6. Research and advise management in writing on protection devices, equipment and clothing (PPE).
- 7.7. Investigate and make recommendations with respect to Stage Two of the "Right to Refuse" process in accordance with SOP-001.
- 7.8. Perform any other duties, as required.

## **8. COMMITTEE TRAINING**

- 8.1. All JOHSC members will receive at minimum training in the following:
  - a) An Introduction to the JHSC
  - b) Due Diligence
  - c) Workplace Hazard Identification, Assessment, and Control
  - d) Workplace Inspections
  - e) Incident Investigation
  - f) Respectful Workplace

## **9. RESPONSIBILITIES**

The following are the responsibilities of the various stakeholders with respect to the JOHSC:

### **9.1. Warden and Council**

- 9.1.1. Ultimately responsible for the establishment of and the effective and efficient operation of the JOHSC.
- 9.1.2. Monitor JOHSC activities.

### **9.2. CAO**

- 9.2.1. Appoint members to the JOHSC.
- 9.2.2. Ensure that JOHSC members have sufficient time and resources to deal with health and safety issues.
- 9.2.3. Deal with issues brought forth by the JOHSC without delay.

9.3. **Co- Chairs**

9.3.1. Chair and lead regular JOHSC meetings.

9.3.2. Ensure that members are available to perform their functions detailed in paragraph 7.0 as required.

9.3.3. Ensure that the annual selection of Co-Chairs is completed.

9.3.4. Track member training needs and co-ordinate training activities as required and identified by the JOHSC.

9.4. **JOHSC Members**

9.4.1 Attend and participate in regularly scheduled meetings.

9.4.2 Carry out the duties outlined in Section 7 of this SOP

9.5. **Secretary**

9.5.1. Post and maintain member lists and all other required information on the "Right to Know" communication boards.

**- JOHSC – “The key to  
“Making it happen”**

***The Municipality of the County of  
Richmond***

***Occupational Health and Safety  
Standard Operating Procedure***

**003**  
Title

“Conducting Workplace Inspections”

**Prepared By:** Joint Occupational Health and Safety Committee. JOHSC  
**Approved By:** Warden / JOHSC  
**Issue Date:** January 2004  
**Last Revised:** May 2017  
**Reviewed:** September 2021

Signatures:

  
Warden

  
JOHSC Co-Chair

  
JOHSC Co-Chair

## S.O.P. 003 – Conducting Workplace Inspections

### 1. PURPOSE

1.1. To outline the steps to be followed while conducting “Workplace Inspections”.

### 2. SCOPE

2.1. This procedure applies to all work-sites and work activities.

### 3. BACKGROUND

3.1. Workplace Inspections are considered to be the ‘backbone’ of any Health and Safety Program. They provide a tool for the **pro-active** identification, elimination or control of workplace hazards. By examining the way we conduct our business from a health and safety point of view on a regularly scheduled basis we can take corrective action(s) to prevent occupational illness and/or injury. Inspections serve to meet the following goals:

**Identify Potential Problems** - Often in the design of the workplace or in the performance of a task, hazards will be overlooked. Inspections reveal these oversights by examining the actual performance of the job.

**Identify Equipment Deficiencies** - Inspections reveal wear and tear on equipment as well as equipment misuse. Used in conjunction with a Preventative Maintenance Program they will improve equipment availability.

**Identify Unsafe Acts** - Inspections reveal employees not following Standard Operating Procedures or Safe Work Practices.

**Identify Inappropriate Corrective Actions** - Should the corrective action(s) taken to eliminate or control hazards be sub-standard inspections will drive additional improvements.

**Provide Self - Appraisal** - Inspections provide management with a snapshot measurement of how well they are doing with respect to such items as housekeeping, employee training, Legislative compliance, etc.

**Demonstrate the Municipality’s Commitment** - They show employees that the municipality is concerned for their health and safety.

**Communication** - Inspections open the lines of communication among all levels within the organization. They enhance the quality and quantity of work.

3.2. Workplace Inspections examine two broad divisions of hazards:

## S.O.P. 003 – Conducting Workplace Inspections

3.2.1. **Unsafe Acts** - the inspection will reveal employees who do not take ownership for their health and also the health and safety of co-workers. The following are examples of what to look for:

- Employees taking shortcuts;
- Employees not wearing the required PPE;
- Employees not following procedures;
- Employees not apply their skills and knowledge;
- Employees not following workplace rules; and
- Employees who demonstrate a poor outlook towards safety in general.

3.2.2. **Unsafe Conditions** - Inspections will reveal hazards that can be eliminated or controlled. The following are examples of what to look for:

- Slip/Trip and Fall Hazards:
- Poor housekeeping;
- Electrical deficiencies;
- Improper use of chemicals;
- Potential fires;
- Improper material handling and storage;
- Environmental spills;
- Dusts/Mists/Fumes/Noise
- Ergonomics; and
- Defective tools and equipment;

3.3. There are two types of Workplace Inspections:

3.3.1. **Informal** - Are everyday activities where employees are continuously examining workplace conditions and taking corrective action or reporting unsafe acts or conditions to their manager. They should also be part of the Managers tour of the workplace, checking for unsafe acts or conditions.

3.3.2. **Formal** - These are the planned and documented activities described in this procedure.

3.4. Workplace Inspections may provide recommendations to correct unsafe acts or conditions. When hazards are identified the following hierarchy of control measures should be followed to achieve best results:

- Elimination;
- Engineering controls;
- Purchasing controls;
- Administrative controls; and
- Personal protective equipment - PPE.

## 4. ACTIVITIES

### 4.1. Training

## S.O.P. 003 – Conducting Workplace Inspections

4.1.1. Those responsible for conducting “Workplace Inspections” will receive formal classroom and practical training.

### 4.2. Scheduling

**Designated** facilities will be inspected semi-annually by JOHSC, so that deficiencies can be discussed at their next regular meeting.

4.2.2. A schedule will be set up by the JOHSC, and will cover a *Twelve* month period. This schedule will be strictly adhered to; so that identified hazards can be corrected prior to the next scheduled inspection.

4.2.3. For the purpose of the inspection of Richmond County Facilities, the work sites to be inspected are as follows:

1. Richmond Arena
2. Municipal Administration Building
3. Arichat Water Storage Tank
4. Solid Waste Management Facility
5. Petit De Grat Sewage Treatment Plant
6. Petit De Grat Lift Stations
7. Louisdale Sewage Treatment Plant
8. Louisdale Lift Stations
9. Arichat Sewage Treatment Plant
10. Arichat Lift Stations
11. Arichat Water Treatment Plant
12. Louisdale Water Tower
13. Louisdale Water Treatment Plant
14. Evanston Sewage Treatment Plant
15. Evanston Lift Stations
16. Louisdale Sidewalk Building
17. Evanston Water Tower

4.2.4. The members will select a team of inspectors for each site.

### 4.3. Planning

4.3.1. A pre-inspection meeting will be held involving the JOHSC inspection team members and the area Manager to:

Review the previous month’s documentation for the area to be inspected including- “Workplace Inspection Checklists” and co-ordinate site visits.

## S.O.P. 003 – Conducting Workplace Inspections

4.3.2. The team will visit the designated area to determine if there are existing or potential hazards. They will do this by making observations and questioning employees working in the area. The Workplace Inspection Checklist will be used as a guide; each section will be completed as applicable. Use separate checklists for each area inspected. If a hazard is identified that is not on the checklist, consider having the checklist modified. (*Refer to Annex A Inspection Checklist*)

### 4.4. Preparing Reports

- 4.4.1. An inspection form will be completed for each location along with the substandard identified.
- 4.4.2. This form will be completed by a member of the inspection team, listing the designated persons responsible to correct the hazard.
- 4.4.3. The corrected hazard report form will be returned to the inspection team for filing, reporting to the JOSH committee and to develop a yearly summary report.
- 4.4.4. The Secretary will create and maintain a Workplace Inspection Summary Report, updated monthly and distributed to C-Chairs and the CAO, where it will be reviewed at the JOHSC meeting.

## 5. RESPONSIBILITIES

### 5.1. CAO

- 5.1.1. Review the monthly Summary Sheet to ensure that the Workplace Inspection element of the Safety Program is functioning and hazards are dealt with without undue delay.

### 5.2. Managers/Supervisors

- 5.2.1. Co-operate with the JOHSC when conducting inspections.
- 5.2.2. Take steps to correct hazards without undue delay.
- 5.2.3. Advise the JOHSC and the Secretary when there are delays in dealing with hazards.

## **S.O.P. 003 – Conducting Workplace Inspections**

5.2.4. Ensure employees are made aware of hazards and any temporary control measures that may be implemented:

5.2.5. Perform informal inspections on a daily basis.

### **5.3. JOHSC**

5.3.1. Conduct Inspections as per the set schedule.

5.3.2. Participate in and apply Workplace Inspection Training.

4.3.3. Conduct research and make recommendations to control hazards.

### **5.4. Secretary**

5.4.1. Maintain files.

5.4.2. Generate monthly Summary Reports.

5.4.3. Advise JOHSC on hazard control measures, as reported by management.

### **5.5. Employees**

5.5.1. Monitor work areas on an on-going basis and inform Management of any existing or potential hazards.

5.5.2. Follow implemented temporary corrective actions.

S.O.P. 003 – Conducting Workplace Inspections

ANNEX – A

Planned Workplace Inspection Checklist

Category	Item	Expected	Comments	Hazard
Grounds	Fire Hydrants	Not Blocked Marked For Winter		
	Fire Exits	Not blocked 3 ft min. Open out		
	Walkways	Clear unobstructed		
	Materials	Properly stacked Away for buildings 5 ft No hazardous waste		
Electrical	Extension cords	No visual damage Ground lead in place Neatly stored Do no present tipping hazard		
	Outlets	No visible damage Free of metal fines		
	Switch panels	No visible damage Are locked where applicable Have signs Are labeled No obstruction 4ft min		
	Lock-out Procedures	Are in place Are being adhered to		
Pneumatic	Hoses	No visual damage End attachments secure Are neatly stored No tripping hazard		
	Gauges	Pressures within limits Are functioning No visible damage		
Climbing Equipment	Ladders Scaffold	No visible damage Are properly erected Are correctly stored		
Fall Arrest Equipment	Body harness Lanyards Tripod / Winch	No visible damage Correctly stored Latches / hooks free from damage		
Equipment	Guards	No visible damage Are in Place & secure		

**S.O.P. 003 – Conducting Workplace Inspections**

	Leaks	No leaks of air or liquids		
	Emergency Stop Buttons	No visual damage Are operational		
	Warning Devices	No visual damage Are operational		
	Preventative Maintenance	Being Carried out No Excessive Wear		
<b>Emergency Equipment</b>	Fire Extinguishers	Are adequate no damage Are inspected		
	Eye wash stations	In place clean Dated for refill/ cleaning		
	Showers	Are working Are clean		
	Eye Glass cleaning station	Are available Are clean		
<b>Category</b>	<b>Item</b>	<b>Expected</b>	<b>Comments</b>	<b>Hazard</b>
<b>Fire Control</b>	Exits	Not Blocked Light operating Panic bars working Pull stations not damaged		
	Fire Cabinets	No visual damage Vented outside not blocked		
	Sprinkler heads	Not Painted Not blocked 18" clearance		
	Combustibles	Properly stored use proper refuse containers		
	Evacuation Procedures	Posted in all locations Employees trained		
<b>Sanitation</b>	Washrooms Lunch room	Clean & well supplied Clean & orderly		
<b>Housekeeping</b>	Machinery	Clean of oil grease dust Tidy no parts / tools		
	Floors	Clean & dry No clutter & debris		
	Materials	Neatly piled & arranged Do not present trip hazard Are not excessive		

S.O.P. 003 – Conducting Workplace Inspections

	Hand / power tools	Are right for the job In good repair Free of grease / Oil Properly stored		
	Aisles	Clearly marked Not obstructed Clean & dry		
<b>Working Environment</b>	Noise	Acceptable Below 85 Db Acceptable with protection		
	Dust / Mist, Fumes	Acceptable within TLV Acceptable with protection		
	Ventilation	Adequate for the task Acceptable with protection		
	Lighting	Adequate for the task		
	Temperature	Not extreme Hot / Cold		
	Ergonomics	Task fits the worker		
<b>Lifting Devices</b>	Chain blocks slings shackles	No visual damage properly used & stored		
<b>Personnel Protective Equipment</b>	Eye protection Head Foot Hearing Respiratory Body harness	Properly worn by all employees		

**6. Hazards are classified by**

A Permanent disability, loss of life or body part or extensive loss of structure and equipment or materials

(Action required immediately reduce the severity)

B Serious injury, illness or property damage

(Action required correct within one day)

C None disabling injuries, illness none disruptive damage

(Action required correction within two days)



***The Municipality of the County of  
Richmond***

**Occupational Health and Safety  
Standard Operating Procedure**

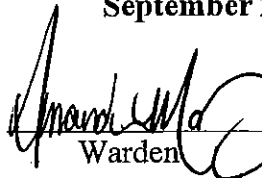
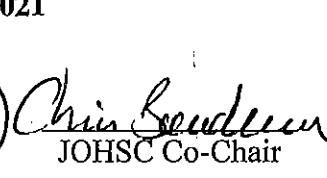
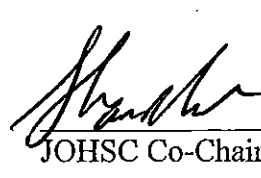
**004**

**Title**

**“Accident / Incident Reporting and Investigations”**

<b>Prepared By:</b>	<b>Joint Occupational Health and Safety Committee. JOHSC</b>
<b>Approved By:</b>	<b>Warden / JOHSC</b>
<b>Issue Date:</b>	<b>May 2000</b>
<b>Last Revised:</b>	<b>April 2016</b>
<b>Reviewed</b>	<b>September 2021</b>

**Signatures:**

 Warden	 JOHSC Co-Chair	 JOHSC Co-Chair
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## 1. PURPOSE

- 1.1. The purpose of this document is to ensure that the Municipality is in compliance with its legislated requirement to have a system for conducting Accident/Incident Investigations, as per the Nova Scotia Occupational Health and Safety Act – Section 28.

## 2. SCOPE

- 2.1. This procedure outlines the steps that shall be followed for reporting accidents and incidents and also for conducting “Accident/Incident Investigations” including.
  - a) Personal illness or injury to municipal and/or contracted employees;
  - b) Damage to municipal or contracted equipment; and
  - c) Damage to municipal or contracted facilities.

## 3. DEFINITIONS

- 3.1. Accident – Any unwanted or unplanned event that results in illness, injury, death, any other hazardous occurrence or loss to process, tools, equipment and facilities.
- 3.2. Incident – “Near Miss” Any unwanted or unplanned event that has the potential to cause loss in different circumstances.
- 3.3. First Aid Responder – An employee of the Municipality that has up-to-date First Aid certification

## 4. BACKGROUND

- 4.1. Accidents/Incidents are investigated to expose opportunities for improvement (root causes) so that, corrective action(s) can be taken to prevent reoccurrence. Both accidents and incidents are signals that something is wrong with the management system, with some aspect of the people, equipment, materials, or the environment. The same situation is going to keep disrupting work; interfering with production and or quality causing more losses until corrective action is taken.
- 4.2. Investigations serve to provide the following information.
  - a) Detailed investigations will provide an accurate account of what happened.
  - b) Describe in detail what happened, so that we can learn from our mistakes.
  - c) Determine the “root causes”, so that, the risks can be evaluated. To ensure that the time spent conducting investigations is well invested, investigators should continue to ask, “what if “type questions until the cause(s) are determined.

- d) Prevent reoccurrence by taking corrective actions that will eliminate the cause. Adequate control measures that eliminate the problem should be well defined as opportunities; corrective action should be assigned with achievable completion dates. Follow-up will be done to ensure that corrective actions are being implemented without undue delay and to determine if the actions are sufficient to prevent reoccurrence.
- e) To define trends. Few accidents and incidents are isolated events, when investigations are monitored, trends can be identified and dealt with.
- f) To demonstrate concern for worker safety. Prompt investigations reinforce management's commitment to employee safety; they serve to aid employee relations.
- g) Provide statistical information. Frequency and severity of accidents and incidents can be used to measure the effectiveness of the Occupational Health and Safety Program.

## 5. ACCIDENT / INCIDENT REPORTING

### 5.1 Illnesses / Injuries

- 5.1.1 All workplace related illnesses and injuries are to be reported without undue delay to the most available First Aid Responder.
- 5.1.2 The First Aid Responder will evaluate the employee's condition and determine if the illness or injury is to be treated as First Aid and/or Medical Aid.

### 5.2 First Aid

- 5.2.1 If the illness or injury requires First Aid treatment, the employee will be treated and returned to work. This can be modified duties if the situation warrants.
- 5.2.2 The First Aid Responder will complete a "First Aid Report" and give it to the relevant Department Head, who will distribute copies of the report to the JOHSC.
- 5.2.3 Department Head – The Department Head will forward reports to the JOHSC Secretary on a quarterly basis. The JOHSC Secretary will file the report in a binder specifically set-up for this purpose. He/she will also enter the illness / injury information into a database to be used to generate statistical reports.
- 5.2.4 The Department Head will conduct an informal investigation into the cause of the illness / injury and take whatever corrective action is required

## S.O.P. 004 – Accident/Incident Reporting and Investigations

to prevent reoccurrence. He/she will also determine at this time if a formal investigation is required based on the following criteria.

- a) The loss severity potential is serious or major.
- b) The probability of reoccurrence is occasional or frequent.
- c) The corrective action requires documentation to drive action, or to make others aware.

5.2.5 The JOHSC will review the reports on a quarterly basis and may conduct a formal Accident/Incident Investigation based on trends and statistics.

### 5.3 Medical Aid

5.3.1 In the event that First Aid determines that the employee requires medical treatment by a physician, he/she can use their discretion to:

- a) Arrange for the employee to go to outpatients or their family physician. The Attendant will accompany the ill or injured employee until they are placed in medical care.
- b) Arrange for the employee to be transferred to medical aid by ambulance - **EMS – 911**.

5.3.2 A First Aid Report will be completed, as per 5.2.2 “First Aid” and in this case the First Aid will be responsible for all steps of distribution.

5.3.3 Employees who receive Medical Aid will inform the Hospital and/or family physician that this is a Workers Compensation Claim.

- a) The Doctor will complete WCB Physicians Report (Form # 008)
- b) The employer and employee will complete WCB Accident Report (Available at the office of the JOHSC Secretary)

5.3.4 In **all** cases involving Medical Aid a formal accident/incident investigation is mandatory.

### 5.4 Incidents / Other Accidental Loss

5.4.1 All accidents and incidents that do not result in illness or injury are to be reported by the employee to his her immediate supervisor without undue delay . This applies to property damage, tool and equipment damage, product and material damage, production delays and stoppages.

5.4.2 The Department Head will investigate all reports without undue delay. Where an accident or incident is of a serious nature or has the potential to be of a serious nature under different circumstances a formal investigation will be conducted.

## 6. ACCIDENT / INCIDENT INVESTIGATION LOGISTICS

## 6.1 Who Will Investigate

- 6.1.1 When a Department Head has determined that a formal investigation is required, the investigation shall be completed without undue delay. The Department Head is responsible to lead the activity and will be assisted by an employee member of the Joint Occupational Health and Safety Committee.
- 6.1.2 The investigation team may request assistance as required from any employee who can provide information leading to the “root cause (s). (Use a “Witness Statement Form”)

## 6.2 What Will be Investigated

- 6.2.1 All Medical Aid illnesses and injuries.
- 6.2.2 All accidents or incidents that have the potential for a major loss.
- 6.2.3 High frequency type accidents and incidents as identified by trends or statistics.

## 6.3 When Will Investigations be Completed

- 6.3.1 Informal investigations shall be conducted within forty eight (48) hours of the Department Head receiving a report.
- 6.3.2 Formal investigations shall be completed as soon as the investigation team can be assembled. All documentation is to be provided to the JOHSC Secretary within twenty-four (24) hours.

## 7. ACCIDENT/INCIDENT INVESTIGATION ACTIVITIES

### 7.1 7.1 Getting Started

- 7.1.1 Record basic information on the “**Accident/Incident Investigation Report**”. All sections of the form must be completed including:
  - Date
  - Time
  - Department (Public Works, Recreation, Finance, Administration)
  - Exact Location (machine, workstation, etc.)\
  - Person with the most control of the activity (employee, co-worker, supervisor)
  - Witnesses (complete “Witness Statement Report”)
  - Name of employee
  - Occupation
  - Training – (see 7.2 Collect Evidence)
  - Body Part (head, eye, foot, hand, torso, back, arm, leg)

## S.O.P. 004 – Accident/Incident Reporting and Investigations

- Nature of illness/injury (cut, bruise, fracture, exposure, burn etc.)
- Object, equipment or substance that inflicted harm (see 7.3 Analyze Conditions)
- First Aid required (yes/no)
- Medical Aid required (yes/no)
- Lost Time Injury (Employee does not work next scheduled shift)

### 7.2 Collect Evidence

- 7.2.1 The investigation team shall gather all relevant evidence. Paper evidence will be included in the investigation documentation.
- 7.2.2 Photographs of the accident scene.
- 7.2.3 Sketches of area.
- 7.2.4 Damaged property (tools, equipment, shop aids, materials, PPE, etc.)
- 7.2.5 Supporting documentation (MSDS, Maintenance records, Work Instructions – Safe Work Practices, Hazard Notices Training Records etc.)

### 7.3 Analyze Conditions

- 7.3.1 Determine What Happened? Use the *contact checklist* provided on the Accident/Incident Investigation Report and explain your findings. It may be necessary to conduct tests or measurements to determine exact levels of exposure.
- 7.3.2 Determine How Did It Happen? Use the *immediate cause checklist* provided on the Accident/Incident Investigation Report and explain your findings. The evidence collected will assist in this activity.
- 7.3.3 Determine What Caused It To Happen? Use the *basic cause checklist* provided on the Accident/Incident Investigation Report and explain. The evidence collected will assist in this activity.

### 7.4 Conduct Interviews

- 7.4.1 Interviewing will provide you with many facts to aid you in determining “root causes” of accidents. Also employees who generally work in affected areas can often suggest corrective actions.
- 7.4.2 Interview the employee directly involved with the accident/incident. Use the “ Investigation Witness Statement (Refer to figure 6) to record statements.

S.O.P. 004 – Accident/Incident Reporting and Investigations

7.4.3 Interview any other employee(s) who may have seen the accident/incident occur. Document their statements. Often the more people that are interviewed the better the outcome will be.

7.4.4 Interview any other employee who can provide credibility to the investigation.

**7.5 Determining Root Causes**

7.5.1 The investigation should determine and document the root cause(s) of the accident/incident.

7.5.2 The root causes should be analysed and corrective and preventative actions should be developed and documented:

7.5.3 Corrective and preventative actions should be implemented without undue delay by the Department Head.

**7.6 Documentation**

7.6.1 All documentation will be maintained for a period of five (5) years in the event the Company has to prove Due Diligence with respect to Health and Safety.

7.6.2 Copies of the investigation report will be provided to Nova Scotia Department of Environment and Labour, if requested.



***The Municipality of the County of  
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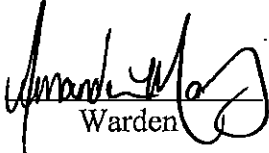


**005**

**Title**

**“Documenting Safe Work Practices”**

<b>Prepared By:</b>	<b>Joint Occupational Health and Safety Committee. JOHSC</b>
<b>Approved By:</b>	<b>Warden / JOHSC</b>
<b>Issue Date:</b>	<b>April 2000</b>
<b>Reviewed:</b>	<b>September 2021</b>

**Signatures:**

		
Warden	JOHSC Co-Chair	JOHSC Co-Chair

## **1.0 PURPOSE**

- 1.1 The purpose of this procedure is to provide a standard guide for personnel responsible for the preparation of Safe Work Practices (SWPs). It is intended to provide the required formats, contents and steps to be followed.

## **2.0 SCOPE**

- 2.1 This procedure applies to the development of all Safe Work Practices (SWPs) relevant to job functions being performed within the Municipality.

## **3.0 REFERENCES**

- 3.1 Province of Nova Scotia – Occupational Health and Safety Act – Section 18 – “Requirement for a program”.

## **4.0 DOCUMENTING SWPs**

### **4.1 Identification of Critical Tasks**

- 4.1.1 The Municipality will be broken out functionally into Operating Departments, each Operating Department will be broken-out sub-functionally where applicable into sub-departments.
- 4.1.2 A list of Critical Tasks performed in each department or sub-department will be prepared.
- 4.1.3 The critical task list will then be prioritized with the tasks having the greatest potential risk to employee health and safety being given the highest priority for documentation.

### **4.2 Identification of SWP Writing Team**

- 4.2.1 A team shall be assembled to prepare each of the SWPs based on the established priorities, it shall consist of :
- a) The Department Head;
  - b) An employee who is normally involved in performing the task; and
  - c) A member of the JOHSC.

### **4.3 Preparing to Write SWPs**

- 4.3.1 The team members shall gather whatever is required to analyze the task, these items may include, but are not limited to the following:

- a) Graph pads and pencils;
- b) Measuring tape;
- c) Camera and film;
- d) Camcorder and cassette;
- e) Tape recorder;
- f) Material Safety Data Sheets;
- g) Equipment Manufactures - Operations and Maintenance Books, Training Videos etc. and
- h) A copy of this procedure.

4.3.2 The team, will co-ordinate a time to visit the department when the task is being performed.

4.3.3 The writing team will complete the following sections of the form.

- a) Department;
- b) Sub-Department; (where applicable)
- c) Critical Task;
- d) Preparation Date;
- e) Prepared By; and
- f) Reviewed By (this shall be signed off by the Department Head)

#### 4.4 Writing a SWP

##### 4.4.1 Listing the Significant Steps

- a) Documentation Review – The writing team will read and understand any materials supplied by the manufacturer. If required they will contact the manufacture on any item that may not be clear to them.
- b) Observation – the team will observe the actual performance of the task. They will write down each Significant Step involved in completing the task on a standard Task Analysis Work Sheet. (Refer to the last page of this document)
- c) Interview – the team will interview other individuals performing the task to determine if the steps are being performed in the best manner based on the manufacturers documentation, the observations and employees comments. The Significant Step list can now be edited to make the task simpler, easier and safer, or that will add value and quality.

##### 4.4.2 Identifying Loss Potential

- a) Each significant step will be analyzed to determine what could go wrong to affect safety, quality or production. All the sub-systems such as people, tools, equipment, materials, and environment will be considered and documented.

#### 4.4.3 Control Measures

- a) For each step where a Loss Potential has been identified a control measure (engineering /administrative/purchasing/PPE) will be found to control the risk and it will be documented in the column designated for this purpose on the form.
- b) The JOHSC will review the completed SWP and make recommendation to management with respect to acceptance or editions. They will be responsible for the issue and control of the document via their secretary and will assign the SWP the following; ID Number, Review Due Date and a Revision Number as applicable.
- c) The Secretary will type the document, ensure it receives proper signature and issue to the Department Head ensuring a file is created to maintain originals.

## 5.0 RESPONSIBILITIES

### 5.1 Department Heads

- 5.1.1 Will ensure that Safe Work Practices are written and approved in departments under their control for all Critical Tasks.
- 5.1.2 Will ensure that all employees performing critical tasks in their areas of responsibility have been trained on the contents of the Safe Work Practices.
- 5.1.3 Ensure that Safe Work Practices are posted and maintained at point of use.
- 5.1.4 Ensure that new tasks are documented.
- 5.1.5 Monitor compliance to SWPs.

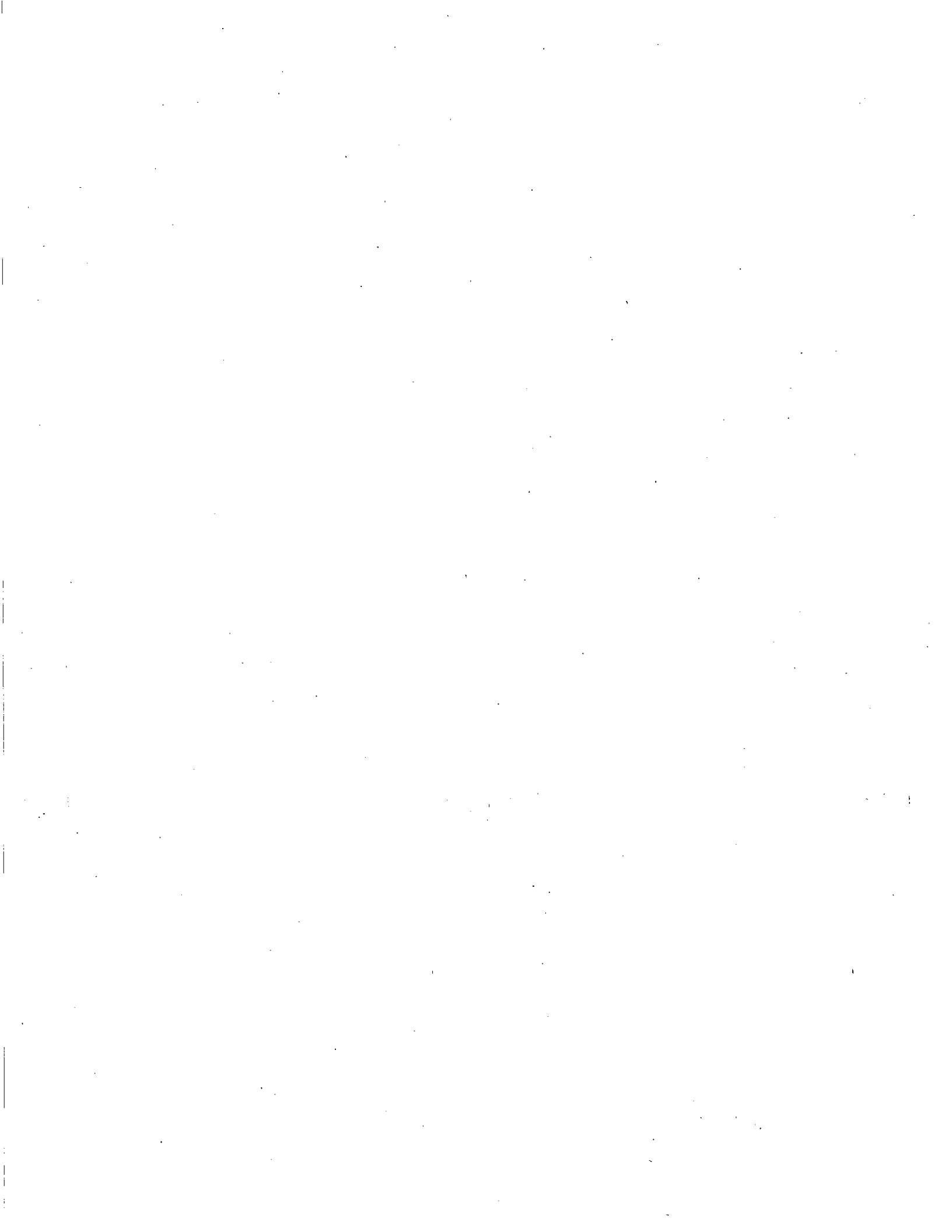
### 5.2 Employees

- 5.2.1 Will participate as required in the development of SWPs.
- 5.2.2 Will adhere to the Safe Work Practices and make recommendations to the relevant Department Head for improvement as necessary.
- 5.2.3 Will monitor their co-workers and remind them to work safely.

S.O.P. 005 – Sharing Responsibility for the Occupational Health and Safety Program

Department:	Preparation Date:	ID Number:
Sub-Department:	Prepared By:	Review Due:
Critical Task:	Reviewed By: Supervisor: Director:	Revision #

	<b>SIGNIFICANT STEPS</b> <i>Step by Step Procedure</i>	<b>LOSS POTENTIAL</b> <i>Safety/Quality/Production</i>	<b>CONTROL MEASURES</b> <i>Engineering/Administrative/PPE</i>
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
	<b>Significant Steps</b>	<b>Loss Potential</b>	<b>Required Controls</b>
	Perform a breakdown of all the steps of the task in order in which they are performed.	For each significant step, pinpoint what could go wrong. Consider all the subsystems such as people equipment, materials and environment.	Specify the actions and precautions that will prevent the potential loss.



# ***The Municipality of the County of Richmond***

## ***Occupational Health and Safety***

### ***Standard Operating Procedure***

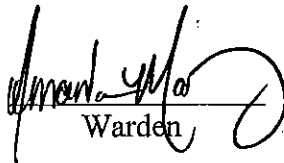
**006**

**Title**

**“Meeting OH&S Training Requirements”**

<b>Prepared By:</b>	<b>Joint Occupational Health and Safety Committee. JOHSC</b>
<b>Approved By:</b>	<b>Warden / JOHSC</b>
<b>Issue Date:</b>	<b>May 2000</b>
<b>Last Revised:</b>	<b>April 2016</b>
<b>Reviewed:</b>	<b>September 2021</b>

**Signatures:**

  
Warden

  
JOHSC Co-Chair

  
JOHSC Co-Chair

#### **1.0 PURPOSE**

1.1 To define the training activities required to meet Legislative compliance.

## 2.0 SCOPE

2.1 This procedure applies to all municipal employees.

## 3.0 REFERENCES

3.1 Province of Nova Scotia Occupational Health and Safety Act.

3.2 Province of Nova Scotia Occupational General Safety Regulations

3.3 Province of Nova Scotia First Aid Regulations

3.4 Province of Nova Scotia Fall Protection and Scaffolding Regulations.

3.5 Province of Nova Scotia Workplace Hazardous Materials Information System Regulations

3.6 Province of Nova Scotia Traffic Control Regulations

3.7 Province of Nova Scotia Transportation of Dangerous Goods Regulations

## 4.0 TRAINING ACTIVITIES

4.1 The following are the minimum Safety Training requirements for staff:

4.1.1 **Accident/Incident Investigation:** All Joint Occupational Health and Safety Committee members and all Department Heads will participate in training that will consist of both theory and practical components.

4.1.2 **Confined Space Entrant / Attendant:** All employees who are required to enter or attend to those who enter into confined spaces as well as those who manage this group will participate in training which will consist of both theory and practical components.

4.1.3 **Confined Space Rescue:** All employees who will serve to rescue persons who enter confined spaces will participate in training that will consist of both theory and practical components.

4.1.4. **Diligence:** All Department Heads personnel will participate in training so that they will be aware of:

- The Nova Scotia Occupational Health and Safety Act and its pursuant Regulations
- The Municipal Occupational Health and Safety Policy and Program.
- Legal, moral and business roles and responsibilities with respect to Occupational Health and Safety

S.O.P. 006 – Meeting OH&S Training Requirements

- 4.1.5. **Fall Protection:** All employees who work at heights exceeding 3 meters or over a potential hazard, or over an open pit or tank, or over water will participate in training consisting of both theory and practical training.
- 4.1.6. **First Aid:** Any employee who works alone, or any employee who travels on municipal business, or at least two representatives from a working group will participate in an Emergency First Aid Course. However it is recommended that this minimum standard for training be substituted for a Standard First Aid Course whenever possible
- 4.1.6. **Introduction to Occupational Health and Safety:** All employees other than Department Heads will participate in training so that they will be aware of:
- The Nova Scotia Occupational Health and Safety Act and its pursuant Regulations
  - The Municipal Occupational Health and Safety Policy and Program.
  - Legal, moral and business roles and responsibilities with respect to Occupational Health and Safety
  - Their Rights as granted by the OH&S Act.
- 4.1.7. **Joint Occupational Health and Safety Committee -** All new JOHSC members will participate in required training to deal with their roles and responsibilities as committee members as well as other soft skills such as communication, team building, etc., that will enable them to better achieve the mandate of the committee.
- 4.1.8. **Respiratory Fit Testing:** All employees who must wear respiratory protection as well as those who manage these employees will participate in training consisting of both theory and practical training including the proper selection, fit, care and maintenance of respirators and accessories.
- 4.1.9. **Safe Work Practices:** Employees will be trained on all SWP's that are applicable to their job tasks. This will include any Manufacturers Operating Instructions.
- 4.1.10 **Traffic Control Person:** All employees as well as those who manage persons designated, as Traffic Control Persons will participate in training designed and delivered by an instructor certified by the Province of Nova Scotia Department of Transportation and Public Works.
- 4.1.11. **Personal Protective Equipment (PPE):** All employees shall be provided with training on the use of PPE (See S.O.P. 008).
- 4.1.12. **Temporary Workplace Signage -** All employees as well as those who manage persons designated as Temporary Workplace Signage Persons will participate in a training designed and delivered by an instructor certified by the Province of Nova Scotia Department of Transportation and Public Works.

4.1.13. **Workplace Inspection** - All Joint Occupational Health and Safety Committee members and all managers will participate in training that will consist of both theory and practical components.

- (a) **Workplace Hazardous Materials Information System (WHMIS Generic)** - All employees who work with or in close proximity to Controlled Products will participate in training consisting of theory only.
- (b) **Workplace Hazardous Materials Information System (WHMIS Specific)** - All employees who work directly with Controlled Products will receive training on the safe selection, use, care and disposal of each product they handle.
- (c) **Workplace Hazard Recognition** - All Joint Occupational Health and Safety Committee members and all managers will participate in training that will consist of both theory and practical components. This training should be a pre-requisite to the Workplace Inspection Training
- (d) **JOHSC** - Committee members where possible should participate in all training activities, so that they will be better prepared to fulfil their mandate.

4.1.14. **Asbestos Awareness Training** -- All employees who work with or in close proximity to asbestos containing material will participate in awareness training.

## 5.0 DOCUMENTATION

5.1 The JOHSC Secretary will maintain accurate training records for all training activities including.

- 1) Course Outlines;
- 2) Course registration forms;
- 3) Copies of tests;
- 4) Copies of Certificates; and
- 5) Certification expiry dates where applicable

5.2 The Secretary must notify Department Heads 90 days prior to the expiry of any certification.

5.3 It is the sole responsibility of Department Heads to identify training requirements, to coordinate and register employees for training and to submit training documentation to the Secretary.

***The Municipality of the County of  
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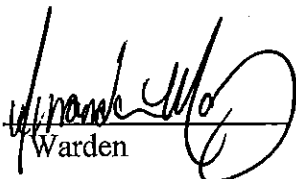
**Occupational Health and Safety  
Standard Operating Procedure**

**008**  
Title

“Personal Protective Equipment@

<b>Prepared By:</b>	<b>Joint Occupational Health and Safety Committee. JOHSC</b>
<b>Approved By:</b>	<b>Warden / JOHSC</b>
<b>Issue Date:</b>	<b>Mar 2004</b>
<b>Last Revised:</b>	<b>April 2016</b>
<b>Reviewed:</b>	<b>September 2021</b>

Signatures:

  
Warden

  
JOHSC Co-Chair

  
JOHSC Co-Chair

## 1. PURPOSE

- 1.1 The purpose of this SOP is to assist in the protection of employees from Health and safety hazards that cannot practically be removed from the work environment.

## 2. SCOPE

- 2.1 Personal protective equipment (PPE) is designed to protect many parts of the body including eyes, face, hands, head, feet, ears, respiratory and health. The Nova Scotia OH&S Act and Regulations stipulate that PPE shall be worn by all workers were required.

## 3. REFERENCE

### 3.1 Nova Scotia OH&S Act and Regulations

Ref. (Sec 13 e. Sec 17 c.)

Ref. General Regulations Part 3 Personal Protective Equipment.

Sec. 9 Use of Personal Protective Equipment. 9.1, 9.2, 9.3, 9.4,

Sec. 10 Hazards to Eyes, Face & Neck. 10.1, 10.2.

Sec. 11 Hazards to Head. 11.1,

Sec. 12 Hazards to foot & skin 12.1, 12. 2

Sec. 13 Respiratory Hazard, 13.1, 13.2, 13. 3 a, b, 13.4.

Sec 14 Risk of Drowning 14

## 4. RESPONSIBILITY

- 4.1 Department Heads shall complete a hazard assessment to identify all personal protective equipment requirements for their area of control.
- 4.2 The selection of PPE shall be conducted by Department Heads and should involve the employee and JOHS committee.
- 4.3 Training in the correct way to use the PPE shall be given to all employees.
- 4.5 Specific work procedures shall include the PPE that is required to be worn by employees who conduct that task.
- 4.7 Where an employer provides PPE, employees shall wear it (Ref NS. OH&S Act Sec 13)
- 4.8 Department Heads shall address employees, as per the personnel policy manual, who do not wear the required PPE referred to in all general rules and work procedures. (Ref. NS. OH&S Act Sec. 17 Employers Duties).

5. **TRAINING REQUIREMENTS**

5.1 Training for employees should contain the following;

- a. When you will need to wear PPE
- b. What PPE you must wear
- c. How to adjust your PPE
- d. The limitation of your PPE
- e. The proper care, maintenance, useful life and disposal of PPE

5.2 Retraining should be provided if required or when new types of PPE are introduced.



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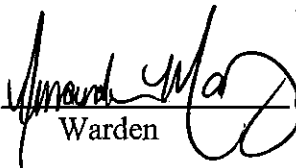
**009**

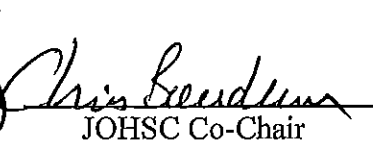
Title

Tool Box Talks

**Prepared By:** Joint Occupational Health and Safety Committee. JOHSC  
**Approved By:** Warden / JOHSC  
**Issue Date:** March 2004  
**Reviewed:** September 2021

Signatures:

  
Warden

  
JOHSC Co-Chair

  
JOHSC Co-Chair

S.O.P. 009 – Tool Box Talks

1. PURPOSE

1.1 The purpose of this SOP is to enhance the communications among employees, Management and supervisors on every day safety-related topics

2. SCOPE

2.1 Communication is a two-way process that involves sending and receiving of signs and signals. The sharing of information with employees will accomplish results and trends that increase employee awareness of matters affecting the safety of themselves and their work environment.

3. REFERENCE

3.1 Loss control & Leadership

3.2 Nova Scotia OH&S Act and Regulations Ref. (Sec 13 c. d. e.)

4. RESPONSIBILITY

4.1 Department Heads or their designates should give safety talks at least once a month or as specific work tasks occur.

4.2 A record of the employees who attended will be made and kept on file

4.3 The safety talk topic will be recorded and kept on file

4.4 All records will be kept for a period of three (3) years.

4.5 Employees may suggest topics for talks

5. SUGGESTED SAFETY TALKS

5.1 The list of suggested safety talks includes, but is not limited to the following:

- |                                     |                                      |
|-------------------------------------|--------------------------------------|
| Safety Rules (Specific and general) | Unsafe practices                     |
| Fire prevention                     | Personnel protective equipment (PPE) |
| Trenching                           | Working in hot or cold conditions    |
| Equipment use                       | Using specific tools                 |
| Housekeeping                        | Driving vehicles                     |
| Fall protection                     | Traffic control                      |
| Operating Machinery                 | Vacations                            |
| Lockout procedure=s                 | Safety in the workplace              |
| Confined spaces                     | WHMIS                                |

***The Municipality of the County of  
Richmond***

**Occupational Health and Safety  
Standard Operating Procedure**

**010**

**Title**

**“Refusing Unsafe Work”**

**Prepared By:** Joint Occupational Health and Safety Committee. JOHSC  
**Approved By:** Warden/ JOHSC  
**Issue Date:** April 1, 2000  
**Reviewed:** September 2021

**Signatures:**

  
Warden

  
JOHSC Co-Chair

  
JOHSC Co-Chair

## 1. PURPOSE

- 1.1. The purpose of this document is to ensure that the Municipality is meeting Occupational Health and Safety Legislation requirements regarding refusing unsafe work.

## 2. SCOPE

- 2.1. This procedure defines the steps to be followed as well as the documentation required in satisfying a work refusal.
- 2.2. This procedure covers the following information:
  - a) *References* – Sources used in the development of this procedure;
  - b) *Background* – Legislative Requirements;
  - c) *Step One “Employee - Manager”* – Outlines step by step activities; and
  - d) *Step Two “JOHSC”* – Outlines step by step activities;

## 3. REFERENCES

- 3.1. The following documents are referred to in this document:
  - a) Province of Nova Scotia - Occupational Health and Safety Act. in particular:
    - i) Section 2 – “Internal Responsibility System”;
    - ii) SOP – 001 – “Sharing Responsibility for the Safety Program”
    - iii) Section 43 – “Right to Refuse Work and Consequences of Refusal”;
    - iv) Section 44 – “Restrictions on Assignment of Work Where Refusal”;
    - v) Section 45 – “Prohibition of “Discriminatory Action””; and
    - vi) Section 46 – Right to Make a Complaint or File a Grievance.

## 4. BACKGROUND

- 4.1. The Internal Responsibility System which is the foundation of the Occupational Health and Safety Act, provides employees the “Right to Refuse” unsafe work. (*Refer to NS OH&S Act and / or SOP-001*)
- 4.2. The Act provides further detailed parameters for exercising an employee’s “Right to Refuse”. (*Refer to NS –OH7S Act – Sections 43, 44, 45 and 46*)
  - a) Any employee may refuse to do work that he/she has reasonable grounds to believe puts himself / herself in danger or a fellow worker in danger. (*Section 43*)
  - b) An employer may not assign another employee to perform the disputed work unless certain conditions are met. (*Section 44*)
  - c) No employer or union can take or threaten to take discriminatory action against any employee for exercising his/her rights under the Act. (*Section 45*)

- d) An employee who feels that discriminatory action was taken as a result of exercising their rights under the Act may file a grievance with the NS Department of Labour within 30 days. *(Section 46)*

## 5. EXERCISING YOUR RIGHT

### 5.1. *Step One – “Employee / Manager”*

- 5.1.1. The employee(s) will immediately report the unsafe act or condition to the relevant Department Head or designate.
- 5.1.2. The employee(s) will state that he / she is exercising their “Right to Refuse” and the reason(s) for the refusal.
- 5.1.3. The Department Head will begin to document the refusal on the approved “Work Refusal Form”. The following information will be documented initially: *(Refer to form at end of this document)*
  - a) Name of employee(s) initiating the work refusal;
  - b) Department;
  - c) Exact location of occurrence;
  - d) Date;
  - e) Time;
  - f) Supervisor’s name; and
  - g) Reason(s) for the work refusal. The employee(s) will initial this section of the document.
- 5.1.4. The Department Head will begin the investigation of the work refusal in the employee(s) presence.
  - a) The employee(s) presence is limited to this stage of the investigation; he/she may be assigned other work until the investigation is completed. This may involve such activities as securing the area so that no one else is exposed to the potentially hazardous situation.
- 5.1.5. Upon completion of the investigation, the Department Head will communicate his / her decision to the employee(s) and give reasons for the outcome. The following information will be documented on the “Work Refusal Form”:
  - a) Indicate that the investigation has been completed.
  - b) Indicate whether or not it is safe for the employee(s) to return to work;
  - c) If yes, indicate that the employee(s) have been advised that it is safe to return to work and that if not satisfied the employee may contact the JOHSC.
  - d) If **NO** describe the corrective action(s) that will be taken and the estimated completion date. (ECD) **The work will not resume until corrective actions have been completed and the employee(s) are satisfied.**

S.O.P. 010 – Refusing Unsafe Work

- 5.1.6. Photocopy the form and file with the JOHSC.
- 5.1.7. JOHSC Secretary will ensure that the form is reviewed by the JOHSC at the next regular meeting.
- 5.1.8. *The Department Head may request that another employee perform the work which has been refused only if:*
  - a) The employee has been informed that there has been a work refusal;
  - b) That he / she may also refuse

5.2. ***Step Two – JOHSC***

- 5.2.1. If an employee is not satisfied with the outcome of the investigation by the Department Head, the employee may contact a member of the JOHSC informing the member that there has been a refusal and that he/she wishes an investigation by the JOHSC.
- 5.2.2. The JOHSC will verify that step one has been completed by requesting a copy of the Refusal Form. Indicate this on the form.
- 5.2.3. The JOHSC member will call a meeting of the JOHSC and indicate whether or not there are sufficient members to have a quorum on the form.
- 5.2.4. The JOHSC will investigate and consider the employee(s) complaint.
- 5.2.5. If the JOHSC determines by unanimous decision that it is safe for the employee to return to work, the JOHSC Co-Chair will advise the employee(s) to do so and indicate this on the form. They will also inform the employee(s) that they may contact the Nova Scotia Department of Labour if they are not satisfied with the decision.
- 5.2.6. If the JOHSC determines that it is unsafe to return to work, the JOHSC Co-Chair will advise the employee and the relevant Department Head of their decision and make recommendation(s) for corrective action. This information will also be documented on the attached form.
- 5.2.7. The Co- Chairs will copy the form and ensure that the employee(s) and the JOHSC secretary receives and maintains a copy.

***The “Right to Refuse” is underlying in the Internal Responsibility System***

**WORK REFUSAL FORM – Page 1- Step 1**

Name of Employee(s) initiating the Work Refusal: \_\_\_\_\_  
Department: \_\_\_\_\_  
Exact Location of Occurrence: \_\_\_\_\_  
Date: \_\_\_\_\_  
Time: \_\_\_\_\_  
Department Head: \_\_\_\_\_  
Reason for the Work Refusal: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Employee(s) Signature: \_\_\_\_\_

Department Head has investigated the Work Refusal?: 

Yes
-----

  
The work is safe for the employee to return? 

Yes	No
-----	----

If **yes** the employee has been advised that they may return to work and that they may contact the JOHSC if they are not satisfied.

If **no** describe the corrective that will be taken and the estimated completion date:

\_\_\_\_\_

Corrective Action Complete: 

Yes
-----

Department Heads Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

**Copy to the JOHSC Secretary**  
**Copy to Employee(s)**

## WORK REFUSAL FORM – Page 2- Step 2

The JOHSC member has verified, by receipt of this form that the Department Head has had an opportunity to deal with the Work Refusal?

Yes

The JOHSC assembly meets the criteria for a quorum?

Yes

The JOHSC has investigated the employee's concern and it is safe for the employee to return to work?

Yes

No

If **yes**, the employee has been advised to return to work and that they may contact the Department of Labour if they are not satisfied with the decision.

If **no**, describe the recommended appropriate corrective action.

Co-Chair \_\_\_\_\_

Co-Chair \_\_\_\_\_

**Copy to relevant Department Head**

**Copy to the JOHSC Secretary**

**Copy to the Employee(s)**

***The Municipality of the County of  
Richmond***

**Occupational Health and Safety  
Standard Operating Procedure**

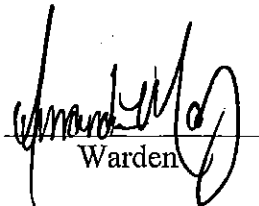
**011**

**Title**

**“Contracting Out”**

**Prepared By:** Joint Occupational Health and Safety Committee. JOHSC  
**Approved By:** Warden / JOHSC  
**Issue Date:** April 2001  
**Last Revised:** April 2016  
**Reviewed:** September 2021

**Signatures:**

  
Warden

  
JOHSC Co-Chair

  
JOHSC Co-Chair

## 1. PURPOSE

- 1.1. The purpose of this document is ensure that constructors and contractors performing work under a non employee contract for the Municipality are exercising and able to demonstrate "Due Diligence" with respect to Occupational Health and Safety"

## 2. SCOPE

2.1. This procedure covers the following information:

- a) *References* – sources used in the development of this procedure;
- b) *Definitions* – key definitions with respect to OH&S Legislation applicable to this procedure;
- c) *Activities* – required to ensure contracted work is performed safely:
  - Assessing contractor dependence;
  - Pre-qualification of constructors or contractors;
  - Pre-project hazard assessments; and
  - Work in progress compliance evaluations.
- d) *Responsibilities* – of contractors and municipal employees who will be accountable to ensure that the required activities are completed.

## 3. REFERENCES

3.1. The following documents are referred to in this document:

- a) Province of Nova Scotia - Occupational Health and Safety Act.

## 4. DEFINITIONS

4.1. The following definitions are essential to understanding and implementing this procedure:

- a) *Constructor* – means a person who contracts for work on a project or who undertakes work on a project himself or herself. (See contracts for work)
- b) *Contractor* – a person, who contracts for work to be performed at the premises of the person contracting to have the work performed, but does not include a dependent contractor or constructor.
- c) *Contracts for Work* – includes contracting to perform work and contracting to have work performed.

- d) **Dependent Contractor** – means a person, whether or not they are employed under a contract of employment and whether or not furnishing the persons own tools, vehicles, equipment, machinery, material or any other thing, who performs work or services for another on such terms and conditions that the person is:
- In a position of economic dependence upon the other
  - Under an obligation to perform duties mainly for the other; and
  - In a relationship with the other more closely resembling that of an employee than an independent contractor.
- e) **Safety** – the control of accidental loss;
- f) **Accident** - any unwanted or unplanned event which causes illness, injury, death, or any other hazardous occurrence;
- g) **Incident** - “Near Miss” any unwanted or unplanned event which has the potential to cause a loss under different circumstances;
- h) **Hazard** – any existing or potential condition that by itself or in combination with other variables has the potential to cause an accidental loss. Hazards are categorized as either unsafe acts or unsafe conditions; and
- i) **Safety Program** – A written program that has been evaluated and accepted by a competent third party using an evaluation tool approved by the Nova Scotia Department of Labour. This could include but is not limited to the following parties, NSSC – Nova Scotia Safety Council, NSCSA – Nova Scotia Construction Safety Association, Frontline Safety, NSTA – Nova Scotia Truckers Association, etc. An up-dated list of service providers is available from the Nova Scotia Department of Labour.

## 5. ACTIVITIES

### 5.1. Assessing Constructor / Contractor Dependence

- 5.1.1. Department Heads will conduct evaluations on a case by case basis to determine if those persons or firms are dependent contractors, constructors or contractors.
- 5.1.2. Should it be determined that a person is a Dependent Contractor then they shall be treated as an employee and the Municipality will be ultimately responsible for their health and safety while performing work on Municipality premises.
- 5.1.3. Should it be determined that a person or firm is a constructor or contractor the remainder of this procedure applies.

### 5.2. Pre-Qualification

5.2.1. All persons performing work who are considered to be a constructor/contractor will be requested to submit:

- a) Certification that their safety program has passed a third party evaluation or verification that they are in the process of obtaining certification.
- b) WCB Registration.
- c) Appropriate insurance coverage for the job.

### 5.3. Pre-Project Hazard Assessment

5.3.1. Prior to the beginning of any work on a project the constructor/contractor **MUST** perform a Hazard Assessment, document the hazards and control measures that will be utilized and submit it to the Department Head for whom the work is being performed.

5.3.2. The assessment should consider relevant items which may include:

- Asbestos and/or lead management**
- Chemical Use**
- Communication**
- Confined Space Entry and Permits**
- Cranes**
- Demolition**
- Dust/Mist/Fume/Vapours**
- Electrical Safety**
- Elevated Work and Fall Protection**
- Emergency Response**
- Fire Prevention**
- Handling and Storage of Material**
- Hazardous Waste**
- Hearing Conservation**
- Hot Work Permits**
- Housekeeping**
- Illumination**
- Lifting / Transporting**
- Lock-out / Tag out**
- Mechanical Safety**
- Personal Protective Equipment**
- Rigging**
- Sanitation**
- Slips, Trip and Falls**
- Spill Prevention**
- Sub-Contractors**

- **Traffic Control**
- **Training**
- **Trenching and Shoring**
- **Tools**
- **Utility Location**
- **Vehicle and Mobile Equipment**
- **Waste Management**
- **Other**

#### 5.4. **Work in progress Compliance Evaluation**

5.4.1. Work will be monitored periodically by the Department Head or his/her designate to ensure that the control measures outlined in the Pre-Project Hazard Assessment are being utilized. The checklist at the Appendix of this document may be used for such an assessment. If the constructor/contractor is found to be non-compliant he shall be issued instructions to correct the problem immediately.

## 6. **RESPONSIBILITIES**

### 6.1. **JOHSC**

6.1.1. Review this SOP annually and deal with any issues forwarded to the committee for review.

### 6.2. **Department Heads**

6.2.1. Request documentation noted in paragraph 5.2.1. from all constructors and contractors.

6.2.2. Review the Pre-Project Hazard Assessment described in paragraph 5.3.

6.2.3. Perform "Work in Progress Compliance Evaluations" as often as deemed necessary given the nature of the work.

6.2.4. Immediately notify constructors/contractors of any non-compliance issues with instructions to correct identified problems immediately.

### 6.3. **Constructors/Contractors**

6.3.1. Furnish the Municipality with copies of third party safety program evaluations.

6.3.2. Ensure that all work performed under contract with the Municipality of the County of Richmond is conducted in compliance to all Provincial Occupational Health and Safety as well as Environmental Legislation.

S.O.P. 011 - Contracting Out

- 6.3.3. Perform and submit a Pre-Project Hazard Assessment to the relevant Department Head.
- 6.3.4. Participate in "Work in Progress Compliance Evaluations"
- 6.3.5. Assign a staff person working on the project with responsibility for Occupational Health and Safety and communicate this person's name to the relevant Department Head.
- 6.3.6. Ensure that the person responsible for Health and Safety communicates information as requested to the relevant Department Head. This information including JOHSC meeting minutes, training, accidents/incident reports, monitoring and testing, hazard assessments, workplace inspections, hot work permits, confined space entry permits, and any other documentation required or requested.
- 6.3.7. Ensure that all equipment and tools brought onto the Municipality's premises is installed, operated, maintained and repaired in accordance to the Manufacturer's specifications.
- 6.3.8. Ensure that all products controlled under WHMIS are labeled and MSD Sheets are used to determine the proper use, care, control and disposal methods for the product are followed.
- 6.3.9. Maintain the workplace in a neat and tidy fashion.
- 6.3.10. Inform the relevant Department Head for whom the work is being performed immediately of any accident.
- 6.3.11. Follow non-smoking rules established by the Municipality.
- 6.3.12. Provide the necessary First Aid Attendant and supplies as required.
- 6.3.13. Ensure that hazards identified are controlled following the hierarchy of control measures, - elimination, engineering controls, administrative controls, personal protective equipment or any combination thereof. Where PPE is used ensure that it meets existing standards, employees are trained and it is used, inspected and maintained in accordance with Manufacturers specifications.

S.O.P. 011 - Contracting Out

SOP-011 Annex A

**Work in Progress Compliance Evaluation Sheet**

Item	Applicability	Satisfactory	Unsatisfactory	Comments
Asbestos or Lead Management				
Chemical Use				
Communication				
Confined Space				
Cranes / Hoists				
Demolition				
Dust/Mist/Fume/Vapours				
Electrical Safety				
Elevated Work				
Emergency Response				
Fire Prevention				
Handling and Storage of Materials				
Hazardous Waste				
Housekeeping				
Illumination				
Lifting/Transporting				
Lock-Out / Tag-Out				
Mechanical Safety				
Personal Protective Equipment				
Rigging				
Sanitation				
Slips/Trips/Falls				
Spill Prevention				
Sub - Contractor Performance				
Traffic Control				
Training				
Trenching and Shoring				
Tools				
Utility Location				
Vehicle and Mobile Equipment				
Waste Management				

S.O.P. 011 - Contracting Out

Other (Specify)				
Other (Specify)				
Other (Specify)				
Other (Specify)				
Other (Specify)				
Other (Specify)				
Other (Specify)				

Evaluation Completed by

Date

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

***The Municipality of the County of  
Richmond***

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**012**

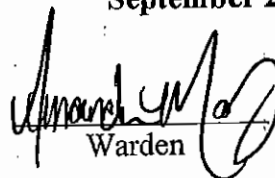
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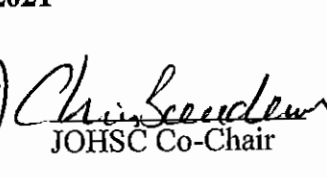
**“Working in Confined Spaces”**


**Prepared By:  
Approved By:  
Issue Date:  
Last Revised:  
Reviewed:**

**Joint Occupational Health and Safety Committee. JOHSC  
Warden / JOHSC  
February 2001  
April 2016  
September 2021**

**Signatures:**

  
Warden

  
JOHSC Co-Chair

  
JOHSC Co-Chair

## 1. PURPOSE

- 1.1. To provide guidelines for those responsible to manage, enter, attend to and rescue in confined spaces.

## 2. SCOPE

- 2.1. This procedure applies to all confined spaces under the direct jurisdiction of the Municipality including, but not limited to, sewage pumping stations, wet wells and manholes.

## 3. DEFINITIONS

- 3.1. **Confined Space** – is an enclosed or partially enclosed space that:
  - a) Is not designed or intended for regular human occupancy;
  - b) Has restricted access or exit: *and*
  - c) Is or may become hazardous to a person entering it because of its design, construction, location, atmosphere, or the materials or substances in it or other conditions.
- 3.2. **Confined Space requiring a “Confined Space Entry Permit”** - is a space that meets the requirements of paragraph 3.1 having one or more of the following characteristics.
  - a) A space that contains or has the potential to contain a “Hazardous Atmosphere”; that may expose an employee to the risk of illness, incapacitation, impairment of the ability to self-rescue or death due to one or more of the following;
    - Vapours exceeding 10 % of the L.E.L. (lower explosion limit) for the particular product last contained in the space.
    - Airborne combustible dust;
    - Oxygen deficiency (< 19.5 %)
    - Oxygen rich (>22.5 %); and
    - Toxic exposure (< T.L.V. and <50% of L.E.L.).
  - b) A space that presents a risk of drowning;
  - c) A space containing materials that may engulf the entrant; or
  - d) A space that has an internal configuration that may trap or asphyxiate an entrant due to an inward converging of the walls or a floor that slopes downward and tapers to a small cross-section.

## 4. ACTIVITIES

4.1. Confined Space Hazard Assessment

4.1.1. A “Confined Space Hazard Assessment” will be completed for each group of “Confined Spaces” listed in paragraph 2.1. If a space within a group has some differences then a separate assessment will be completed. The purpose of this assessment is to determine if it meets the criteria for a “Confined Space Requiring a Permit”. A Hazard Assessment is used proactively to identify and eliminate or control hazards that may exist within the space. *Refer to Annex “A” Hazard Assessment Checklist*”

4.2. Confined Space Entry Permit

4.2.1. A “Confined Space Entry Permit” will be completed each time work is performed in a space that meets the criteria outlined in paragraph 3.2 as determined by the “Confined Space Hazard Assessment”.

4.3. Safe Work Procedures

4.3.1. “Safe Work Procedures will be developed for each “Critical Task” to be performed in the space as per SOP- 005.

4.4. Confined Space Rescue Procedure

4.4.1. A rescue procedure will be developed and implemented for each group of “Confined Spaces” listed in paragraph 2.1.

4.5. Training

4.5.1. All employees who work in or near “Confined Spaces” will be trained in:

- a) General Safety Regulations “Part 12”;
- b) Confined Space Hazards;
- c) Completing Entry Permits;
- d) Use of testing and monitoring equipment;
- e) Use of ventilation equipment;
- f) Basic and Specialized PPE;
- g) Fall Protection;
- h) Use of Communication Equipment;
- i) Safe Work Practices;
- j) Rescue Procedures;
- k) Tools and equipment;
- l) Rescue Procedures

**5. RESPONSIBILITIES**

5.1. Department Heads

## S.O.P. 012 – Working in Confined Spaces

- 5.1.1. Ensure that a “Confined Space Hazard Assessment” is completed for each group of confined space and identified hazards are eliminated or controlled.
  - 5.1.2. Ensure that “Confined Space Entry Permits” are completed each time work is performed in a confined space.
  - 5.1.3. Ensure that “Safe Work Practices” are developed for each “Critical Task” performed in the space.
  - 5.1.4. Ensure that “Rescue Procedures” are developed for each group of confined spaces.
  - 5.1.5. Ensure that only employees properly trained and supervised enter and attend to those within a confined space or provide rescue.
- 5.2. Employees
- 5.2.1. Read and understand the “Hazard Assessment”, “Safe Work Practices” and “Rescue Procedures” for the confined space in which work is to be performed.
  - 5.2.2. Ensure that the work is performed safely, applying all training and skills.
  - 5.2.3. Report immediately any hazards or concerns to the Department Head.

SOP-012 Annex A

Municipality of the County of Richmond

**“Confined Space Hazard Assessment”**

**Department:** \_\_\_\_\_

**Location:** \_\_\_\_\_

**Type of Space:** \_\_\_\_\_

**Date of Assessment:** \_\_\_\_\_

**Assessed By:** \_\_\_\_\_

**Assessed By:** \_\_\_\_\_

**Reviewed By:** \_\_\_\_\_ **JOHSC**

**Reviewed By:** \_\_\_\_\_ **Health and Safety Coordinator**

**Approved By:** \_\_\_\_\_ **Department Manager**

S.O.P. 012 – Working in Confined Spaces

1. General

1.1. The space is enclosed or partially enclosed

2. Specific

2.1. The space is not designed or intended for regular human occupancy

2.2. The space has restricted access or egress

2.3. The space is or may become hazardous to a person entering it

3. Determination

3.1. If you left any item in paragraphs 1 or 2 unchecked then you are not dealing with a "Confined Space" by definition. However a Hazard Assessment must be completed as per SOP-003 "Conducting Hazard Assessments".

3.2. If you have checked all four items in paragraphs 1 and 2 then you are dealing with a "Confined Space" by definition and you must continue with this assessment.

4. Human Occupancy

4.1. What is it about the space that makes it not normal for human occupancy?  
\_\_\_\_\_  
\_\_\_\_\_

4.2. Are there any hazards associated with this?

a) \_\_\_\_\_

b) \_\_\_\_\_

4.3. What control measures are to be taken?

a) \_\_\_\_\_

b) \_\_\_\_\_

5. Restricted Access or Egress

5.1. What is it about the space that restricts its access?  
\_\_\_\_\_  
\_\_\_\_\_

5.2. Is it restricted to rescue workers who may be required to wear self-contained breathing apparatus?  
\_\_\_\_\_  
\_\_\_\_\_

5.3. How can this be eliminated or controlled?  
\_\_\_\_\_  
\_\_\_\_\_

6. Design Hazards

6.1. What are the existing or potential design hazards?  
\_\_\_\_\_  
\_\_\_\_\_

6.2. How can they be eliminated or controlled?  
\_\_\_\_\_  
\_\_\_\_\_

7. Construction Hazards

7.1. What are the existing or potential construction hazards?  
\_\_\_\_\_  
\_\_\_\_\_

7.2. How can they be eliminated or controlled?  
\_\_\_\_\_  
\_\_\_\_\_

8. Location Hazards

8.1. What are the existing or potential hazards associated with location?  
\_\_\_\_\_  
\_\_\_\_\_

8.2. How can they be eliminated or controlled?  
\_\_\_\_\_  
\_\_\_\_\_





S.O.P. 012 – Working in Confined Spaces

SOP-012 Annex B

**Municipality of the County of Richmond**  
**“Confined Space Entry Permit”**

Permit Number - \_\_\_\_\_

Confined Space to be entered? \_\_\_\_\_ Reason for entry? \_\_\_\_\_ Who will supervise entry? \_\_\_\_\_  
 Type of work to be performed? \_\_\_\_\_ Type of work banned in this space? \_\_\_\_\_  
 Who will enter space? \_\_\_\_\_  
 Who will attend to those within? \_\_\_\_\_  
 Who is on stand-by for rescue? \_\_\_\_\_  
 Date of entry? \_\_\_\_ D \_\_\_\_ M \_\_\_\_ Y  
 Time of entry? \_\_\_\_\_ AM / PM

<p><b>Hazards Identified in Hazard Assessment</b></p> <input type="checkbox"/> Design <input type="checkbox"/> Construction <input type="checkbox"/> Location <input type="checkbox"/> Atmospheric <ul style="list-style-type: none"> <li><input type="checkbox"/> Oxygen Deficiency &lt; 19.5 %</li> <li><input type="checkbox"/> Oxygen Rich &gt; 22.5 %</li> <li><input type="checkbox"/> Flammable &lt; 10%LEL</li> <li><input type="checkbox"/> Combustible Dust &lt; TLV and &lt; 50% of LEL</li> <li><input type="checkbox"/> Toxic gases or vapors &lt; TLV and &lt;50 of LEL</li> </ul> <input type="checkbox"/> Other <ul style="list-style-type: none"> <li><input type="checkbox"/> Risk of Drowning</li> <li><input type="checkbox"/> Risk of being engulfed</li> </ul>	<p><b>Preparing for entry</b></p> <input type="checkbox"/> Notification of disruption of services <input type="checkbox"/> Lock-Out / Tag-Out <input type="checkbox"/> Atmospheric Test <input type="checkbox"/> Ventilate <input type="checkbox"/> Purge and clean <input type="checkbox"/> Hot Work Permit <input type="checkbox"/> Barriers <input type="checkbox"/> Other
	<p><b>Personal Awareness</b></p> <input type="checkbox"/> Hazard Assessment <input type="checkbox"/> Safe Work Practices <input type="checkbox"/> Rescue Procedure <p><b>Public Awareness</b></p> <input type="checkbox"/> Radio Announcement <input type="checkbox"/> Newspaper Add

Equipment Required						
Basic PPE	Special PPE	Tools	Testing	Ventilation	Communication	Rescue
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

**Entrant / Attendant** I have been trained in confined space entry and all elements listed in paragraph 4.5 of SOP-015.  
 I have read and understand and agree with the Hazard Assessment completed for this space.  
 I have read and understand the Safe Work Practice for the “Critical Task(s) to be performed.  
 I have inspected all of my PPE to be used during this entry.

Print Name	Signature	Date	Time
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**Atmospheric Testing Equipment**  
 Make \_\_\_\_\_ Model \_\_\_\_\_ Serial # \_\_\_\_\_ Calibration Date \_\_\_\_\_

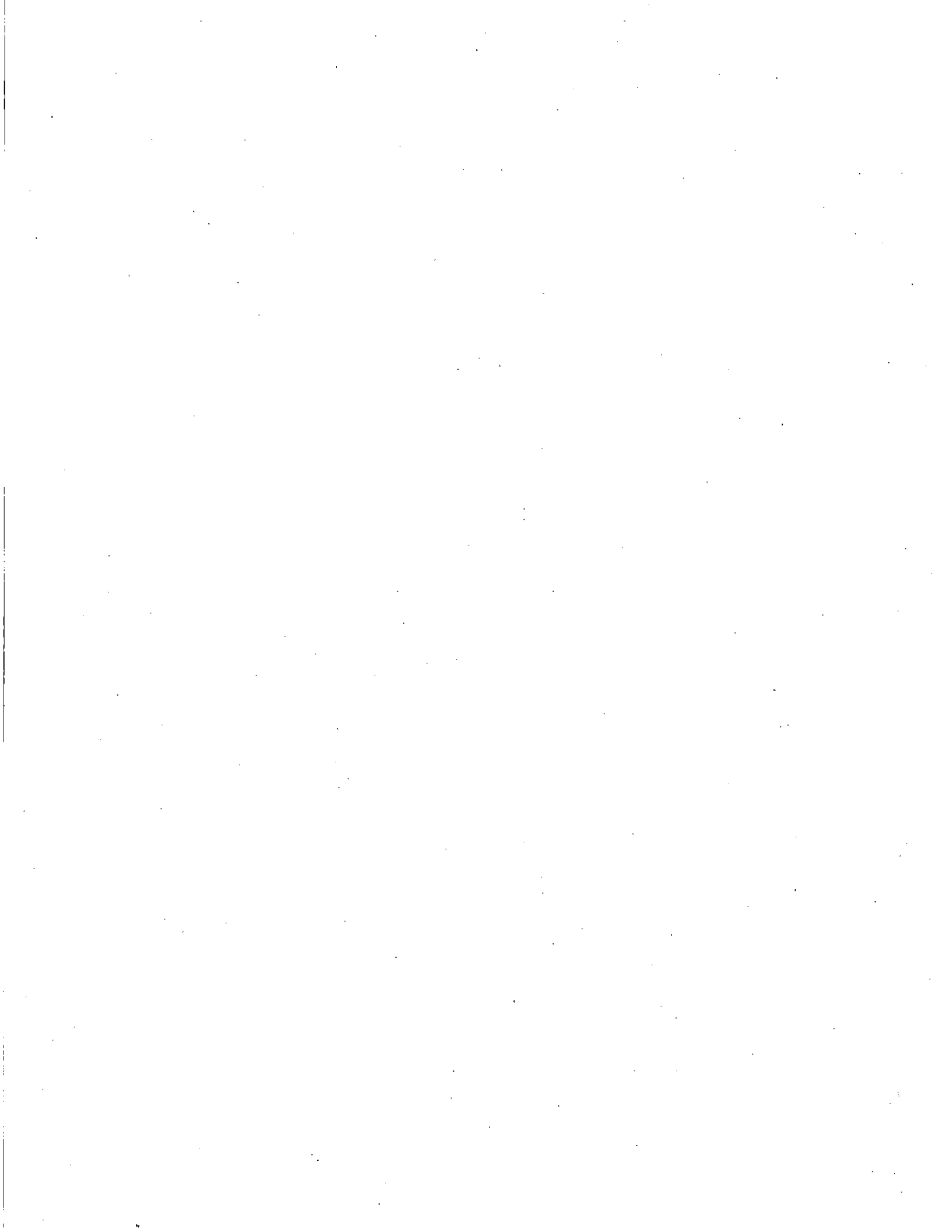
**Atmospheric Testing MUST be performed prior to entry and every 30 minutes thereafter.**

Time	Oxygen Reading	Flammables	Combustible Dust	Toxic Gases or vapors
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**Supervisors Authorization**  
 I have reviewed this permit, and am satisfied with its contents;  
 All employees have been made aware of the hazards associated with this space as well as the required control measures; and  
 All employees entering have been adequately trained as well as those on stand-by for rescue.

Print Name	Signature	Date	Time
_____	_____	_____	_____

- 1. Only in effect for time frame indicated
- 2. Post at job site.
- 3. Copy to OH&S Coordinator and maintain 12 months



***The Municipality of the County of  
Richmond***

**Occupational Health and Safety  
Standard Operating Procedure**

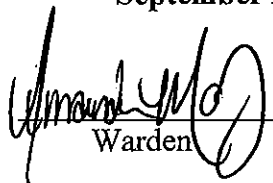
**013**

**Title**

**“Locking and Tagging Out Energy Supplies”**

**Prepared By:** Joint Occupational Health and Safety Committee. JOHSC  
**Approved By:** Warden / JOHSC  
**Issue Date:** April 2000  
**Reviewed:** September 2021

**Signatures:**

  
Warden

  
JOHSC Co-Chair

  
JOHSC Co-Chair

## 1. PURPOSE

- 1.1. The purpose of this SOP is to provide detailed lock out / tag-out instruction for employees who operate and maintain electrical and other equipment.

## 2. SCOPE

- 2.1. It applies to:
  - a) All equipment including pipes and lines;
  - b) To all sources of energy, including electric, pneumatic, hydraulic, spring, raised load, kinetic or potential; and
  - c) To all maintenance and / or service work being performed on equipment by municipal or contracted employees.

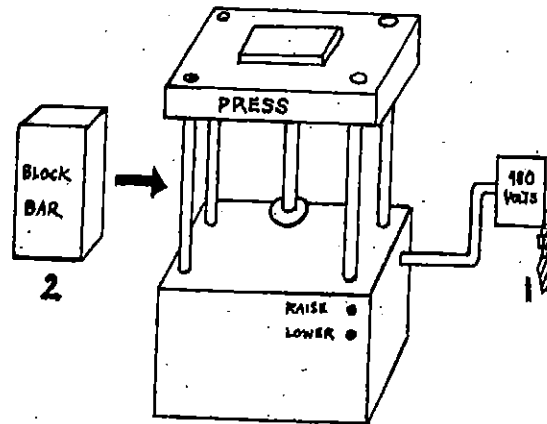
## 3. REFERENCES

- 3.1. The Province of Nova Scotia – General Safety Regulations – Part 6;
  - a) Lockout – Interpretation, Application, Control and Energizing; and
  - b) Lockout Procedure.

## 4. DEFINITIONS

- 4.1. **Zero Energy State** – is a condition in which a piece of equipment or electrical installation is rendered incapable of releasing energy.
  - 4.1.1. The objective of locking out and tagging machinery prior to maintenance or servicing is to avoid accidents that can occur from unexpected start-up or release of stored energy. A lockout is a device which provides a positive means for rendering a **switch, valve, raised load, coiled spring or any energy source inoperative**. Lockout is a necessary step for ensuring worker safety prior to performing maintenance or service. The lockout device may be a padlock, blanking plate, restraining bar, chain and padlock or any device, which prevents a machine from being energized or releasing stored energy. In the example, (1) a padlock c/w tag-out is used to lockout the electrical box and (2) a blocking bar is used to prevent the press weight from dropping (release of stored energy).

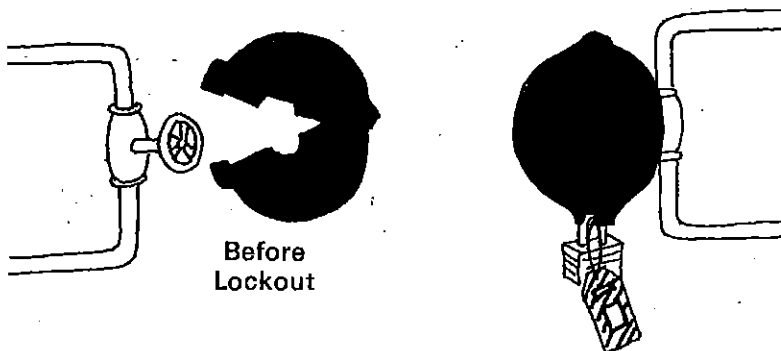
S.O.P. 013 – Locking and Tagging Out Energy Supplies



- 4.2. **Equipment** – all machinery including pipes and lines that transport material or energy sources.
- 4.3. **Lockout Location** – the identified and posted location of the lockout for a specific piece of equipment.
- 4.4. **Lockout device** – a device that secures the isolation of the energy source of locked-out equipment.

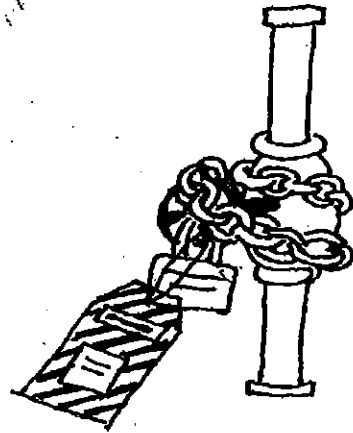
4.4.1. The Following are examples of lockout devices.

- a) A Safetee Donut™ - used to lockout round valve handles of varying diameter, the device loosely encases the valve handle preventing access and turning.

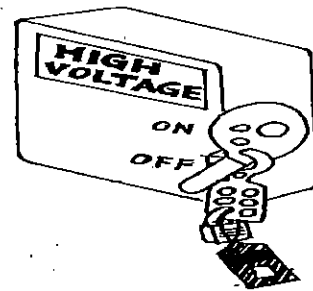


S.O.P. 013 – Locking and Tagging Out Energy Supplies

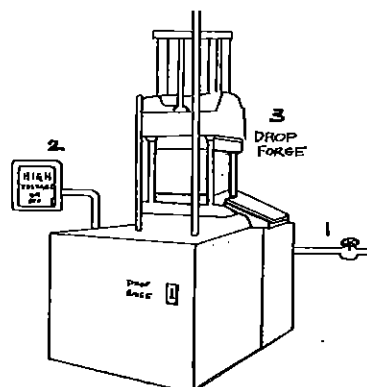
- b) Valve handles can be locked out with a chain and padlock, depending on the type of valve handle.



- c) Equipment, equipped with a hasp device, such as an electrical box, can be locked out with a pad-lock or multiple lockout device and padlocks.

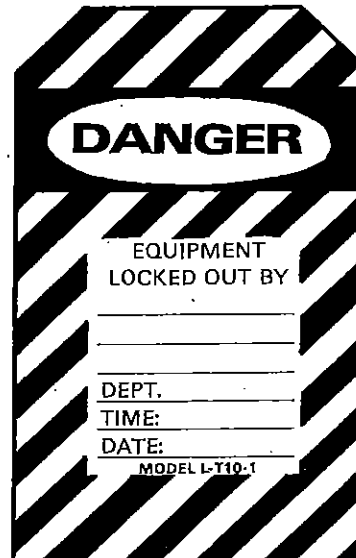


- d) A machine might use (1) gas, (2) electricity or (3) a raised weight, which is residual energy. Any single source; by itself, even if the others are turned off and locked out, presents a danger to employees. **Refer to the manufacturers "Operators Manual" for specific lockout information.**



4.5. *Lockout* Tag – a tag that is installed at point of use that:

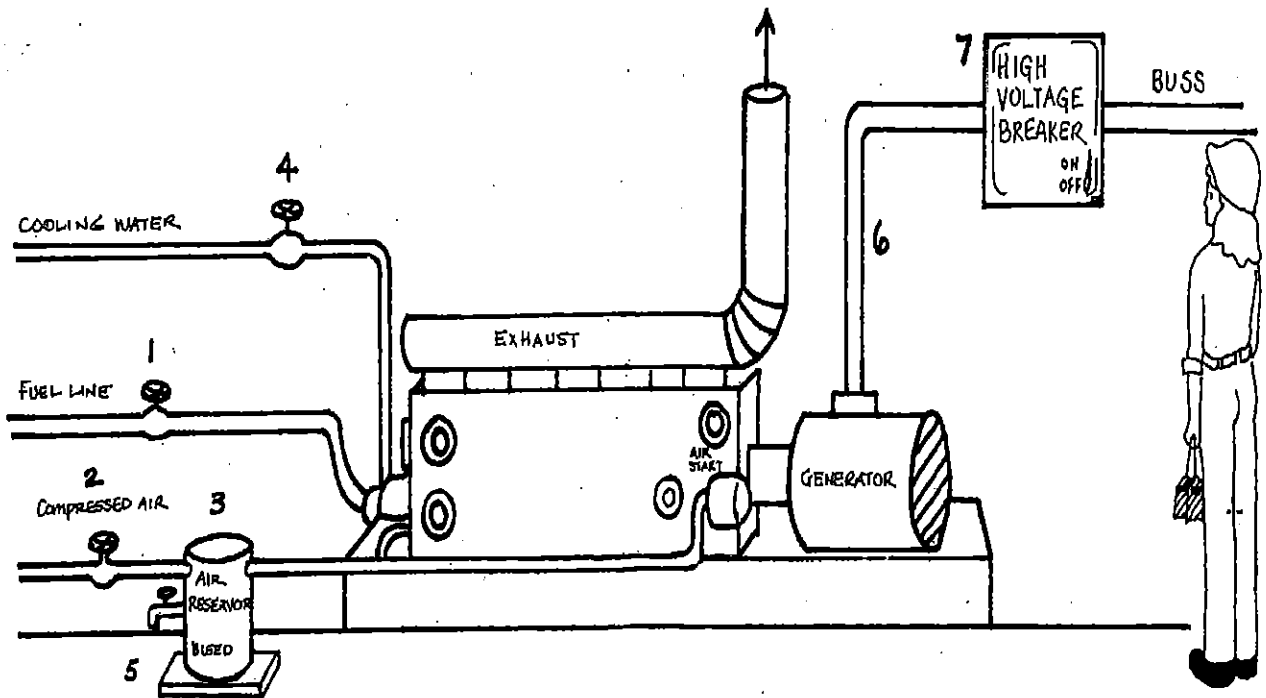
- a) Warns others that a particular switch, valve or energy source is “locked out”;
- b) Instructs a person not to start or operate the equipment;
- c) Identifies the person in control of the lockout, the time, date and department in control; and
- d) Does not readily conduct electricity.
- e) Tag-outs will be durable and securely fastened to the locking mechanism, so that they cannot fall off. The tags will be legible in all weather conditions. Tag-outs will only be applied and removed by authorized personnel.



#### 4.6. Non Energy Sources

4.6.1. In the diagram the diesel generator has:

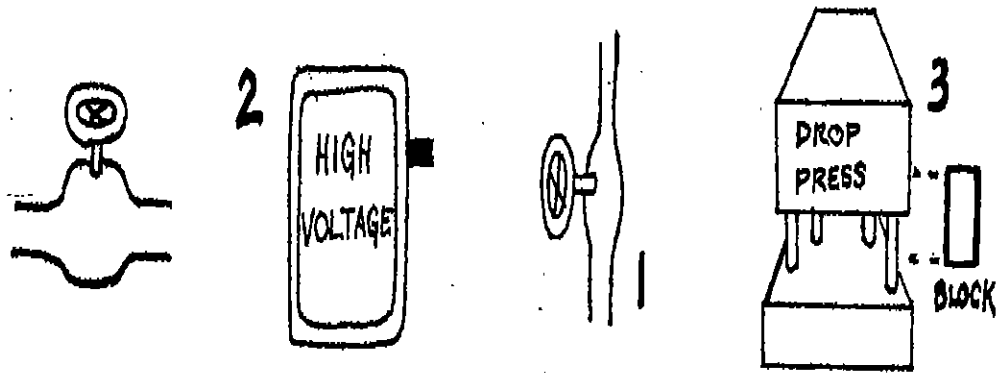
- a) A fuel line and valve
- b) A compressed air feed valve
- c) An air reservoir tank (residual energy)
- d) A water valve and line for engine cooling
- e) An air reservoir tank bleeder valve



4.6.2. Although the water line does not POWER the equipment, it should be turned off prior to maintenance to prevent coolant from escaping. Also note that the air reservoir tank valve (3) should be bled off (discharge of stored energy) after the compressed air valve (2) is turned off in the lockout sequence. Additionally, the generator output (6) does not power the equipment but, the external breaker (7) should be locked out in an open circuit mode to prevent energy from possibly entering the generator from the electrical buss.

## 5. ACTIVITIES

- 5.1. **Survey** – A survey of all equipment will be completed to identify what energy sources are required to be locked out.

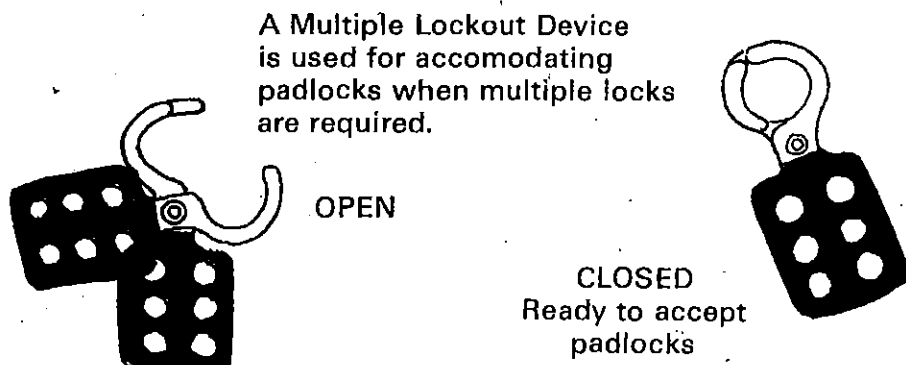


## 5.2. Evaluation

- 5.2.1. The best method(s), location, personnel and sequences for isolating each energy source will be identified. **Follow equipment manufacturer procedures for performing maintenance/service.**



- 5.2.2. Determine who will apply locks/tags, for multiple personnel each member is to apply their own lock/tag. To facilitate multiple locks a multiple lock-out device is used.



## S.O.P. 013 – Locking and Tagging Out Energy Supplies

### 5.3. **Signage**

5.3.1. Post each location, so that the energy sources and lockout points are readily identifiable.

### 5.4. **Documentation**

5.4.1. Include the above information in the Safe Work Practice for that particular piece of equipment.

### 5.5. **Notification**

5.5.1. All persons working in the area where a piece of equipment is locked and tagged-out must be instructed to remain clear.

### 5.6. **Locks and Tags**

5.6.1. One Lock-One Key - Each padlock used in equipment lockout will have only one key issued to the assigned person. Never give your assigned key or lock to someone else

5.6.2. Identify Locks - Use a lock numbering, lettering or color code system to assign locks to those authorized personnel.

5.6.3. Always use a tag-out with your lock.

5.6.4. Can't Apply A Lock - If the device requiring lockout cannot accommodate a lock, contact your manager for direction.

### 5.7. **Locking and Tagging Out**

5.7.1. Appoint a person to be in control of the lockout. (This person must be competent to test and verify that the equipment is in a zero energy state).

5.7.2. Read, understand and follow the Safe Work Practice and Operators Manual for the particular piece of equipment that you are going to maintain or service.

5.7.3. Ensure that you have the proper equipment to perform all lockout and tag operations.

5.7.4. Switch, isolate, block, disconnect and blank-off all sources of energy.

5.7.5. Test to determine if all sources of energy have been controlled.

## S.O.P. 013 – Locking and Tagging Out Energy Supplies

- 5.7.6. Where more than one employee is working on the equipment ensure that each employee installs his / her own lock.
- 5.7.7. Install your personal lock and key, never use another persons lock. **(Never remove another persons lock from a piece of equipment)**
- 5.7.8. Complete and install a proper tag at each lockout point.
- 5.7.9. Post “DO NOT OPERATE – EQUIPMENT LOCKED OUT SIGNS “ at the operators station.
- 5.7.10. Verbally inform other persons in the area that the equipment has been locked-out.

### 5.8. Removing Tags and Locks

- 5.8.1. Before removing locks/tags and returning machinery to operation, be sure that:
  - a) All safety-guards are back in place;
  - b) All work is complete and tools are put away;
  - c) All workers are positioned safely for start-up; and
  - d) All controls are positioned correctly for start-up and machine is operation ready.

## 6. RESPONSIBILITIES

### 6.1. Department Heads

- 6.1.1. Are responsible to ensure that the Survey, Evaluation, Signage and Documentation activities are completed for all equipment under their control.
- 6.1.2. Are responsible to purchase and assign lockout equipment for their area.
- 6.1.3. Are responsible to maintain “Operators Manuals” for equipment under their control.
- 6.1.4. Are responsible to ensure Safe Work Practices for equipment are developed.

## S.O.P. 013 -- Locking and Tagging Out Energy Supplies

- 6.1.5. Are responsible to monitor compliance to this procedure as it applies to operations under their care and control.
  - 6.1.6. Are responsible to ensure that employees read, understand and follow this SOP, Safe Work Practices and Operators Manuals.
  - 6.1.7. Are responsible to ensure that when informed by an operator that an equipment problem is detected, a "Defective Do Not Use" tag is placed on the equipment (Refer to SPP-102) and maintenance installs locks and tags until repairs are completed.
- 6.2. Employees / Contractors
- 6.2.1. Ensure that no equipment is worked beyond normal operator functions until management has been notified and have authorized repair.
  - 6.2.2. Operators are authorized to lockout and tag equipment for normal operator functions, such as equipment checks and adjustments. Operators will NOT perform work beyond their qualifications.
  - 6.2.3. Operators who detect a problem with a piece of equipment that is beyond normal operators adjustment will notify their Supervisor immediately of the problem and shut down the equipment until their Supervisor informs them that repairs are completed
  - 6.2.4. Authorized employees are directly responsible for care and control of lockout equipment issued to them.
  - 6.2.5. Are responsible to read and follow this SOP, Safe Work Practices and Owners Manuals.

***The Municipality of the County of  
Richmond***

**Occupational Health and Safety  
Standard Operating Procedure**

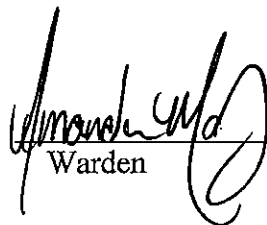
**014**

**Title**

**“Handling / Storage and Use of Portable Compressed Gas Cylinders”**

**Prepared By:** Joint Occupational Health and Safety Committee. JOHSC  
**Approved By:** Warden / JOHSC  
**Issue Date:** May 2000  
**Reviewed:** September 2021

**Signatures:**

  
Warden

  
JOHSC Co-Chair

  
JOHSC Co-Chair

## 1. PURPOSE

- 1.1 To provide direction for the safe handling, storage and use of portable compressed gas cylinders.
- 1.2 To ensure that the Municipality is in compliance with the Province of Nova Scotia – “Occupational Safety General Regulations”

## 2.0 SCOPE

- 2.1 This procedure applies to all employees and contractors who have care and control over portable compressed gases used to perform Municipal work including but not limited to the following products, Chlorine, Acetylene, Oxygen, and Propane)
- 2.2 It does not apply to any other compressed gas cans or cylinders covered by SOP-019 “Working With Controlled Products” (WHMIS).
- 2.3 This procedure is to be used in conjunction with SOP- 019 “Working With Controlled Products” (WHMIS) and SOP-018 “Transporting Dangerous Goods” (TDG).

## 3.0 DEFINITIONS

- 3.1 **Compressed Gas** – is a liquefied or permanent gas compressed into a portable compressed gas cylinder having a water capacity of 450kg or less.

## 4.0 REFERENCES

- a) Province of Nova Scotia – General Safety Regulations,
  - i) Part 5, “Handling and Storage of Material”
  - ii) Sub-section, 45 / 46 “Compressed Gas”;
  - iii) Sub-section, 47 “Portable Compressed Gas Cylinders”.
- b) Province of Nova Scotia – Fire Prevention Act
- c) SOP-019 – “Working With Controlled Products” (WHMIS)
- d) SOP-018 – “Transporting Dangerous Goods” (TGD)
- e) Compressed Gas Association Standard – CGA – P1, 1991 “Safe Handling of Compressed Gases in Containers”
- f) Compressed Gas Association Standard – ANSI- CGA V-1, 1994 “Compressed Gas Cylinder Valve Outlet and Inlet Connections.

## 5.0 ACTIVITIES/RESPONSIBILITIES

### 5.1 Receiving and Storage

- 5.1.1 All portable compressed gas cylinders received from the supplier are required to have Transportation Dangerous Goods (TDG) and Workplace Hazardous Material System (WHMIS) labels affixed. TDG and WHMIS Labels identify the type of gas contained in the cylinder.

#### **Do not accept shipments that are not properly labeled**

- 5.1.2 All portable compressed gas cylinders will be stored in designated storage areas located as required at municipal sites where gas cylinders are used. These areas are designed to provide;

5.1.2.1 **Segregation** – cylinders will be stored so as to separate incompatible gases and arranged to group like gases. **(Consult Material Safety Data Sheets for Reactivity Data)**

5.1.2.2 **Segregation** - empty and full cylinders are to be stored separately in an upright and secured position with the safety cap in place. Empty cylinders will be clearly marked (MT) and grouped together with cylinders that contained the same gas. Storage areas will be isolated from other combustibles. **(Wherever possible storage areas will be outside or in a building used exclusively for this purpose)**

5.1.2.3 **Signage**– the areas are to be posted with

**Non Smoking or Open Flame**  
**Name of the gas stored therein**

### 5.2 Employee – DO'S and DON'T'S

- 5.2.1 **Do not** interchange reducing valves, gauges, valves, hoses etc, from one type of gas to another.
- 5.2.2 **Do not** store where temperatures can exceed 52 degrees Celsius.
- 5.2.3 **Do** ensure that when handling or moving cylinders, even for short distance that a hand truck or some other suitable device is used and that the cylinder is secured with the valve cap in place.
- 5.2.4 **Do** store in well-ventilated areas.

## S.O.P. 014 – Handling Portable Compressed Gas Cylinders

- 5.2.5 **Do** ensure that all connections and fittings are tight.
- 5.2.6 **Do** gain assistance and use proper lifting techniques to move manually.
- 5.2.7 **Do** ensure the regulator is always removed when moving a cylinder, even for short distances, and never use the valve as a lifting point.
- 5.2.8 **Do** ensure that all cylinders are secured in an upright position prior to connection and use.
- 5.2.9 **Do** ensure the valve cap is in place to protect the valves when not in use.
- 5.2.10 **Do** make sure that the threads on regulators, gauges and connections correspond to those on the cylinder valve outlet.
- 5.2.11 **Do** use only regulators designed for the particular cylinder and type of gas.
- 5.2.12 **Do not** use a wrench or hammer on a gas cylinder, if hand pressure is not sufficient to open the valve, return it to supplier.
- 5.2.13 **Do not** use a compressed gas cylinder without the appropriate pressure-reducing regulator attached to the cylinder valve. Always open the valve slowly.
- 5.2.14 **Do not** attempt to repair or alter cylinders, valves or attachments, this work must be performed by the manufacturer.
- 5.2.15 **Do not** attempt to tighten the union nut when a leak occurs between the cylinder and the regulator unless the cylinder valve is tightly closed.
- 5.2.16 **Do not** allow sparks, molten metal, electric current, excessive heat or flames to come into contact with a cylinder or its attachments.
- 5.2.17 **Do not** use oxygen as a substitute for breathing air.
- 5.2.18 **Do not** bring a cylinder into a Confined Space of any description.

### 5.3 Cylinder Installation

- 5.3.1 Ensure that the cylinder contains the right gas for the task by reading the label.
- 5.3.2 Attach the tank as follows:
  - (a) Secure the cylinder in place;
  - (b) Remove the valve cap;
  - (c) Attach the regulator, hose to the equipment;

- (d) Slowly open the cylinder valve, then screw in the regulator control knob to pressurize the system;
- (e) Close the cylinder valve and watch the regulator pressure gauge. When the pressure is retained there is no leak in the system. If the pressure drops, a leak is present and it should be located with a leak detection solution and then de-pressurized and repaired. This test will identify all leaks between the cylinder valve and the shut-off valve on the equipment; and

## **6.0 TRAINING**

- 6.1 All employees and contractors who have care and control over compressed gas, should be trained in:
  - a) The contents of this SOP;
  - b) The contents of SOP-019 WHMIS;
  - c) The contents of SOP-018 TDG;
  - d) WHMIS – generic and specific; and
  - e) Transporting Dangerous Goods.

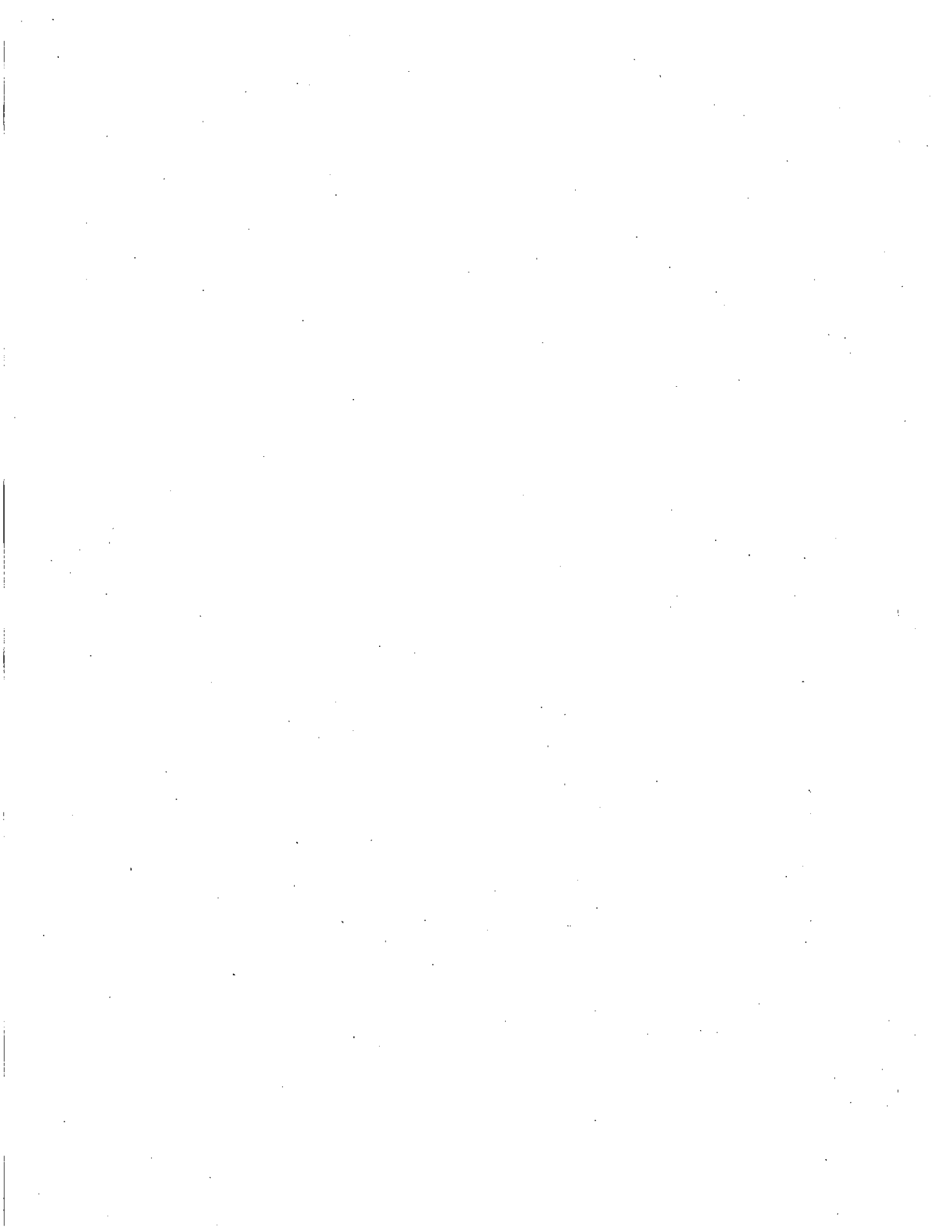
## **7.0 RESPONSIBILITIES**

### **7.1 Department Heads**

- 7.1.1 Ensure that designated storage areas are set-up as required.
- 7.1.2 Ensure that all employees who work with or in close proximity to compressed gas are trained as per paragraph 6.1.
- 7.1.3 Monitor compliance to this SOP.

### **7.2 Employees / Contractors**

- 7.2.1 Apply their training.
- 7.2.2 Report any problems immediately to relevant Department Head.
- 7.2.3 Ensure that the designated storage area is maintained as per section.



***The Municipality of the County of  
Richmond***

**Occupational Health and Safety  
Standard Operating Procedure**

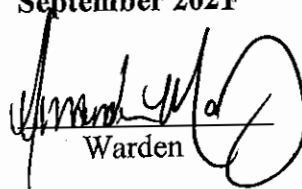
**015**

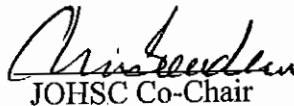
**Title**

**“Hot Work Permits”**

**Prepared By:** Joint Occupational Health and Safety Committee. JOHSC  
**Approved By:** Warden /JOHSC  
**Issue Date:** May 2000  
**Last Revised:** April 2016  
**Reviewed:** September 2021

**Signatures:**

  
Warden

  
JOHSC Co-Chair

  
JOHSC Co-Chair

## **1. PURPOSE**

- 1.1. The purpose of this procedure is to outline the requirements for and usage of a "Hot Work Permit".

## **2. SCOPE**

- 2.1. It is recognized that from time to time Welding, Burning, Cutting and Soldering will be done on municipal properties. This procedure will be used for all such operations to ensure reasonable steps are taken to minimize the risk of personal injury or property loss as a result of a fire.

## **3. REFERENCES**

- 3.1. Province of Nova Scotia – Occupational General Regulations – Part 10 Welding, Cutting, Burning and Soldering.
- 3.2. Canadian Standards Association – CSA Standard W117.2 – 94 "Safety in Welding Cutting and Allied Processes". (*Copy Attached*)
- 3.3. SOP-006 - "Meeting Health and Safety Training Requirements"
- 3.4. SOP-008 - "Personal Protective Equipment – PPE".
- 3.5. SOP-014 - "Handling Portable Gas Cylinders".
- 3.6. SOP-018 - "Transporting Dangerous Goods - TGD".
- 3.7. SOP-019 - "Working With Controlled Products – WHMIS".
- 3.8. SOP-021 – "Documenting for Due Diligence"

## **4. DEFINITION**

- 4.1. Welding or Allied Process – is any specific type of electric or oxy-fuel gas welding or cutting process including:
  - a) Arc Welding
  - b) Solid State Welding
  - c) Resistance Welding
  - d) Soldering
  - e) Arc Cutting
  - f) Oxygen Cutting

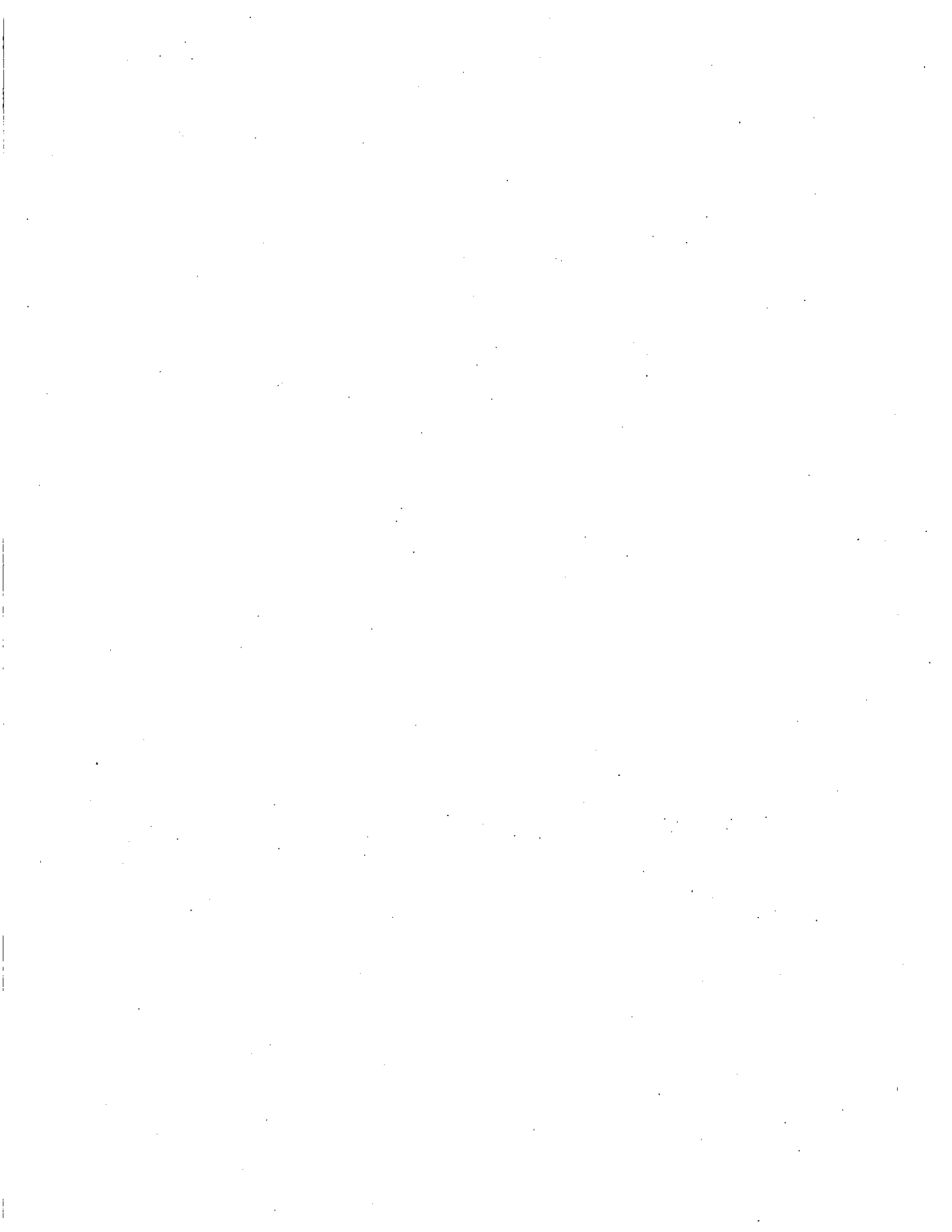
## 5. ACTIVITIES

### 5.1. Department Heads

- 5.1.1. Will **designate** in writing employees who are competent or trained to perform activities as defined in paragraph 4.1.
- 5.1.2. Will ensure that all manufacturer specifications are readily available to the designated employee and that copies are forwarded to the JOHSC, so that the JOHSC secretary can maintain a library as per SOP-021.
- 5.1.3. Will ensure that all equipment is installed, used and maintained in accordance with the manufacturer specification.
- 5.1.4. Will ensure that all MSDSs are readily available to the designated employee as per SOP-019.
- 5.1.5. Will ensure that when welding gases are received and used that SOPs, 008 and 014 are followed.
- 5.1.6. Will ensure that employees are provided with adequate PPE as per SOP-08.
- 5.1.7. Will ensure that designate employees receive training on the manufacturer specifications, MSDSs, this SOP and all other referenced SOP and that records are forwarded to the JOHSC, so that the JOHSC secretary can maintain the required files.
- 5.1.8. Will ensure that a “Hot Work Permit” is obtained for all activities defined in paragraph 4.1. *(See last Page)*

### 5.2. Employees

- 5.2.1. Will not perform activities defined in 4.1 unless designated in writing by management.
- 5.2.2. Will apply their training to ensure that work is carried out in a healthy and safe manner.
- 5.2.3. Will use, care for and maintain all PPE.
- 5.2.4. Will adhere to the “Hot Work Permit”
- 5.2.5. Will erect barriers to keep other employees and/or the general public from entering the area.
- 5.2.6. Will erect screens as required to protect other workers and/or the general public from exposure to ultraviolet and inferred rays.



**HOT WORK PERMIT**

**Municipality of the County of Richmond**

***Section One - To be completed by Department Heads***

Can the activity be safely performed at point of use?

*(Evaluate all conditions – fire protection, ventilation systems, flammable and combustible storage, worker and/or general public exposure etc.)*

**Yes** - Complete section two.

**No** - Have the components disassembled and shipped to a safe location (Welding Shop or contractor)

***Section Two***

All flammables and combustibles have been removed from the area – minimum 11 meters.

There is no risk of generating toxic fumes or explosive atmospheres.

Where required fire blankets will be used.

Suitable fire extinguishers are at point of use and employees have been trained on their use.

All necessary steps have been taken to protect employees and the general public.

A fire watch will be maintained for 30 minutes if required.

Issue Date: \_\_\_\_\_

Start Time: \_\_\_\_\_

Expiry Time: \_\_\_\_\_

*(Task cannot exceed allotted time)*

Exact Location: \_\_\_\_\_

I have visited the area and all reasonable precautions have been taken

Department Head / Designate: \_\_\_\_\_

**IN CASE OF FIRE SOUND THE ALARM TO BEGIN EVACUATION PROCEDURES  
CALL EMERGENCY RESPONSE SERVICES -911**

**This permit is to be posted during the task**



**The Municipality of the County of  
Richmond**

**Occupational Health and Safety**

**Standard Operating Procedure**

**016**

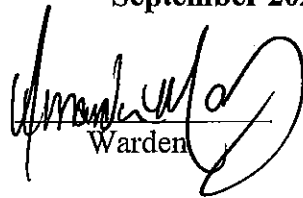
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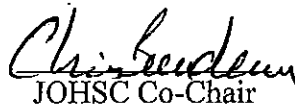
**“Temporary Workplace Signage/Traffic Control”**

**Prepared By:  
Approved By:  
Issue Date:  
Reviewed:**

**Joint Occupational Health and Safety Committee. JOHSC  
Warden / JOHSC  
November 2004  
September 2021**

**Signatures:**

  
Warden

  
JOHSC Co-Chair

  
JOHSC Co-Chair

## 1. PURPOSE

- 1.1. To define the activities required to be in compliance when Temporary Workplace Signage / Traffic Control is required in Municipal roadways.

## 2. SCOPE

- 2.1. This document defines the activities and responsibilities of employees who work along Municipal roadways that impedes the regular flow of traffic and puts those employees at risk. It is to be used in conjunction with the Nova Scotia Occupational Health and Safety Act and the Motor Vehicle Act.

## 3. DEFINITIONS

- 3.1. **Highway** – a public road, street, lane or highway including a bridge or private property that is designed to be used and is accessible to the public for the purpose of operating a motor vehicle.
- 3.2. **Temporary Workplace** – a temporary workplace that is located on or near a highway where construction, or maintenance work is being performed that impedes or has the potential to impede vehicular traffic by making it prudent for the approaching driver to reduce speed or to alter the path of travel.

## 4. PLANNING THE TEMPORARY WORKPLACE

- 4.1. Prior to establishing a temporary workplace, the Municipal employee trained and certified by the province of Nova Scotia in Temporary Workplace Signage and designated by the Department Head to perform duties as Temporary Workplace Signer will:
  - 4.1.1. Determine what task(s) are to be performed, the estimated length of time required to complete the tasks.
  - 4.1.2. Perform a workplace evaluation based on the following criteria:
    - a) The level of encroachment into the highway that the planned work will result in (partial, 1-lane, full blockage);
    - b) The equipment that will be utilized in or travel in and out of the workplace;
    - c) The potential to detour traffic around the workplace;
    - d) The normal traveling speeds of traffic and the volume of traffic on the particular highway;
    - e) The stopping sight distances (visual contact by drivers approaching the workplace);
    - f) Existing traffic control devices (stop signs / traffic lights);
    - g) The volume of pedestrian traffic and normal times this traffic is present;
    - h) The presence of school traffic;
    - i) The presence of emergency care facilities;

S.O.P. 016 – Temporary Workplace Signing/Traffic Control

- j) The presence of overhead or underground hazards including power lines, gas lines, etc.
- k) The forecasted weather conditions; and if night visibility is an issue.

4.2. Based on the evaluation, the Temporary Workplace Signer will identify the appropriate signing procedure including:

- a) Identifying the number of Traffic Control persons required;
- b) Preparing a list of equipment and devices required to control traffic;
- c) Identifying the Personal Protective Equipment (PPE) required;
- d) Notify Emergency Services of impediment; and develop an alternate plan for emergencies;
- e) Notify the general public as required; and
- f) Conduct a "Staff Meeting".

**Note:** *Where possible it is recommended that traffic be detoured around the worksite as the preferred method of protecting the Health and Safety of employees and the general public.*

## **5. SETTING UP THE TEMPORARY WORKPLACE**

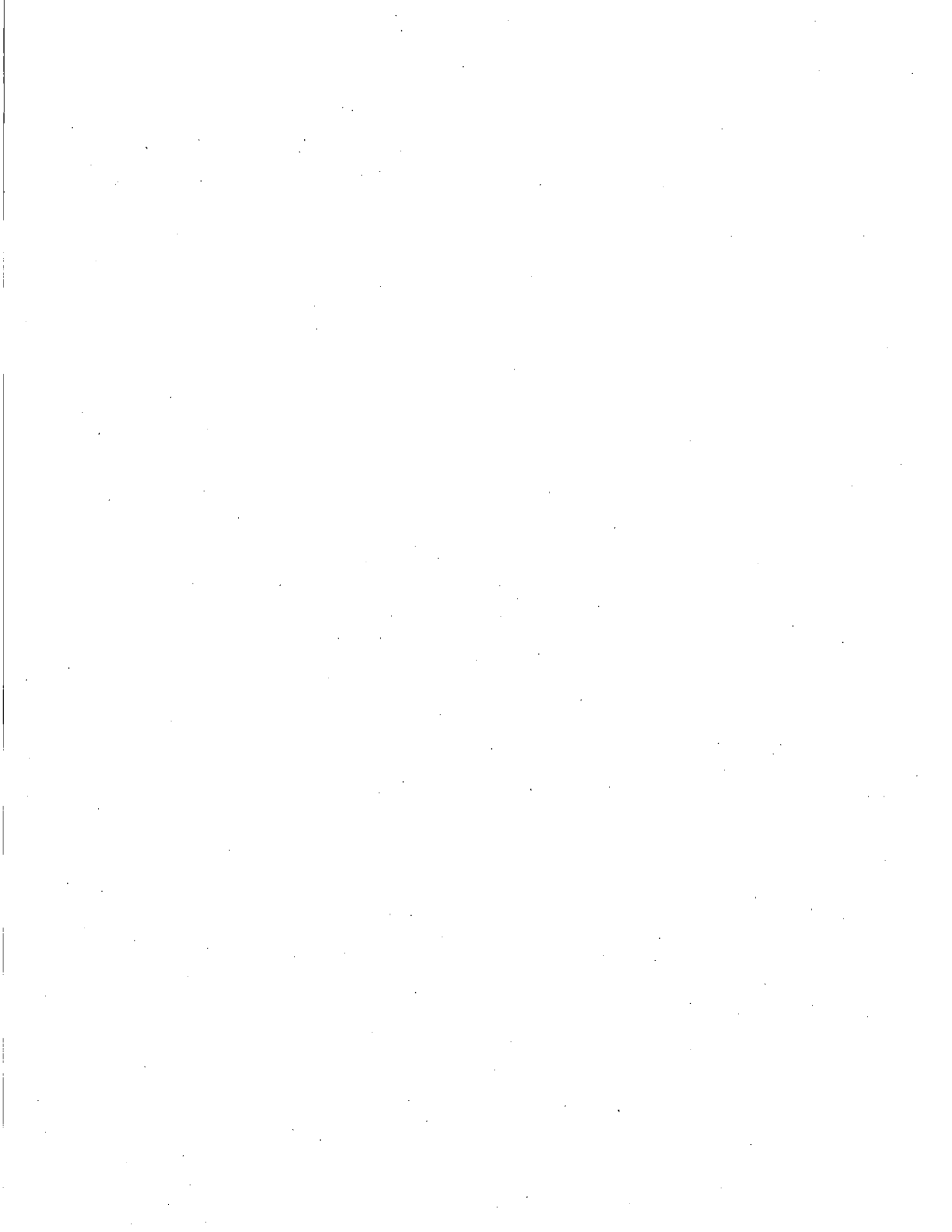
5.1. The placement and removal of traffic control devices is the responsibility of the Temporary Workplace Signer, he/she will ensure all identified devices are available and in good condition and that placement of the devices are in accordance with approved provincial standards.

## **6. CONTROLLING THE WORKPLACE**

6.1. The Department Head will designate employees trained and certified in Traffic Control by the Province of Nova Scotia to perform traffic control duties as Traffic Controller.

6.2. The Traffic Controller is responsible to:

- a) Protect Municipal work crews and the general public by keeping the flow of traffic moving at a reduced rate of speed, giving public traffic priority over workplace traffic; and
- b) Stop the flow of traffic as required to permit work to proceed.



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**Occupational Health and Safety**

**Standard Operating Procedure**

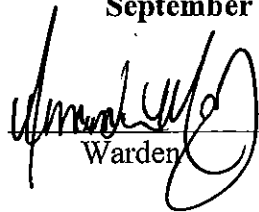
**017**

**Title**

**“Electrical Safety”**

**Prepared By:** Joint Occupational Health and Safety Committee. JOHSC  
**Approved By:** Warden/ JOHSC  
**Issue Date:** December 2004  
**Reviewed:** September 2021

**Signatures:**

  
Warden

  
JOHSC Co-Chair

  
JOHSC Co-Chair

## **1. PURPOSE**

- 1.1. The purpose of this procedure is to establish standards for working with, or in close proximity to electrical power supplies.

## **2. BACKGROUND**

- 2.1. In today's workplace we rely on electricity to power everything from lighting to heavy equipment. Electrical voltages range from very low voltage; (16 volt), used for pilot circuits to high voltage; (600 volt), used to power heavy industrial motors. With the use of electricity we inherit and expose employees to a hazard that we must control. Regulators have enacted Legislation for working with electricity:
  - a) Canadian Electrical Code Part 1,(18th edition); and
  - b) Nova Scotia Occupational Health & Safety General Safety Regulations - part 11, (NS GSRs).
- 2.2. Additionally the municipality has established Standard Operating Procedures that must be used in conjunction with this SOP:
  - a) SOP 013 Contracting Out; and
  - b) SOP 015 Locking and Tagging Out Energy Sources.

## **3. ACTIVITIES / RESPONSIBILITIES**

### **3.1. Project Engineers**

- 3.1.1. Are responsible to ensure that electrical installations are designed, installed, operated, inspected and maintained in accordance with the Canadian Electrical Code Part 1, (18<sup>th</sup> edition) and the Nova Scotia Occupational Health & Safety Act and Regulations.

### **3.2. Operators (Water System, Sewage System, Landfill etc...)**

- 3.2.1. Are responsible to ensure that no work is to be performed on electrical equipment or electrically power equipment until a zero energy state has been established. Refer to SOP-015, "Locking and Tagging Out Energy Sources".
- 3.2.2. Are responsible to ensure that either a certified "Residential Electrician" or a certified "Industrial Electrician" performs all electrical work depending on the work being performed.

## S.O.P. 017 – Electrical Safety

- 3.2.3. Are responsible to ensure that all electrical panels over 220 volts are locked at all times, that the keys are tagged and kept in a designated storage area.
- 3.2.4. Are responsible to ensure that all electrical panels and switches are accessible at all times.
- 3.2.5. Are responsible to ensure that non-certified persons are not permitted to open an electrical panel except for the purpose of switching a low voltage, (110, 220) circuit breaker or replacing a fuse. **Note:** Employees will not replace any fuse with one capable or supporting a higher voltage.
- 3.2.6. Are responsible to ensure that equipment: excavators / backhoes / dump trucks / boom trucks etc., do not come in close proximity to overhead or underground power lines. (Parameters may be found in NS GSRs).
- 3.2.7. Are responsible to ensure that when equipment noted in 3.2.6 must be brought in closer proximity to power lines than permitted by the NS GSRs, that NS Power is contacted to make the job site safe by either shielding or de-energizing the power lines.
- 3.2.8. Are responsible to locate underground power lines before excavating.
- 3.2.9. Are responsible to hold and document a safety meeting with contractors before work is preformed.

### 3.3. **Employees**

- 3.3.1. Employees must respect procedures that are outlined in Section 3.2
- 3.3.2. Employees will follow procedures outlined in the Work Procedures Manual for the specific piece of machinery they are working on.
- 3.3.3. Employees will report any malfunctions of electrical equipment to their supervisor as soon as possible.
- 3.3.4. Employees will ensure that Ground Fault Circuit-interrupters; (GFCI's), are used when operating any electrical tools powered from a portable generator.

S.O.P. 017 -- Electrical Safety

3.4. **Contractors**

3.4.1. Are responsible to follow the Canadian Electrical Code Part 1, (18<sup>th</sup> edition) and the Nova Scotia OH&S Act and Regulations when working with or in close proximity to electrical services and equipment.

3.4.2. Are responsible to adhere to all municipal policies, procedures and rules with respect to Occupational Health and Safety.

4. **Records**

4.1. Records will be kept of the following:

- a) Design and modification plans; and
- b) Inspections and maintenance.

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Richmond***

**Occupational Health and Safety  
Standard Operating Procedure**

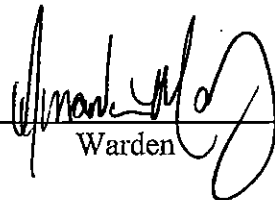
**018**

Title

“Transportation of Dangerous Goods”

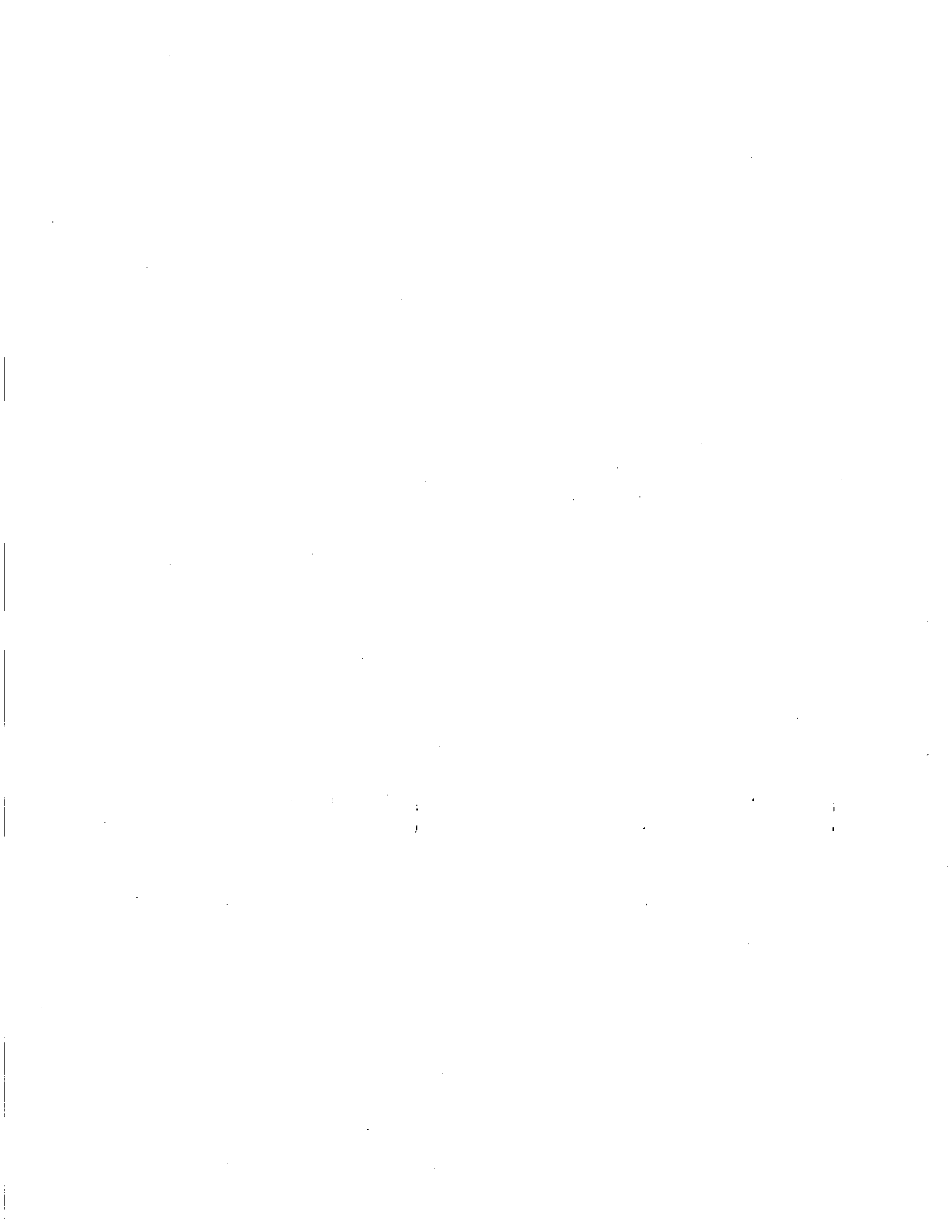
**Prepared By:** Joint Occupational Health and Safety Committee. JOHSC  
**Approved By:** Warden / JOHSC  
**Issue Date:** May 2005  
**Reviewed:** September 2021

Signatures:

  
Warden

  
JOHSC Co-Chair

  
JOHSC Co-Chair



## 1. PURPOSE

- 1.1 The purpose of this procedure is to provide a standard guide for municipal employees to receive and offer for transport dangerous goods, and to meet the Transportation of Dangerous Goods Act and Regulations.

## 2. SCOPE

- 2.1 This document applies to all municipality employees who handle Dangerous Goods and materials.
- 2.2 Offering Dangerous Goods for transport and their associated documents
- 2.3 Receiving Dangerous Goods and their associated documents.

## 3. REFERENCES

- 3.1 Transportation of Dangerous Goods Act
- 3.2 Transportation of Dangerous Goods Regulations

## 4. DEFINITIONS

- 4.1 **“Handling”** means:  
Loading, packing or placing, unloading, unpacking or removing or reloading, re-packing or replacing dangerous goods in any form or any container.
- 4.2 **ASafety Marks@** means:  
Any design, symbol, device, sign, label, placard, letter, word, number, abbreviated or any combination thereof that is to be displayed on any Dangerous Goods or containers, packaging, means of transport or facilities used in the handling, offering for transport or transporting of dangerous goods.
- 4.3 **AShipping Document@** means:  
Any document that accompanies dangerous goods being handled, offered for transport or transported and that describes or contains information relating to the goods and, in particular, but without restricting the generality of the foregoing, includes a bill of lading, cargo manifest, shipping order, way-bill and switching order.

## **5. EMPLOYEE TRAINING**

- 5.1 Everyone who handles, offers for transport, or transports dangerous goods must be trained or must be working under the direct supervision of a trained person.
- 5.2 The employer must ensure that the employees receive training to carry out their duties involving dangerous goods.
- 5.3 Training shall include any or all of the following areas, which pertain to the dangerous goods the employee is expected to handle, offer for transport, or transport, and which are applicable to the assigned duties of the employees:
  - a. Classification, nature and characteristics of the dangerous goods.
  - b. Packing requirements.
  - c. Safety marks, labels and placards.
  - d. Documentation.
  - e. Special precautions for handling or transporting.
  - f. Reporting of any dangerous occurrence and emergency response planning.
  - g. Use of equipment as it relates to the handling and transportation of dangerous goods.
  - h. Availability and use of safety equipment.
- 5.4 The employer shall keep a copy of the certificate and retain it for 24 months after it has expired.
- 5.5 The certificate is valid for a period of 36 months from the month in which the training was last received.

## **6. IDENTIFICATION OF DANGEROUS GOODS**

- 6.1 Dangerous goods must be:

S.O.P. 018 – Transportation of Dangerous Goods

- a. Properly marked and labeled.
- b. Transported in a vehicle displaying the appropriate placards if required.
- c. Accompanied by properly completed shipping documents.

**7. MARKINGS AND LABELING OF PACKAGES**

7.1. All packages containing dangerous goods shall be marked by the shipper with the following:

- a. The proper shipping name of the goods. (the name of a regulated product as it appears in the reference list).
- b. The product identification number as it appears in the reference list ( this is not the four digit number preceded the letters UN or NA for United Nations or North America).
- c. A label indicating the proper orientation of the package if it contains liquids.

**8. SHIPPING DOCUMENTATION**

8.1 All shipping documents of goods which fall into one of the dangerous goods Classes or are included in the reference list contained in the guide must be accompanied by a shipping document containing specific information. The document must be prepared by the shipper and must include:

- a. A document identification number which is legible and indelibly printed.
- b. The date.
- c. The shipper's signature .
- d. The shipper's name and address.
- e. The name and address of the consignee.
- f. The name of the initial carrier.
- g. A description of the dangerous goods in the following order.

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- h. The proper shipping name of the product.
- i. The primary subsidiary classification of the dangerous goods (the subsidiary classification must be in brackets).
- j. The product identifier number
- k. The letter AE@ in parentheses if it appears in the classification column of the reference list.
- l. All packing groups.

**9. RESPONSIBILITIES**

**9.1 The SHIPPER must ensure that:**

- a. The dangerous goods are properly classified, documented, packaged and labeled.
- b. The shipping documents are correctly filled out, signed and dated.
- c. One complete set of placards and pin numbers (if applicable) are affixed to the vehicle before the dangerous goods are loaded.
- d. The container / vehicle is of an appropriate specification or the type for the dangerous goods to be transported.
- e. The dangerous goods are properly loaded and segregated, and there is no leakage.
- f. A copy of the shipping document is retained and kept on file for Twenty Four (24) months

**9.2 The CONSIGNEE must ensure that:**

- a. The shipment is completely unloaded.
- c. A copy of the shipping document has been received and kept on file.

***The Municipality of the County of  
Richmond***

**Occupational Health and Safety**

**Standard Operating Procedure**

**019**

**Title**

**“Working With Controlled Products”**

**Prepared By:** Joint Occupational Health and Safety Committee. JOHSC  
**Approved By:** Warden / JOHSC  
**Issue Date:** November 2004  
**Last Revised:** April 2016  
**Reviewed:** September 2021

**Signatures:**

  
Warden

  
JOHSC Co-Chair

  
JOHSC Co-Chair

## 1. PURPOSE

- 1.1. The Nova Scotia Occupational Health and Safety Act requires employers to complete certain activities with respect to working with chemicals, this procedure will ensure that the Municipality is meeting its Legislative requirements with respect to the Act in particular:
  - a) OH&S Act Section 52 -Assessment & Tests;
  - b) OH&S Act Section 58 - Chemical Safety; and
  - c) OH&S Act Section 59 - Prepare a List of Chemicals.
- 1.2. The Nova Scotia - Workplace Hazardous Material Information System Regulations - WHMIS were created to protect employees from the hazards of working with chemicals. They consist of three major components, Employee Education, Labels and Safety Data Sheets – SDS. This procedure will ensure that the Municipality is meeting its Legislative requirements with respect to WHMIS.

## 2. SCOPE

- 2.1. Employers and employees must exercise care and control when working with controlled products. They must take every precaution that is reasonable in the circumstances to ensure that controlled products are not used, stored or handled in a workplace unless all of the applicable requirements of the regulations are met. This procedure will standardize work methods within the Municipality with respect to inventory, labels, material safety data sheets and employee education.

## 3. ACTIVITIES / RESPONSIBILITIES

- 3.1. In general the Municipality is responsible to ensure that the most worker friendly and environmental friendly products are used whenever possible.
- 3.2. **Department Heads**
  - 3.2.1. Are responsible to develop a list of chemicals used in their departments and to provide updated inventory lists to the JOHSC.
  - 3.2.2. Are responsible to update chemical lists as new products are introduced into the workplace or as existing products become obsolete.
  - 3.2.3. Are responsible to review their inventory of chemicals on a yearly basis in January.
  - 3.2.4. Are responsible to ensure that all employees including seasonal are provided with WHMIS Generic and WHMIS Specific training and that adequate records of training are maintained.

3.2.5. Are responsible to ensure that current (not over three years) Safety Data Sheets are readily available to employees. Binders will be maintained at the following locations:

- a) Arichat Sewage Treatment Plant;
- b) Arichat Water Treatment Plant;
- c) Arichat Water Tower Building;
- d) Evanston Water Tower Building;
- e) Evanston Sewage Treatment Plant,
- f) Louisdale Sewage Treatment Plant,
- g) Louisdale Water Tower Building;
- h) Louisdale Water Treatment Plant;
- i) Municipal Administration Building;
- j) Petit de Grat Sewage Treatment Plant;
- k) Richmond Arena;
- l) Waste Management Facility;
- m) Louisdale Sidewalk Building;

### **3.3. Employees**

3.3.1. Are responsible to participate in WHMIS training and apply what they have learned in the workplace.

3.3.2. Are responsible to wear required PPE both basic and specialized as per SOP-008.

3.3.3. Are responsible to report any hazards with respect to the use of chemicals including spills or releases to the environment.

3.3.4. Ensure that Supplier and or Workplace labels are on chemical containers including, tanks and piping.

3.3.5. All employees shall be given refresher training each year on the products in use in the workplace, and a record kept on file.

## **4. Labels**

4.1. An employer who acquires a controlled product from a supplier for use, storage or handling at a workplace shall ensure that the controlled product or container of the controlled product received at the workplace has affixed to it a supplier's label.

4.2. Where a label applied to a controlled product or container of a controlled product becomes illegible or is accidentally removed. The employer shall replace the label with either a supplier's label or workplace label.

## 5. Workplace Label for Decanted Products

- 5.1. Where a controlled product in the workplace is in a container other than the container in which it was received from the supplier, the employer shall ensure that the container has applied to it a workplace label.

## 6. Identification of a Controlled Product in Piping and Vessels

- 6.1. Where a controlled product in a workplace is contained or transferred in
- a) Pipe;
  - b) Piping system including valves;
  - c) Process vessel;
  - d) Reaction Vessel; and
  - e) Tank car, Tank truck, or similar conveyance.
- 6.2. The employer shall take every precaution in the circumstances to ensure the safe storage and handling of the controlled product through employee education and the use of color-coding, labels, placards or any mode of identification clearly legible to employees.

## 7. Safety Data Sheets

- 7.1. A Safety Data Sheet is technical and comprehensive document, which tells an employee what he/she needs to work safely with a controlled product.
- 7.2. The Safety Data Sheets shall be made available to all employees in the following locations: (ref WHMIS Regulations 12.4)
- a) Arichat Sewage Treatment Plant;
  - b) Arichat Water Treatment Plant;
  - c) Arichat Water Tower Building;
  - d) Evanston Water Tower Building;
  - e) Evanston Sewage Treatment Plant,
  - f) Louisdale Sewage Treatment Plant,
  - g) Louisdale Water Tower Building;
  - h) Louisdale Water Treatment Plant;
  - i) Municipal Administration Building;
  - j) Petit de Grat Sewage Treatment Plant;
  - k) Richmond Arena;
  - l) Waste Management Facility;
  - m) Louisdale Sidewalk Building;

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7.3. The Safety Data Sheets cannot be more than three (3) years old. Ref WHMIS regs.14.1

**7.4. Employee Education & Training.**

7.4.1 Employers shall take every precaution that is reasonable in the circumstances to ensure that all employees who work with or work in the close proximity to a controlled product shall be instructed the following:

- a) The general contents required on a supplier's label, the purpose and significance of the information.
- b) The general contents and requirements of the Safety Data Sheet and the purpose and significance of the information.
- c) The procedure for the safe handling, storage and disposal of controlled products.
- d) Procedure to be followed in case of an emergency involving a controlled product.

7.4.2. The employer shall review at least annually or more frequent if required by changes in work conditions, available hazardous information, or when ever a new product is introduced into the workplace.

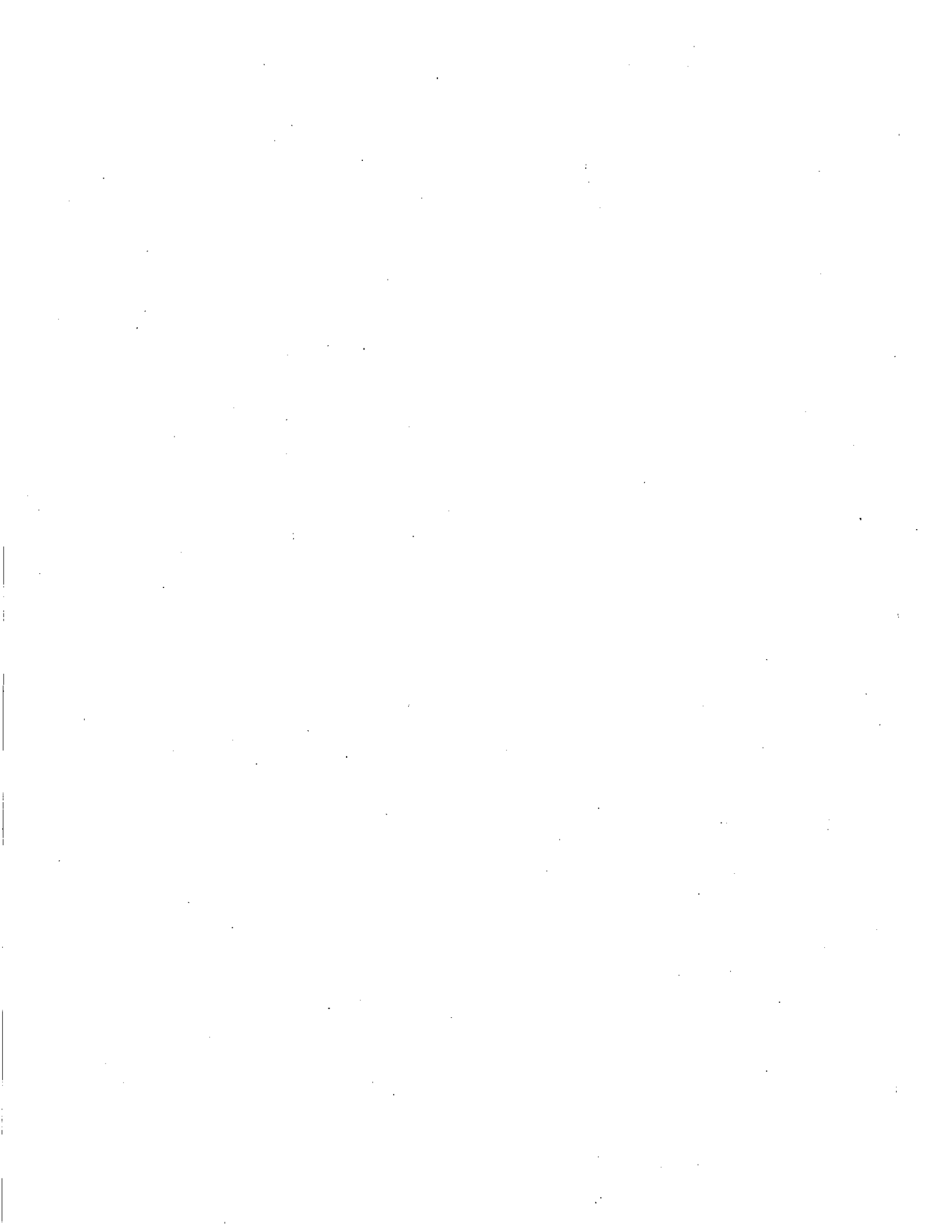
**8. Workbook Index**

8.4. The SDS workbook shall have an alphabetical index, showing the following:

- a) Generic name of the controlled product;
- b) The emergency phone number; and
- c) The expiry date of the SDS sheet.

8.5. The SDS for consumer products should also be placed in the workbook index in a separate section showing the following:

- a) Generic name of the product;
- b) The emergency phone number; and
- c) The expiry date of the SDS



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Standard Operating Procedure**

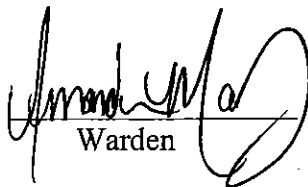
**020**

**Title**

**“Violence in the Workplace”**

**Prepared By:** Joint Occupational Health and Safety Committee, JOHSC  
**Approved By:** Warden/JOHSC  
**Issue Date:** March 2006  
**Last Revised:** May 2017  
**Reviewed:** September 2021

**Signatures:**

  
Warden

  
JOHSC Co-Chair

\_\_\_\_\_  
JOHSC Co-Chair

## **1. Scope**

- 1.1 The Municipality recognizes that Workplace Violence has the potential of causing significant emotional or physical harm to Municipal Employees.
- 1.2 This Standard Operating Procedure (SOP) defines Workplace Violence, offers guidance to Municipal Employees on how to deal with Workplace Violence and provides procedures for the investigation and prevention of Workplace Violence.

## **2.0 Definition of Workplace Violence**

- 2.1 Workplace Violence is defined as any of the following behaviour:
  - i. Threats, including a threatening statement or threatening behaviour that gives an employee reasonable cause to believe that the employee is at risk of physical injury;
  - ii Conduct or attempted conduct of a person that endangers the physical health or physical safety of an employee;
- 2.2 The location of Workplace Violence is not limited to municipally owned facilities and can occur at any off-site location at which a Municipal Employee is conducting Municipal business including conferences, trade-shows, social events related to work, clients' homes, or at an off-site location where a Municipal Employee receives a threatening phone call from a client.
- 2.3 The following are physical signs that a person may commit Workplace Violence or abuse:
  - A. Red-faced or white-faced
  - B. Sweating
  - C. Pacing
  - D. Restless or repetitive movements
  - E. Trembling or shaking
  - F. Clenched jaws or fists
  - G. Facial grimacing
  - H. Exaggerated or violent gestures
  - I. Change in voice
  - J. Loud talking or chanting
  - K. Shallow, rapid breathing
  - L. Scowling, sneering or use of abusive language
  - M. Glaring or avoiding eye contact
  - N. Violating personal space (getting too close to a person)

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- O. Displaying an object that could be used as a weapon (i.e. gun, knife, baseball bat)

2.4 The following are some characteristics of a person that may potentially carry out Workplace Violence:

- A. Has a history of violence;
- B. Exhibits threatening or intimidating behaviour;
- C. Shows signs of an increase in personal stress;
- D. Brings a weapon of any kind to the workplace or makes an inappropriate reference to weapons;
- E. Makes statements that indicate a fascination with violence or violent behaviour;
- F. Shows open disregard for the personal rights of others;
- G. Makes statements indicating desperation over personal problems;
- H. Makes suicidal comments or contemplates suicide;
- I. Shows signs of substance use or abuse;
- J. Extreme changes in behaviour such as sudden isolation or aggressive behaviour.

2.5 Acts of Workplace Violence can be committed by members of the general public against Municipal Employees and between Municipal Employees.

2.6 For the purposes of this SOP the term Municipal Employee includes all part-time, full-time, permanent, term or casual employees as well as members of Municipal Council.

**3. Procedures for Avoidance of Incidents of Workplace Violence**

3.1 All Employees shall ensure that they can recognize all forms of Workplace Violence and how to respond to incidents of Workplace Violence.

3.2 Employees shall immediately report any signs or indications of impending Workplace Violence by any individual to the Department Head or designate or JOHSC Member.

3.3 Any Department Head, JOHSC Member, CAO or Warden upon receiving a report of potential Workplace Violence shall take immediate action to respond to the issue. This action includes carrying out an investigation and considering incidents of Workplace Violence to be grounds for serious disciplinary action against the potential Abuser.

**4. Procedures for Responding to Incidents of Workplace Violence**

**4.1 *Responding to an Abusive Phone Call from a Citizen***

4.1.1 When a Municipal Employee is confronted by a person who is exhibiting Workplace Violence (Abuser) by telephone, the following steps should be taken by Employees, Department Heads and designates and JOHSC Members:

- A. The Employee shall interrupt the conversation firmly, but politely.
- B. The Employee shall advise the person that the conversation will be ended if the person does not stop exhibiting Workplace Violence.
- C. If the Abuser continues to exhibit Workplace Violence, the Employee shall again interrupt the conversation firmly, but politely. The Employee shall advise the Abuser that the Municipality does not accept abusive treatment or language directed at its Employees. The Employee shall advise the Abuser that the conversation will be referred to the relevant Department Head or designate, if necessary.
- D. The Employee shall take note of the exact wording used by the Abuser during the phone call for later reporting to the relevant Department Head.
- E. If the Abuser continues to exhibit Workplace Violence after Step C, the Employee shall refer the call to the relevant Department Head or designate. If the relevant Department Head or designate is not available, the Employee shall end the conversation as quickly and politely as possible advising the Abuser that he/she will be contacted by the relevant Department Head or designate as soon as possible, if required. The Employee shall then report the abusive incident to a JOHSC Member as soon as possible.
- F. The relevant Department Head or designate upon being informed of to an abusive phone call, shall take appropriate action to address the Abuser while reinforcing the fact that the Municipality does not accept abusive treatment or language or other forms of Workplace Violence directed at its Employees.
- G. If the Abuser exhibits Workplace Violence towards the relevant Department Head or designate, he/she shall hang up the phone immediately and report the details of the Abuser and the abusive incident to a member of the JOHSC as soon as possible. The Employee shall seek counselling from the EAP provider, if deemed necessary by the Employee.
- H. A JOHSC Member upon receiving a report of Workplace Violence from an Employee or Department Head or designate shall conduct and document an investigation as soon as possible and report the incident to the JOHSC at the next regular meeting. The JOHSC shall ensure that the incident is reported to the CAO after being discussed at the relevant JOHSC meeting.

**4.2 Responding to a Violent Citizen in the Workplace**

4.2.1 When a Municipal Employee is confronted by a citizen who is exhibiting Violence (Abuser) within the Workplace, the following steps should be taken by Employees and Department Heads:

- A. The Employee shall interrupt the conversation firmly, but politely.
- B. If the Abuser stops exhibiting Workplace Violence after Step A, the Employee may continue dealing with the individual.
- C. If the Abuser continues to exhibit or resumes Workplace Violence, the Employee shall again interrupt the conversation firmly, but politely. The Employee shall advise the Abuser that the Municipality does not accept abusive treatment or language directed at its Employees and that the conversation will be ended if the person does not stop exhibiting Workplace Violence. The Employee shall advise the Abuser that the conversation will be referred to the relevant Department Head or designate, if necessary.
- D. If the Abuser continues to exhibit Workplace Violence after Step C, the Employee shall refer the visit to the relevant Department Head or designate.
- E. The Employee shall note the details of the Workplace Violence by the Abuser for later reporting to the Department Head or designate.
- F. If the relevant relevant Department Head or designate is not available and if the Abuser continues to exhibit Workplace Violence towards the Employee, the Employee shall instruct the Abuser to leave the workplace at once. In the case, where the Employee or Department Head is at an off-site location, the Employee or Department Head shall leave the workplace immediately where it is practical to do so and report this incident to a JOHSC Member as soon as possible.
- G. The relevant Department Head or designate upon being informed of a visit by an Abuser shall take any appropriate action to address the Abuser while reinforcing that the Municipality does not accept abusive treatment or language directed at its Employees. The relevant Department Head or designate shall use judgement in selecting the location to meet with the Abuser and preferably this shall be in an area where there is easy egress for the Abuser or the Department Head or designate.
- H. If the Abuser exhibits Workplace Violence towards the relevant Department Head or designate, he/she shall instruct the Abuser to leave the workplace at once. In the case, where the Employee or Department Head is at an off-site location, the Employee or Department Head shall leave the workplace immediately where it is practical to do so and report this incident to a JOHSC Member as soon as possible.

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- I. In the case where the Abuser does not comply with instructions under Step G to leave the workplace, the Employee or Department Head or designate shall contact the RCMP immediately and advise the dispatcher that immediate assistance by a Constable is required at the workplace.
- J. If an Employee is injured in any way as a result of Workplace Violence, the relevant Department Head shall ensure that the Employee is provided with all reasonable attention including First Aid treatment, Employee Assistance Program Counseling, relief from work, and other assistance as required.
- K. The relevant Department Head or designate shall report the details of the incident to a JOHSC Member as soon as possible.
- L. If an Employee is injured in any way as a result of a robbery, the relevant Department Head shall ensure that the Employee is provided with all reasonable and required attention including First Aid treatment, Employee Assistance Program Counseling, relief from work, and any other required assistance.
- M. A JOHSC Member upon receiving a report of Workplace Violence from an Employee or Department Head or designate shall conduct and document an investigation as soon as possible and report the incident to the JOHSC at the next regular meeting. The JOHSC shall ensure that the incident is reported to the CAO after being discussed at the relevant JOHSC meeting.

### **4.3 *Response to a Robbery at the Municipal Administration Building or Other Workplace***

#### **4.3.1 The following general steps shall be taken to respond to a robbery at the Workplace:**

- 1. The Employee shall remain calm.
- 2. The Employee shall handle the incident as though he/she was making a normal transaction to a customer keeping in mind that the transaction should be kept brief and smooth.
- 3. The Employee shall listen carefully to the Robber and shall ask the Robber for clarification if any instructions are misunderstood.
- 4. The Employee shall provide to the Robber only the information that is demanded.
- 5. If the Employee must reach for anything or move in any way, he/she should ask the Robber for permission to do so.
- 6. If there are other employees out of sight of the Robber, the Employee shall advise the Robber so that the Robber is not startled by the Employee's sudden appearance.

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7. The Employee shall cooperate fully with the Robber and provide the Robber with any cash or merchandise that the Robber wants without any comment.
8. The Employee shall not attempt in any way to apprehend, impede or chase the Robber.
9. When the Robber has left the Workplace, the Employee shall lock exterior doors and contact the RCMP immediately.

**4.4 Responding to Violent Behaviour from a Fellow Employee**

4.4.1 The following general steps shall be taken for Employees and Managers to respond to violent behaviour from a fellow Employee:

1. The Employee shall advise the Abuser that the Municipality does not accept violent behaviour directed at its Employees and that the behaviour will be reported to the relevant Department Head or designate if the behaviour does not desist immediately.
2. If the Employee continues to be subjected to Workplace Violence by an Abuser, the Employee shall leave the workplace immediately and report the incident to the relevant Department Head or designate.
3. Employees shall immediately advise the relevant Department Head or designate of any incidents of Workplace Violence committed by or against Municipal Employees regardless of how significant the incident.
4. The relevant Department Head or designate or the CAO or Warden shall take immediate action to address reports of Workplace Violence including carrying out an immediate investigation and considering incidents of Workplace Violence to be grounds for serious disciplinary action against the Abuser.

**5. Procedures for Reporting and Investigating Incidents of Workplace Violence**

- 5.1 Employees shall immediately advise the relevant Department Head or designate of any incidents of Workplace Violence committed by or against Municipal Employees regardless of how significant or insignificant the incident may appear. In the case where the relevant Department Head or designate is committing Workplace Violence, the incident shall be reported by the Employee to the Chief Administrative Officer (CAO) who shall conduct an immediate investigation and carry out the necessary actions to address the issue. In the case where the CAO is committing Workplace Violence, the incidents shall be reported to the Warden

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who shall conduct an immediate investigation and carry out the appropriate actions to address the issue.

**6. Procedures for Training of Staff in Workplace Violence Response, Reporting and Investigation**

- 6.1 Department Heads shall ensure that all staff in the relevant department are trained in the operation of this SOP.