



<i>ADMINISTRATIVE POLICY</i>	No. 7R-2009
WORKPLACE HEALTH AND SAFETY	Motion: 2009-141 Adopted on: November 24 th , 2009

SCOPE

1. This policy applies to all municipal employees, members of the municipal council and any other person involved in the operations of the municipality of Edmundston or hired as a contractor.

POLICY STATEMENT

2. The municipality of Edmundston fully approves and strongly supports a health and safety policy that advocates the performance of all tasks in such a manner as to promote health and safety for all.
3. The products made or the services provided shall not in any way be a hazard to the employees or an accident risk. Every employee has a right to refuse to do a job that might endanger his health or his safety.
4. No job or action is so important that a person cannot take the time necessary to make sure that it is done safely.
5. Every worker is responsible for their own health and safety. The worker shall comply with the regulations, procedures, instructions and codes of practice regarding good work performance, their health, their safety and the one of their co-workers.
6. All other rules and procedures adopted shall support and comply with the above-mentioned guidelines and the provisions of the *Occupational Health and Safety Act* and its regulations, as well as with other workplace health and safety acts, regulations and legislation.

DEFINITIONS

7. The following definitions apply to this policy:

- a) **Accident:** Unexpected event that interrupts the regular performance of work and that might cause property damage or jeopardize a person's physical condition or health.
- b) **WSNB officer:** Agent of WorkSafe NB and responsible for enforcing the New Brunswick *Occupational Health and Safety Act* and its regulations.
- c) **JHSC:** Joint Health and safety committee
- d) **Code of practice:** A specific provision that helps to provide a solution to situations that are particularly dangerous. The WSNB or a regulation may request that an employer establish such a code.
- e) **Employee:** means a worker for the municipality of Edmundston
- f) **Confined spaces:** An enclosed or partially enclosed space that is not designed or intended for continuous human occupancy, having restricted access or egress that is or may become hazardous for a person entering it because of its design, location, construction, atmosphere, the materials inside or other conditions.
- g) **Operational guide:** Guide containing suggested procedures for safely performing various tasks.
- h) **Incident:** Unexpected event which, in slightly different circumstances, could have caused personal injury, material damage or stoppage of work.
- i) **Procedures:** Document providing a series of steps to go through, measures and approaches to be taken all in a specific order for performing a task.
- j) **Worker:** A person employed of in a working place or a person being in a workplace for all object attached.
- k) **Health:** A person's physical and mental well-being; in other words, the absence of illness, pain or abnormalities that could interfere with a person's physical and mental ability to function properly.

- l) Security:** Set of measures that serve to constantly remind people about the possibilities of accidents and injuries.
- m) Supervisor:** Any person who, in the performance of his duties, must supervise one or more persons. A supervisor may also be appointed as a director, coordinator, foreman or team leader.
- n) WSNB:** WorkSafe New Brunswick
- o) Lockout procedure:** Means to render a machine or electrical equipment inoperative and prevent it from being activated by using a locking device to isolate the energy source from the machine or equipment.

RESPONSIBILITIES

8. Municipal Council

- a) make sure that the municipality of Edmundston has a health and safety program in place that complies with the *Occupational Health and Safety Act* and its regulations and other workplace health and safety acts, regulations and legislation.

9. General Manager or his representative

- a) commit to enforce the organization's rules, procedures and operational guides pertaining to health and safety;
- b) incorporate the department managers' contribution to health and safety in their performance appraisals;
- c) make sure that the records and data regarding health and safety are regularly updated and readily accessible;
- d) make sure that all the organization's other rules, procedures and operational guides support and respect those dealing with health and safety;
- e) ensure that all committee meetings are held in accordance with the procedures set out in the joint health and safety committee's internal document;
- f) participate actively in the maintenance of health and safety by reading the minutes of the joint health and safety committee meetings by regularly going through safety records and by any other method deemed appropriate;

- g) assemble records and information with regard to safety and, where relevant, pass them on to department managers, coordinators, supervisors and employees;
- h) analyze the suitability of requests for health and safety training made by members of the health and safety committee or by department directors;
- i) make sure that health and safety issues are listed on the agenda of management committee meetings.

10. Department Manager

- a) commit to enforce health and safety rules, procedures and operational guides;
- b) include the subordinates' contribution to health and safety in their performance appraisals;
- c) completely support the activities of the joint health and safety committee and the WSNB officer;
- d) make sure that all the other rules and procedures of their department support and comply with those of the Act and its regulations;
- e) actively participate in the maintenance of health and safety by discussing safety issues with supervisors during regular meetings to make sure they are sufficiently trained to do their jobs, and by randomly checking work procedures during observation rounds and by informal safety checks;
- f) develop safety codes of practice, operational guides and procedures for their department. These codes will be presented to the health and safety committee and then included in their respective department's manual;
- g) make sure that health and safety presentations are offered on a regular basis;

11. Supervisors

- a) perform his duties while complying with health and safety rules, procedures and operational guides;
- b) completely support the joint health and safety committee as well as the WSNB officer;
- c) commit to respect the policy statement and any other specific procedures;
- d) maintain workplace health and safety by watching work procedures during observation rounds and through informal safety checks. Quickly modify any workplace procedure that he feels does not comply according to his own observation or following a recommendation from the joint health and safety committee or another one of the employee's supervisor;

- e) offer regular health and safety presentations to employees under his responsibility;
- f) make sure that emergency and first aid equipment is readily accessible and in good working order in accordance with Regulation 2004-130;
- g) quickly investigate accidents and incidents and make sure all necessary documents are completed;
- h) include his subordinates' contribution to health and safety in their performance appraisals;
- i) prepare reports and statistics for all accidents involving property damages or personal injuries;
- j) address relevant workplace health and safety issues, namely, statistics on accidents and incidents, workplace hazards and changes to be made;
- k) make sure that all employees have the necessary knowledge and training before performing a task;
- l) develop operational guides and work procedures and keep them up to date.

12. Employees

- a) perform their duties while complying with health and safety rules, procedures and operational guides;
- b) conduct themselves in such a manner as to ensure his own health and safety and of other persons at or near their workplace;
- c) report to the employer or to a member of the joint health and safety committee in the absence of the employer, any hazard at the workplace of which he is aware;
- d) wear or use such protective equipment as is required by regulation;
- e) consult and co-operate with the joint health and safety committee and the WSNB officer;
- f) participate in the development of operational guides and work procedures in their own department;
- g) make suggestions to their immediate supervisor about improving the workplace health and safety.

13. Health and Safety Coordinator

- a) coordinate the activities of the health and safety program;
- b) act as a resource person;
- c) act as a liaison officer between management and the municipal council;
- d) prepare reports in all cases of personal injury and establish statistics for health and safety matters.
- e) keep health and safety records up to date and readily accessible and ensure their follow-up;
- f) compile records and information regarding security and communicate them to employees;
- g) make suggestions to the joint health and safety committee for the purpose of improving the workplace health and safety program.

14. Joint Health and Safety Committee

- a) makes sure that workplace health and safety standards are respected;
- b) recommend any corrective measure;
- c) provide to enhanced safety for all employees;
- d) ensure a follow-up on recommendations.

JOINT HEALTH AND SAFETY COMMITTEE

15. The joint health and safety committee of the municipality of Edmundston shall consist of equal representation from both the employer and the employees. Refer to the Health and safety committee's internal policies and procedures.

TRAINING AND EDUCATION

Orientation

16. Health and safety orientation is mandatory for everyone and shall be done in two parts:
- a) Human resources - General orientation on the health and safety program
 - b) Supervisor or his representative - On place orientation and training related to tasks.

Training on First aid

17. A First aid training shall annually be available for municipal employees by the employer under the standards of the regulations No. 2004-130 established pursuant to the New Brunswick Occupational Health and Safety Act. Also a general training for first aid and CPR shall be available for employees.

WORKPLACE HAZARDOUS MATERIALS INFORMATION SYSTEM (WHMIS)

18. The manager of each department using dangerous materials shall:
 - a) train a qualified person who will be responsible for the program;
 - b) maintain an updated manual containing the Material Safety Data Sheets for all hazardous materials used;
 - c) make sure that the manual is available to all his employees and that they know where it is kept;
 - d) ensure continuous training for his employees with regards to the acquisition, handling, storage, distribution and disposal of dangerous materials;
 - e) make sure that new employees receive training on the safe use of dangerous materials;
 - f) make a list of all dangerous materials and forward it to the joint health and safety committee on a regular basis;
19. It is important to respect all the provisions of Regulation 88-221 concerning the Workplace Hazardous Material Information System and the Occupational Health and Safety Act.

PERSONAL PROTECTIVE EQUIPMENT

20. Personal protective equipment shall be made available to all employees and shall be worn or used for their health and safety. Since it is impossible to predict every situation, it is the responsibility of all persons to use due diligence and common sense when faced with new or unexpected situations. Refer to the Joint health and safety committee's internal policies and procedures.

WORKPLACE ENVIRONNEMENT

21. All workplaces must have sufficient lighting, kept clean (including storage spaces and hallways) and the air must meet air quality guidelines at all times. When the workplace noise level meets the General Regulations 91-191 guidelines, the workplace shall be designated as a place where hearing protectors must be worn.

- 21.01 It is strictly prohibited to all person to smoke or use any tobacco form or other inside a municipal building or vehicle. Buildings and municipal vehicles means all those presently own or rented by the municipality of Edmundston.

WORK ATTENDANCE

22. No worker shall come to work or perform a task with impaired faculty under the influence of drugs, narcotics and/or alcohol. Driving a motor vehicle or using various equipments while under the influence represent an important and direct accident hazard for the employee, other persons or the environment. These regulations are part of the Edmundston priorities with regard to health and safety and they comply with all existing laws.

CONFINED SPACES

23. No worker will be allowed to enter into confined spaces without having satisfied all the requirements of the work and inspection procedures described in the internal document on confined spaces. There are a variety of confined spaces representing different hazards in the municipality of Edmundston. To help identify these various confined spaces, the following classes have been developed:

Class 1:	Manhole (storm water sewer)
Class 2:	Wet well (sanitary sewer)
Class 3:	Dry well (sanitary sewer)
Class 4:	Wet well (drinking water)
Class 5:	Dry well (drinking water)
Class 6:	Aboveground storage tank (drinking water)
Class 7:	Electrical manhole
Class 9:	Turbine no. 1 (Second Falls)
Class 10:	Turbines nos. 2 & 3 (Second Falls)
Class 11:	Madawaska Dam

Refer to confined spaces entry procedures of the joint health and safety committee for entrance in confined spaces in the security manual in every department

LOCKOUT AND TAGOUT

24. Workers that has to clean, repair, adjust or maintain in good condition various equipments must be aware of, use and comply with the established procedures regarding lockout and tagout. Refer to the internal guide of the health and safety committee on lockout/tagout procedures in every department.

RIGHT TO REFUSE

25. A worker can refuse to fulfill any act where he has probable and reasonable grounds for believing that this act is likely to endanger his health or its safety pursuant with sections 19 and 20 of the New Brunswick *Occupational Health and Safety Act*.

DISCRIMINATORY ACTIONS

26. The employer shall not take or threaten to take a discriminatory action against any worker, intimidate or coerce any employee because he has sought the enforcement of the *Occupational Health and Safety Act*, including the right to refuse, or an order given by the WSNB health and safety officer.

NON RESPECT OF SECURITY RULES

27. Faulty behaviours, dangerous gestures, false statements or reprehensible acts in health and security at workplace can make the object of progressive disciplinary measures such as stipulated in the applicable guide.

ERGONOMICS

27. Every reasonable and practical measure shall be taken to adapt the work and work methods to the human body. Ergonomics must be taken into account when buying new equipment or when designing or changing work methods.

CODES OF PRACTICE

28. All codes of practice or other codes ordered by the WSNB's health and safety officer must be included in each department's manual.

PROCEDURES AND OPERATIONAL GUIDES

29. In order to increase safety for everyone, work procedures and operational guides shall be established in each department and for all the various operations.

POSTING

30. The following documents must be posted on the health and safety bulletin board in all departments or be readily accessible to all:
- *New Brunswick Occupational Health and Safety Act*
 - New Brunswick Occupational Health and Safety Regulation No. 91-191
 - The Edmundston administrative policy on health and safety in the workplace
 - Minutes of the Health and safety committee's meetings
 - Any notice or report required to be posted by the Act or Regulation 91-191 or any other announcement which a WSNB health and safety officer deems to be useful to help employees become acquainted with their rights, responsibilities and obligations.

POLICY REVISION

31. The general manager or his representative shall make sure that the administrative policy on health and safety in the workplace is reviewed every year in collaboration with the Joint health and safety committee and a WSNB representative.

ABROGATION

32. This administrative policy replaces all previous policies of the municipality of Edmundston relating to workplace health and safety.

Jacques P. Martin, Mayor

Me Marc Michaud, Clerk