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GENERAL RESPONSIBILITIES

As outlined in the company safety policy, it is the responsibility of all personnel to continually strive for and apply the highest level of safety standards in all day-to-day operations. The responsibilities of each person will vary from time to time, depending on specific situations.

To ensure the most effective and efficient procedures are utilized; all personnel will use every method available to them to their best advantage.

This will include, but is not limited to:

- Pre-planning projects;
- Effective and efficient scheduling of personnel and equipment;
- Selection and training of personnel;
- Safe material handling and control;
- Supervising operations;
- Inspecting processes and equipment;
- Maintaining the established preventative maintenance program;
- Promoting the importance of reporting near misses and incidents, and ensuring they are investigated in a timely manner;
- Knowing and complying with applicable organizational policies and/or procedures, as well as municipal, provincial and federal legislation; and
- Interpreting company policy to personnel.

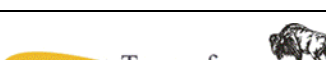
FEDERAL, PROVINCIAL AND MUNICIPAL REGULATIONS

Safety legislation is designed to protect the worker, the public and the environment. Compliance with legislative standards helps prevent personal injuries, fines and legal action.

Regulatory requirements include all acts, regulations, policies, practices and procedures administered by the governments and their agencies. Copies of the applicable legislation are available at the office, coffee rooms and online; you are encouraged to review these. In several cases, the industry practices and the accepted practices of all related associations are also considered legislative requirements.

Rules, especially company rules, will be reviewed and updated as required so that they remain current. Reviews will occur when operations or regulatory requirements change, or if these procedures are found ineffective

Listed below are a few examples of regulations the Town of Wainwright and its personnel are always responsible to comply with.

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Federal:

- *Transportation of Dangerous Goods Act* and regulation; and
- National Safety Code Standard 10 – Cargo Securement.

Provincial:

- *Occupational Health & Safety Act*;
- *Worker's Compensation Act*;
- *Employment Standards Regulation*;
- *Traffic Safety Act*;
- Commercial Vehicle Maintenance Standard Regulations;
- Commercial Vehicle Certificates and Insurance Regulation;
- Commercial Vehicle Dimension and Weight Regulation;
- Commercial Vehicle General Equipment and Safety Regulation;
- Commercial Vehicle Inspection Regulation;
- Commercial Vehicle Maintenance Standards Regulation;
- Driver's Hours of Service Regulations; and

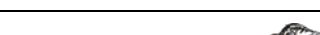
Local:

- Truck routes and/or dangerous goods routes.

COMMUNICATION

Meetings are the best method to communicate work information, allow for the distribution of notices, fact-finding recommendations and critical work procedures, such as:

- Review the procedures and hazards of the job, and as required identify changes to the job or critical works conditions;
- Inform workers of their right to refuse work under unsafe conditions and the need for workers to inform their supervisor or management of unsafe conditions, unsafe behaviours and ensure there are safe changes to the job;
- Question workers periodically regarding their certification, knowledge of their task, job safety responsibilities and job descriptions for confirmation of their competency;
- Explain the penalties for violating regulatory requirements and company safety policies;
- Review individually, during meetings and on a regular basis applicable rules, safe work procedures and emergency procedures; and

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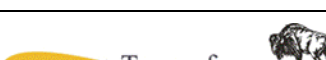
- Conduct safety meetings, hazard identifications, site inspections, etc. as required and record minutes.

PERSONAL CONDUCT

The Town of Wainwright personnel are strongly encouraged to reflect a professional image for the organization. When arriving at the work site a worker shall be ready and dressed to do the work.

All Employees are required to:

- Conduct themselves in a manner that will portray a positive corporate image for the organization;
- Project a professional attitude and behaviour by not using foul or abusive language on the radio, or through any other communication, with fellow employees or suppliers. Show personal respect towards everyone and encourage the same in return;
- Know the policies and procedures of the Town of Wainwright; following them are essential. Abide by all applicable laws and regulations that apply to the organization and yourself. If in doubt, ask your supervisor for directions or phone management before acting;
- Consider personal values, principals and beliefs. The Town of Wainwright expects their employees to treat others fairly, dependably, honestly and respectfully;
- Wear their protective equipment and safety clothing;
- Report any incident and/or injury to a supervisor immediately. Make sure pictures are taken of the scene and equipment to support the reason why it occurred;
- Follow the Town of Wainwright's Workplace Harassment and Violence Policy and Program;
- Smoke in designated areas only;
- Ensure that workers do not run, but walk briskly, except in the case of an emergency;
- When dismounting from units, use the proper steps and ladders. Do not jump from units or trailers. Three-point contact (two feet and one hand or two hands and one foot) method should be used for accessing and exiting equipment;
- Follow the Town of Wainwright's Alcohol and Drug Policy and Program
- Contain head hair and beards at work to prevent site hazards. Excessive facial hair is not permitted for any worker that may be required to use respiratory protective equipment. An effective seal is required for a self-contained breathing apparatus to ensure its effectiveness. If head hair length may be a concern around moving machinery then it must be secured to prevent this problem, example – hair net;

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- Ensure that no firearms, or related equipment, be kept on company premises or carried within company vehicles at any given time;
- Follow the Town of Wainwright's Cell Phone Policy;
- Riding on equipment is strictly prohibited. No person shall ride on any hook, hoist or other material handling equipment that is not specifically designed for this purpose.

SENIOR MANAGEMENT RESPONSIBILITIES

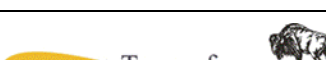
It is the responsibility of management to promote a healthy and safe work environment for all personnel by:

- Providing a statement of policy relating to the safety program;
- Provide employees with appropriate and well-maintained tools and equipment;
- Providing a safe workplace;
- Providing competent supervisors at every worksite;
- Ensuring copies of all applicable regulation and the Town of Wainwright Health and Safety Manual are readily available;
- Ensuring that company policies and procedures are implemented, administered and enforced, as well as introduced through regularly scheduled meetings and that copies are provided to all personnel;
- Monitor employee safety and environmental performance on a routine basis through worksite inspections;
- Ensuring the company disciplinary rules are enforced; and
- Setting a good example for workers to follow.

SUPERVISOR RESPONSIBILITIES

The supervisor is responsible for maintaining a safe work site for all personnel under his/her supervision by:

- Setting a good example by working safety and following standard work procedures;
- Ensuring employees have and are using personal protective equipment properly;
- Ensuring all regulations and safety policies are implemented, administered, enforced and communicated to all personnel under their supervision;
- Performing pre-job meetings to identify all known and potential hazards. All required workers should be in attendance;
- Assisting with investigations, reporting, making appropriate recommendations and conducting a follow-up information meeting of all near-misses, incidents, collisions and/or hazardous condition situations;
- Becoming thoroughly familiar with, and actively participating in, the Health and Safety Program;

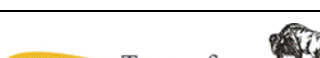
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- Knowing and complying with all government regulations, company policies, customer requirements, safe work practices and procedures;
- Attending training sessions as required to maintain competency level;
- Knowing the location, type and effective operation of emergency equipment;
- Immediately reporting, in writing, all near-misses, incidents and/or collision situations (this must be completed in a timely manner and be as detailed as possible, using the required forms);
- Writing down all injuries that require the use of any items out of the aid kit in the record book located in the first aid kit;
- Completing the employer's copy of the Worker's Compensation Board form, as soon as physically possible, after a work-related injury occurs;
- Ensuring all workers are competent to perform the required task, or that the worker is under the direct supervision of a worker who is competent to do the work;
- Ensuring all workers are trained in the safe operation of the equipment they are required to operate;
- Ensuring the equipment under their supervision is capable of, and designed for, the task in which it is being used;
- Ensuring all equipment is maintained in a condition that will not compromise the health or safety of workers using or transporting it;
- Conducting safety inspections and pre-job inspections to observe working conditions, as well as to ensure safe work procedures are being practiced;
- Being a resource person to management in the continuing development of the Health and Safety Program and/or any other health and safety related issues;
- Being aware of, and reporting to management, any related problems that could lead to a more serious situation for the individual or the organization, if not promptly addressed;
- Attending safety meetings, reviewing minutes and subsequent follow-up to the meeting action plan; and
- Following all Town of Wainwright policies and procedures applicable to this position and performing all other duties as assigned.

OFFICE ADMINISTRATION RESPONSIBILITIES

The principle responsibilities of office administration staff include, but are not limited to, the following:

- Ensuring all office activities are planned and coordinated in a manner that is effective and efficient to the overall operation of the Town of Wainwright;
- Maintaining and providing all required records and/or reports;
- Maintaining employee files in an accurate, confidential and secure manner;

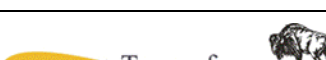
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- Becoming thoroughly familiar with and actively participating in the Health and Safety Program;
- Knowing and complying with all government regulations, company policies and safe work practices and procedures;
- Attending training sessions as required to maintain competency level;
- Knowing the location, type and effective operation of emergency equipment;
- Immediately reporting to a supervisor, in writing, all near-misses, incidents and/or collision situations (this must be completed in a timely manner and be as detailed as possible, using the required forms);
- Writing down all injuries that require the use of any items out of the first aid kit in the record book located in the first aid kit;
- Completing the employee's copy of the Workers Compensation Board form, as soon as physically possible, after a work-related injury occurs;
- Being aware of, and reporting to management, any situations and/or actions that indicate an individual may be experiencing personal or job-related problems that could lead to a more serious situation for the individual or the company if not promptly addressed;
- Reviewing minutes of safety meetings;
- Following all company policies and procedures applicable to this position and performing all other duties as assigned.

FIELD EMPLOYEE RESPONSIBILITIES

It is the responsibility of all personnel to ensure their actions do not create a hazard for themselves, other personnel, the environment or the public. This shall be accomplished by;

- Becoming thoroughly familiar with, and actively participating in, the Health and Safety Program;
- Reporting to work in a fit and proper state to work safely;
- Completing, maintaining and submitting all required driver and equipment maintenance documentation;
- Knowing and complying with all government regulations, company policies, customer requirements and safe work practices and procedures;
- Refusing to perform a task, job, or assignment if, on reasonable and probable grounds, they believe the work is unsafe or there exists an imminent danger to the health and safety to themselves or fellow employees and reporting this concern to their supervisor immediately;
- Properly using, caring for and understanding the limitations of the personal protective equipment they may be using;


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- Refusing to use any equipment or tool that has not been properly inspected, maintained, or is in a condition that will not allow it to perform the task it was designed for;
- Attending training sessions as required to maintain their competency level;
- Knowing the location, type and effective operation of emergency equipment;
- Immediately reporting, in writing to their supervisor, all near misses, incidents and/or collision situations (this must be completed in a timely manner and be as detailed as possible, using the required forms);
- Immediately informing their supervisor of any injury to themselves and/or their co-worker(s);
- Writing down all injuries that require the use of any items from the first aid kit in the record book that are kept in the first aid kits;
- Completing the employee's copy of the Worker's Compensation Board form, as soon as physically possible, after a work-related injury occurs;
- Being aware of and reporting any situations and/or actions that indicates an individual may be experiencing personal or job-related problems that could lead to a more serious situation for the individual or the Town of Wainwright, if not promptly addressed;
- Attending safety meetings, reviewing minutes and subsequent follow-up to the meeting action plan; and
- Following all company policies and procedures applicable to this position and to perform all other duties as assigned.

CONTRACTOR RESPONSIBILITIES

The contractor will be responsible for adhering to Town of Wainwright policies and procedures. This will include, but is not limited to;

- Providing competent supervisors and workers;
- Ensuring employees meet the safety expectations of the policies and procedures established by the Town of Wainwright;
- Providing a copy of WCB clearance letter, insurance certificate and copy of their safety program prior to contract acceptance;
- Ensuring their actions do not create a hazard for themselves, other on-site personnel, customers or the public;
- Understanding and complying with the Health and Safety Program;
- Notifying management and/or the project supervisor of any unsafe condition and/or actions that may exist on any project;
- Knowing and complying with all government regulations, company policies, customer requirements and safe work practices and procedures;
- Knowing the location, type and effective operation of emergency equipment;

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- Immediately reporting, in writing to the supervisor, all near-misses (this must be completed in a timely manner and be as detailed as possible, using the required forms);
- Immediately informing their supervisor of any injury to themselves and/or their co-worker(s);
- Being aware of, and report to management, any situations and/or actions that indicate an individual may be experiencing personal or job-related problems that could lead to a more serious situation for the individual or the company, if not promptly addressed;
- Conducting regular inspections on their equipment to ensure a healthy and safe environment for all personnel; and
- Following all company policies and procedures applicable to this position and to perform all other duties as assigned; and
- Attending scheduled meetings, where practical, to acquire safety education and communicating that knowledge to their personnel, where applicable.

VISITOR RESPONSIBILITIES

At company locations, owned, leased and/or operated by the Town of Wainwright, visitors who are not visiting as members of the public will be required to:

- Upon arrival, immediately report to the office or site supervisor;
- Follow the direction of personnel and comply with all Town of Wainwright safety rules and regulations;
- Wear personal protective equipment, as required by the office location.



March 17, 2020

CAO Ed Chow

Date