



The Corporation of the
Municipality of Arran-Elderslie

Health & Safety Policy Manual

By-Law No. 66-2024

Approved by the
Municipality of Arran-Elderslie
Joint Health & Safety Committee

Adopted by the Council of the
Municipality of Arran-Elderslie
December 9, 2024

This manual does not apply to Arran-Elderslie Fire & Emergency Services

This manual repeals and supersedes all other Health & Safety Policies



HEALTH & SAFETY MANUAL

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This Health and Safety Manual has been developed for the Municipality of Arran-Elderslie by the Joint Health and Safety Committee (JHSC) and approved by the Council of the Municipality.

It is provided as a general and job specific policy and procedures manual, which must be followed by all employees of the Corporation and, where applicable, contractors and/or other outside agencies.

This manual shall not be relied on solely and is intended to draw attention to methods to prevent injury, illness or loss and promote health and safety practices.

For specific compliance with statutory requirements, please refer to all applicable Federal and/or Provincial statutes that establish health and safety requirements, including the Canada Labour Code and/or any applicable Provincial - Occupational Health and Safety Act(s), and regulations or codes, enacted thereunder, standards or recognized industry guidelines. Where the requirements of our policies or procedures exceed legislated requirements, they will take precedence. Where there is a discrepancy in the meaning or interpretation of a term used in this manual, please refer to the *Occupational Health and Safety Act, R.S.O 1990*.

These guidelines are designed to prevent accidents and injuries. They are based upon contemporary safety plan management practices, health and safety legislation and input from JHSC members.

The JHSC believes that all accidents and incidents can be prevented by making safety an integral part of every job and task. Safety rules do not guarantee freedom from risk or hazard. They do not cover every job situation. Good judgment will dictate that additional precautions may be required.



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HEALTH AND SAFETY POLICY STATEMENT

The management of the Municipality of Arran-Elderslie is vitally interested in the health and safety of its workers. Protection of workers from occupational injury or disease is a major continuing objective. The Municipality of Arran-Elderslie will make every effort to provide a safe and healthy work environment. The Municipality of Arran-Elderslie is committed to a goal of zero injuries and illnesses. All supervisors and workers must be dedicated to the continuing objective of maintaining this goal.

The Municipality of Arran-Elderslie, as employer, is ultimately responsible for worker health and safety. As Mayor, I give you my personal promise that every reasonable precaution will be taken for the protection of workers.

Supervisors are accountable for the health and safety of workers under their supervision. Supervisors are responsible for ensuring that machinery and equipment are safe and that workers work in compliance with established safe work practices, the regulations of the Occupational Health and Safety Act and procedures established by the Municipality of Arran-Elderslie. Workers will receive adequate training in their specific work tasks to protect their health and safety.

Every worker must protect his or her own health and safety by working in compliance with the Occupational Health and Safety Act, all relevant regulations and safe work practice as established by the Municipality of Arran-Elderslie.

It is in the best interest of all parties to consider health and safety, including the health and safety of the general public, in every activity. Commitment to health and safety must form an integral part of this organization, from the Mayor, Council and CAO to all employees.

Mayor - Steve Hammell

CAO – Emily Dance



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PURPOSE

To provide a guideline which outlines the health and safety responsibilities of various individuals.

RESPONSIBILITY

1. The Municipality of Arran-Elderslie, in its capacity as the employer, is responsible for carrying out the responsibilities and duties outlined through the delegation of these functions to individuals in the corporation.
2. All individuals in the workforce, at all levels and functions, are responsible for understanding and carrying out the responsibilities and duties outlined.

PROCEDURE

A. General

1. Responsibility is defined as an individual's obligation to carry out assigned duties.
2. Responsibility and authority can be delegated to subordinates, giving them the right to act for their supervisors.
3. The supervisor remains accountable for seeing that they are carried out.
4. Prescribed refers to a section of the Occupational Health and Safety Act and Regulations for Industrial Establishments, Construction Projects etc.

B. Corporation

1. The Corporation is to ensure that:



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- a. Equipment, materials and protective devices as prescribed are provided.
- b. Equipment, materials and protective devices are maintained in good condition.
- c. Prescribed measures and procedures are carried out.
- d. Equipment, materials and protective devices are used as prescribed.
- e. All areas of the workplace are capable of supporting all loads to which they may be subjected without causing the materials therein to be stressed beyond the allowable unit stresses established under The Building Code Act.
- f. Workers are provided with information, instruction and supervision to protect the health and safety of the worker.
- g. When appointing a supervisor, appoint a competent person.
- h. Workers, or person in authority over a worker, are acquainted with any hazard in the workplace and in the handling, storage, use, disposal and transport of any article, device, equipment or biological, chemical or physical agent.
- i. Assistance and co-operation are offered to a Health and Safety Committee member in carrying out any of their functions.
- j. It only employs in or about the workplace a person over such age as may be prescribed.
- k. It does not knowingly permit a person who is under such age as may be prescribed in or about a workplace.
- l. It takes every precaution reasonable in the circumstances for worker protection.
- m. A copy of the Occupational Health and Safety Act and any explanatory material prepared by the Ministry of Labour, outlining the rights, responsibilities and duties of workers, is posted in the workplace.



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C. Management

1. This level of the organization includes the CAO, Clerk and the Department Heads.
2. The health and safety responsibilities attached to this level include the following:
 - a. Ensure the working environment is maintained in a healthy and safe condition.
 - b. Establish and maintain a written health and safety program, with objectives and standards consistent with applicable legislation as a minimum.
 - c. Provide ongoing safety education through training and safety meetings, including but not restricted to WHMIS and First Aid.
 - d. Provide standard operating procedures that include safe work practices.
 - e. Evaluate the health and safety performance of subordinates and divisions.
 - f. Provide first aid facilities as required.
 - g. Ensure that personal protective equipment, where required is provided and used.
 - h. Investigate and report accidents/cases of occupational disease to appropriate authority.
 - i. Investigate and report incidents to appropriate authority.
 - j. Responsible for ensuring that, workplace inspections are performed at least once a year, apart from those conducted by Joint Health & Safety Committee (JHSC).
 - k. Responsible for correcting substandard acts or conditions.
 - l. Responsible for commending good health and safety performance.
 - m. Responsible for performing employee safety observations.
 - n. Responsible for performing regular crew visits.



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- o. Set a good example by always wearing the appropriate Personal Protective Equipment (PPE) when required.
- p. Ensure that all senior management, departmental, or labour/management meetings have health and safety as a topic on the agenda.
- q. Regularly attend staff meeting where Health and Safety is on the agenda.
- r. Ensure that health and safety reference materials are readily available to supervisors and workers.
- s. Ensure that safety is a component of your hiring criteria.
- t. Ensure that physical capabilities are evaluated for new or transferring employees.
- u. Ensure that there is a progressive discipline system that includes health and safety infractions.
- v. Ensure that public safety is emphasized in addition to, and without detracting from, worker safety.

D. Supervisors

1. This level of the organization includes all those individuals who supervise the work of other employees, from the front-line supervisor, up to and could include the CAO, Clerk and department heads.
2. The health and safety responsibilities attached to this level include the following:
 - a. Taking care of the occupational health and safety of the employees within their respective area.
 - b. Be familiar with the applicable requirements of the Occupational Health and Safety Act and the Regulations and ensure compliance.
 - c. Understand and enforce the Municipality of Arran-Elderslie's



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Health & Safety Policies and Procedures.

- d. Responsible for ensuring that workplace inspections are performed apart from those conducted by the JHSC.
- e. Ensure that employees wear the appropriate PPE.
- f. Advise each worker of the existence of any potential or actual danger to the health and safety of the worker, of which the supervisor is aware.
- g. Investigate and determine the cause of all incidents/accidents and initiate or recommend corrective action.
- h. Take every precaution reasonable in the circumstance for the protection of a worker.
- i. Ensure that workers receive proper instruction and training, through safety meetings prior to the commencement of work.
- j. Identify and inform superiors of occupational health and safety concerns.
- k. Responsible for correcting substandard acts or conditions.
- l. Responsible for commending good health and safety performance.
- m. Responsible for performing employee safety observations.
- n. Responsible for performing regular crew visits.
- o. Set a good example by always wearing the appropriate PPE when required.
- p. Regularly attend safety meetings.
- q. Ensure that health and safety reference materials are readily available to workers.
- r. Ensure that public safety is considered by workers in addition to worker safety.

E. Workers, Contract/Temporary Workers

- 1. This level of the organization includes all workers in the workplace, up to and including the CAO, as well as those individuals on the municipal payroll on a contract basis.



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2. The health and safety responsibilities attached to this level include the following:
 - a. Learning, understanding and practicing standard operating procedures.
 - b. Responsible to work safely, work in compliance with the Act, wear PPE, report hazards, not remove guards and not engage in pranks or other dangerous conduct.
 - c. Comply with the Municipality of Arran-Elderslie's health and safety policies and procedures.
 - d. Take every possible precaution to protect themselves and fellow workers from health and safety hazards and unsafe situations.
 - e. Report unsafe acts or conditions to their supervisor or health and safety committee.
 - f. Report any near-miss incident or loss immediately to their supervisor.
 - g. Report any occupational injury or illness immediately to their supervisor.
 - h. Use PPE, where required.
 - i. Report any contraventions of the Occupational Health and Safety Act or Regulations to their supervisor or employer.
 - j. Recognized for ongoing initiatives to improve safety performance.
 - k. Consider public safety in the performance of all duties and report perceived risks to supervisors and management.
 - l. Included as part of special study teams to review tool design and new or existing work procedures.
 - m. Included in the development of new policies and procedures.

F. Contractors and Sub-Contractors

1. This classification is external to the Municipality of Arran-Elderslie and includes all those individuals or organizations working on a contract for the Municipality of Arran-Elderslie.



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2. The health and safety responsibilities attached to this classification include the following:
 - a. Demonstrate the establishment and maintenance of a health and safety program, with objectives and standards that will provide qualified workers and meet all applicable legislation as well as the Municipality of Arran-Elderslie's health and safety policy and procedures.
 - b. Are held accountable for their health and safety performance.
 - c. Provide a WSIB clearance certificate or equivalent insurance.
 - d. Ensure the workers in their employment are aware of the hazardous substances and equipment that may be in use at the workplace and wear the appropriate PPE required for the area.
 - e. Consider public safety in the performance of all duties and report perceived risks to supervisors and management.

G. Visitors and General Public

1. This classification is external to the Municipality's organization and includes all those individuals or organizations not identified in the above classifications.
2. Where appropriate, signs will be posted at entrances to inform visitors and the general public about restricted access or the requirement to report to a receptionist before proceeding further.
3. Visitors and general public will not be allowed to wander unescorted through areas that are normally restricted to employees only.
4. In the event that a visitor is required to enter a work area that is normally restricted to employees:



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- a. The supervisor will be responsible for ensuring that the visitor is aware of the relevant workplace safety rules and is under the supervision of a regular employee.
- b. Any and all required PPE will be used by the visitor.



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Subject:	Housekeeping	Policy No.	3	Page 1 of 2
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PURPOSE

An uncluttered workplace is fundamental to any workplace health and safety program. In addition to cleanliness, housekeeping must include other factors such as orderliness and proper storage of materials. The intent is to ensure workers maintain a healthy and safe work area for themselves and members of the public.

RESPONSIBILITY

1. All workers are responsible for maintaining a tidy and safe workplace with an emphasis by supervisory staff to promote and enforce compliance with this provision.
2. Senior management shall encourage and communicate the need for good housekeeping.

POOR HOUSEKEEPING CAN LEAD TO:

- Slips and falls from slick or wet floors, platforms, and other walking or working surfaces.
- Slips and trips from objects left in walkways and work areas (falls on the same level).
- Falls into holes in walking surfaces, uneven floors, uncovered pits or drains or through working surfaces (falls from different levels).
- Poor housekeeping creates hazards in immediate and other areas.
- Contact with overhanging or protruding objects.
- Public injury and legal liability

GOOD HOUSEKEEPING CAN LEAD TO:

- Better utilization of space.
- Keeping inventory of materials to a minimum.
- Helping minimize property damage.
- Reflecting a positive image of a well-run organization.



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HOUSEKEEPING PROCEDURE

General

1. Walking and work surfaces should be clean, dry and unobstructed.
2. Aisle ways and exits should be clearly marked and unobstructed.
3. Walls and ceilings should be free of hanging and/or temporary wiring.
4. Floors and stairways should be kept in good repair.
5. Storage areas in and around building(s) should be free of refuse and debris.
6. Racks, shelves and lockers should be maintained for tools, personal protective equipment and personal items.
7. Lunchrooms, locker rooms and washroom facilities should be kept clean, orderly and sanitary.
8. Work area floors should be kept free of pallets, materials, equipment, extension cords and hoses.
9. Materials should be stacked in a stable manner, limit height as necessary to maintain stability.
10. Combustibles should never be stored on radiators, steam coils, ovens or other heat sources; in transformer vaults, or in and around electrical switchgear.



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PURPOSE

To ensure legal requirements are met regarding required posted documents and to reduce injuries and occupational disease at the Municipality of Arran-Elderslie by providing access to health, safety and wellness information for all staff.

RESPONSIBILITY

Managers and supervisors for each department shall ensure the documents listed below are posted and remain up to date.

PROCEDURE

The following up to date documents must be posted in a conspicuous high traffic location (reception area, lunchrooms, office area etc.)

1. Health and Safety Policy
2. Workplace Violence and Harassment Policies
3. Occupational Health and Safety Act and applicable regulations (or consolidated edition which includes all regulations)
4. Names and work locations of Joint Health & Safety Committee with contact info
5. *In Case of Injury at Work* WSIB Form 82
6. *Health & Safety at Work-Prevention Starts Here* Ministry of Labour poster
7. *What You Should Know About the Employment Standards Act* Ministry of Labour Poster
8. Location of the W.H.M.I.S. binder & Material Safety Data Sheets
9. Emergency telephone numbers (e.g. police, fire, ambulance, Ministry of Labour, Poison Control)



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10. Ministry of Labour orders
11. Relevant environment testing results e.g. air quality, mold testing
12. Location of First Aid Box
13. Workplace first-aider list
14. First Aid Regulations (WSIB Reg 1101) at First Aid stations
15. Fire Plan and/or emergency Evacuation Procedures
16. JHSC meeting minutes
17. JHSC Monthly workplace inspection reports
18. Workplace incident/accident report summaries
19. Public Safety Policy



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PURPOSE

Hazard recognition is the process of identifying agents or conditions, which have the potential to cause harm to worker health and safety. Once identified, the hazards must be assessed and controlled.

PROCEDURE

Hazard Assessment

Assessing health or safety hazards is a means of understanding the effects of the hazard and measuring the actual or potential exposure of workers to the hazard. Controls are put in place to eliminate, prevent, or minimize exposure of the worker to the hazard.

There are two main types of hazards: health and safety. A health hazard is any agent that can cause harm to the body when excessive exposure takes place. These agents include chemical, physical, biological, ergonomic factors, and workplace stressors. Safety hazards have the potential to cause injury, a substandard act, or condition.

Hazards may be recognized through:

- Workplace inspections – formal and informal
- Concerns reported by workers, supervisors, and the employer
- Job hazard analyses
- Studies/statistics – sick leave patterns, frequency/severity rates



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HEALTH HAZARDS:

Chemical hazards:

- Can be toxic, corrosive, cancer causing, cause fires and explosions, or cause dangerous reactions
- Can be recognized through evaluation of MSDS's, WHMIS labels, Designated Substance Regulations, and Regulation
- 833 (Control of Exposure to Biological or Chemical Agents)

Physical Hazards:

- Are agents that are forms of energy such as noise, vibration, radiation (laser beams, UV, X-rays) and temperature

Biological Agents:

- Are living things, or by-products of living things such as bacteria, viruses, fungi, and plants

Ergonomic Factors:

- Factors may include force, repetition, mechanical stress, inadequate lighting, and poor posture. Issues to be considered include workstation and equipment design, and how they interact with the worker.

Workplace Stressors:

- Include everyday stress that could be caused by work overload or underload, loss of control, role uncertainty and conflict, working alone, and workplace violence.

SAFETY HAZARDS:

Safety hazards include such items as:



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- Energy
 - Pneumatic or hydraulic pressure
 - Steam
- Machines:
 - Moving shafts
 - Belts
 - Pulleys
 - Blades and saws
- Material handling:
 - Lifting
 - Lift trucks
 - Conveyors
- Work practices:
 - Failure to have or follow policies, procedures, training, and,
 - Enforcement of those policies and procedures

After one or more hazards have been identified, a document shall be created identifying the main activities for all jobs or occupations. When hazards are identified, the level of risk for each hazard shall be estimated for addressing the hazard (Job Hazard Analysis)

The next step is carefully assessing the potential consequences of an incident caused by the hazard. The level of risk associated with the hazard is estimated by considering a combination of two factors: (1) frequency, or how often the function or activity is done and, (2) the severity of the consequences if it did happen relating to workers and/or damage to equipment or property.



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RISK = FREQUENCY X SEVERITY

Hazard Frequency

Estimating frequency of hazards can be categorized as:

High Frequency: likely to occur when exposed to the hazard (Level 3)

Medium Frequency: possibly to occur at some point (Level 2)

Low Frequency: unlikely to occur (Level 1)

Hazard Severity

Severity estimates provide the potential for damages or harm, and can be categorized as:

High Severity: May cause death or loss of a facility (Level 3)

Medium Severity: May cause injury but is not life threatening (Level 2)

Low Severity: May not affect personal safety or health (Level 1)

Ranking Hazards

Once the hazards have been identified or anticipated, the hazards must be ranked to determine which are the most in need of effort at developing controls, safe work practices, or procedures.

Example Hazard and Ranking Process:



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Entering a pumping station and climbing down fifteen (15) feet to take readings. It has been determined that workers enter the pumping station once per week, and this is a confined space where a worker could be overcome by a toxic gas. In addition, falling hazards and electrical hazards are identified.

Frequency = 2

It has been determined this is a medium frequent job function.

Severity: It has been determined this has high severity consequences.

Severity = 3

It has been determined that hazards associated with this job function may have severe consequences.

Therefore, the risk assessment would be:

Frequency (2) X Severity (3) = Risk Assessment (6)

Once all activities have been assessed, the priority is to work on the highest risk numbers first.

CONTROLS

When determining what controls are going to be put into place, several factors shall be met:

1. adequately control the hazard
2. do not create any new hazards
3. do not create any undue discomfort or stress
4. do not create environmental hazards outside the workplace.

There are three methods for controlling hazards: at the source, along



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the path, and at the worker.

At the source: this is the ideal control because it eliminates hazards from the workplace.

Along the Path: These controls are placed between the source of the hazard and where the work is being performed.

At the Worker: This is the least preferred method of control, however, there are situations where this is the only possible location for controlling exposure to the hazard. The worker must use personal means to control exposure, such as safety boots, head protection, hearing protection, SCBA, etc.



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PURPOSE

To ensure the Joint Health and Safety Committee (JHSC) comply with the requirements of the Occupational Health and Safety Act (OHSA).

RESPONSIBILITIES

JHSC's are an integral part of the Internal Responsibility System of the municipality. The municipality will establish a JHSC as required by the OHSA and support and assist them in carrying out their responsibilities on an ongoing basis.

PROCEDURE:

A. Composition:

1. Listed below are the minimum legal requirements for determining the correct health and safety representation for the total number of regularly employed workers at a workplace
 - 1 Representative more than 5 workers, but fewer than 20
 - 2 Committee Members 20 or more workers, but fewer than 50
 - 4 Committee Members 50 or more workers
2. At least half the members on the JHSC shall be workers who do not exercise managerial functions.
3. The worker members of the JHSC, shall be selected by the workers they represent. In a unionized



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workplace, the members shall be chosen by the union.

4. The employer shall select the remaining JHSC members from among persons who exercise managerial functions at the workplace.
5. One (1) co-chairperson who represents the worker members shall be selected by the worker committee members, and one (1) co-chairperson shall be appointed by management.
6. At least two (2) members of the JHSC shall be certified, one (1) representing the workers and one (1) representing management, and they shall fulfill the requirements of the certified member.
7. The names and work locations of all JHSC members shall be posted in conspicuous workplace locations.

B. Meetings and Minutes:

1. Committee members should meet at least once every three (3) months.
2. The employer will allow adequate paid time for JHSC members to prepare for meetings and to fulfil the requirements under the OHSA.
3. Minutes are to be posted in all workplace locations.



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C. General Duties for the JHSC:

1. Advisory body to assist with monitoring of Health and Safety program.
2. Identify and evaluate workplace hazards. Review any "HAZARD REPORT FORM" received.
3. Accompany Ministry of Labour Inspector on workplace inspections.
4. Investigate critical/fatal accidents.
5. Develop and post a schedule of workplace inspection for the year. The schedule shall include a yearly inspection of all buildings by at least one (1) member (worker member) of the JHSC accompanied by the Manager of the area being inspected.
6. Obtain Health and Safety information from employer (i.e. hazards, test results, standards).
7. Provide recommendations to the employer on health and safety programs in general.
 - (a) The co-chairs are responsible for ensuring written recommendations are forwarded to the employer on FORM 6. a) - Health & Safety Recommendations
 - (b) The employer shall respond to the recommendations, in writing within twenty-one (21) days, with:



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- (i) timetable for implementation, if the employer agrees with the recommendation
 - (ii) reasons for disagreement, if the recommendation is not acceptable
8. Follow up on implemented recommendations.
 9. Encourage fellow workers to work safely and to report hazardous or unsafe conditions immediately to their supervisors.



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HEALTH & SAFETY COMMITTEE CONCERN

Nature of Concern:

Recommended Remedial Action:

Date:

Signed:

Name

MANAGEMENT'S RESPONSE:

Per the Occupational Health and Safety Act S.9 (20), an employer who receives written recommendations from a Committee shall respond in writing within twenty-one (21) days.

Acceptance of Recommendation and Implementation Timetable:



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Rejection of Recommended Remedial Action and/or Changes:

Date:	Signed:
	Name:



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Subject:	Training	Policy No.	7	Page 1 of 2
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PURPOSE

All workers shall receive the necessary training to perform their assigned tasks in a safe and healthy manner. A training needs review shall be performed annually to determine if additional training would benefit workers in conducting their tasks in a safe and healthy manner. The Employer shall maintain a list of all workers requiring specialized training requiring renewal at various intervals (e.g. propane, DZ licensing).

PROCEDURE

In addition, the following training shall be provided, where applicable:

1. Legislated health and safety responsibilities, such as right to refuse unsafe work, right to participate, right to know, etc.
2. Municipality of Arran-Elderslie's Health and Safety Policy Statement, and early and safe return to work obligations.
3. Generic and workplace specific WHMIS training.
4. Public safety considerations and reporting perceived threats to public safety.
5. Manual lifting techniques and the use of mechanical lifting devices.
6. The fire safety plan, and the use of rescue equipment, where applicable.
7. Transportation of injured workers.
8. The use and maintenance of Personal Protective Equipment (PPE).



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9. Prevention of falls from heights (written training instruction records signed by the instructor for each worker exposed to the hazards of falls from heights will be maintained).
10. Workers assigned to a new job shall receive training on hazard controls and procedures for their assigned activities.
11. Supervisor training on how to perform crew visit observations effectively (e.g. observation checklists, how to provide feedback for good and bad performance, etc.).
12. Manager and supervisor training in health and safety principles, and recognizing, assessing, and controlling hazards in the workplace.
13. JHSC and applicable supervisors in planned health and safety inspections and injury /incident investigation.
14. Joint Health and Safety Committee members in their roles, responsibilities, and functions.
15. All new, returning, contract, student, and supply of labour workers shall be given health and safety orientation training. This training shall include the health and safety policy, worker responsibilities, reporting hazards, reporting injuries, emergency plan, early and safe return to work, OHSA, JHSC responsibilities.
16. Orientation training shall also be provided for staff that have been promoted or transferred.
17. New workers shall be assigned to a competent worker for mentoring.



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Subject:	First Aid Requirements	Policy No.	8	Page 1 of 6
Effective Date:	December 9, 2024	Date Last Reviewed		

PURPOSE

To ensure the workplace meets the requirements for First Aid in accordance with the Workplace Safety and Insurance Act (WSIA), Regulation 1101.

RESPONSIBILITY

1. The Department Head and Workplace Supervisor shall ensure that:

- (a) First aid is given immediately, in accordance with the regulations.
- (b) A notification is made to the employer of any injury, or the possible onset of a work-related disease/condition.
- (c) First aid treatment or advice given to the worker is recorded in the first-aid report log. (FORM 8 a.)
- (d) A Treatment Memorandum (WSIB Form 156) is given to a worker if health care is needed.
- (e) A worker is provided immediate transportation to a hospital, a doctor's office, or the worker's home, if necessary.
- (f) A WSIB Form 7, Employer's Report of Injury/Disease shall be completed when a worker:
 - receives health care
 - is absent from regular work (lost time)
 - requires modified duties at less than regular pay
 - requires modified work at regular pay for more than seven (7) calendar days after the date of the accident
 - earns less than regular pay at regular work
- (g) The worker is given a copy of the WSIB Form 7.
- (h) An Employer's Report of Accidental Injury/Industrial Disease, WSIB Form 7 and other information that may be



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requested is submitted to the Board, within three (3) days of learning of the reporting obligation.

- (i) Full wages and benefits are paid for the day or shift on which the injury occurred.
- (j) They cooperate in the worker's early and safe return to work.
- (k) Where appropriate a WSIB Functional Abilities Form 2647 is supplied to the health professional treating the worker.

2. **The Worker shall:**

- (a) Get first aid right away. First aid includes but is not limited to: cleaning minor cuts, scrapes, or scratches; treating a minor burn, applying bandages and/or dressings, cold compresses, cold pack, ice bag, splint, changing a bandage or a dressing after any follow-up for observation purposes only.
- (b) Notify the Department Head and/or the immediate supervisor of any injury or the possible onset of a work-related disease/condition.
- (c) Claim WSIB benefits by:
 - Completing WSIB Form 6, Worker's Report of Injury/Disease, and giving a copy of the form to the employer.
- (d) Choose a doctor or qualified health professional. Do not change health professionals without permission from the WSIB.
- (e) Cooperate in health care treatment.
- (f) Cooperate in safe return to work.
- (g) Complete and return all WSIB forms promptly.
- (h) Report to the WSIB any changes in income, return to work status, or medical condition.



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Subject:	First Aid Requirements	Policy No.	8	Page 3 of 6
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GENERAL PROVISIONS

The employer shall ensure that all first aid boxes and stations for every shift are in the charge of workers who hold valid first aid certificates issued by a training agency recognized by the WSIB.

1. A first aid station shall be in the charge of a worker who works in the immediate vicinity of the first aid station and who is qualified in first aid to the standards required by Regulation 1101.
2. First aid stations shall be located within quick and easy access for the prompt treatment of any worker, at all times, when work is in progress.
3. Every employer shall, at all times, keep posted in conspicuous places in the work place the WSIB poster known as Form 82 respecting the necessity of reporting all accidents and receiving first aid treatment.
4. Every employer shall keep a record of all circumstances respecting an accident as described by the injured worker: the date and time of its occurrence; the names of witnesses; the nature and exact location of the injuries to the worker; and the date, time, and nature of each first aid treatment given.
5. First aid boxes and their contents shall be inspected monthly, during facility inspections. The date of the most recent inspection and signature of the person making the inspection shall be recorded on the Monthly Workplace Inspection Form. Form 8 b)



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FIRST AID REQUIREMENTS

1. In workplaces where there are no more than five (5) workers in any one (1) shift, a first aid station with a first aid box is required.
2. In workplaces where there are more than five (5) workers and not more than fifteen (15) workers in any one (1) shift, a first aid station with a first aid box is required.
3. The employer shall ensure that the first aid station is at all times in the charge of a worker who,
 - (a) holds a valid St. John Ambulance Standard First Aid Certificate or its equivalent.
 - (b) works in the immediate vicinity of the box.

The certificate referred to above shall be prominently displayed in the first aid room.

TRANSPORTATION and CONSTRUCTION

1. Where the construction, repair or demolition of a building is in the charge of a general contractor, the general contractor shall provide and maintain the first aid station or stations required by Regulation 1101 in respect of the workers in the same manner as if they were the employer of the workers.
2. All vehicles shall be equipped with a first aid box.

FIRST AID BOX REQUIREMENTS

1. First aid boxes will be equipped with all the supplies listed in Regulation 1101.



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Administering First Aid and CPR

The Municipality of Arran-Elderslie, staff are trained in the areas of First Aid and CPR. The following guidelines are designed to assist staff in the application of these skills:

1. Staff may be required to administer first aid and / or CPR as required for injuries to customers or staff while on shift. Should a more qualified individual come forward to administer first aid (i.e., doctor, ambulance attendant, etc.), staff will assist this individual where possible.
3. If an injury to the neck, back or head injury with neck/spine injuries are suspected, **UNDER NO CIRCUMSTANCES SHOULD THE CASUALTY BE MOVED**. Make the casualty as comfortable as possible and call for an ambulance.
4. Staff cannot be held liable for administering first aid or CPR provided their actions are within the scope of the training received. If unsure of a situation, make the casualty as comfortable as possible and call for an ambulance.
5. Staff should check the first aid kit Monthly. This will ensure that the kit is well stocked and will develop a familiarity with the location of each item. A severe injury could occur at any time during a shift. Staff should know exactly what first aid supplies are available and where they are located. Report any shortages to the Department Manager so the kit can be restocked immediately.
6. Should a casualty refuse first aid, try to get as much information from them as possible (i.e., name, telephone number). Also try to list as many witnesses' names and telephone numbers as possible. Write an accurate injury report and record exactly what the casualty said.



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7. All injuries to staff must be reported to the Department Manager as soon as possible. What appears to be a minor or insignificant injury at the time may become a more severe injury after a few days have elapsed. The staff on duty are responsible for completing the Report of Injury Form.



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FIRST AID REPORT LOG

APPENDIX A TO POLICY NO. 8 – FIRST AID REQUIREMENTS

The Department Head and Workplace Supervisor shall ensure that first aid treatment or advice given to the worker is recorded in the first-aid report log.

WORKPLACE _____

DATE (DD-MMM- YY)	TIME	NAME	NATURE OF INJURY	TREATMENT GIVEN	FIRST AID GIVER'S INITIALS



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Subject:	General Workplace Inspections	Policy No.	9	Page 1 of 2
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PURPOSE

To assess the quality of workplace conditions, equipment and methods, the success of or need for safety program initiatives, and the quality and adequacy of controls for substandard conditions/hazards in the workplace.

RESPONSIBILITY

1. The Employer, Supervisor, Worker and Joint Health and Safety Committee are responsible for ensuring the proper application of this policy.

PROCEDURE

A. General

1. The employer, supervisor and worker have an obligation under the Act to report any substandard conditions/hazards found in the workplace.
2. The substandard conditions/hazards must be rectified immediately.

B. Inspections

1. A schedule of workplace inspection for the year shall be developed and posted by the JHSC, at the beginning of each year. The schedule shall list the location of all buildings and designate them as primary, secondary and occasional buildings.
2. The schedule shall include a yearly inspection of all buildings by at least one (1) member (worker member) of the JHSC accompanied by the Manager of the area being inspected.
3. In addition to the yearly inspection of all buildings in the



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municipality; Workers trained in Inspection Awareness shall complete inspections of buildings according to the inspection schedule.

4. A "Workplace Inspection Checklist" (FORM 9 a.) should be used to record all observed substandard conditions during inspections.
5. The worker member will record any suggestions in the "recommended action" section on the "Workplace Inspection Reporting Form" (FORM 9 b.)
6. Copies of the "Workplace Inspection Report" shall be:
 - a. Posted on the Bulletin board.
 - b. Forwarded to the Area Supervisor and Department Head.
 - c. Forwarded to the Municipal Office.
7. Inspections should be conducted prior to a JHSC meeting, so that the observations and recommendations can be discussed by the whole committee.

C. Analysis and Follow-up

1. The area supervisor is responsible for reviewing the "Workplace Inspection Report" and initiating the appropriate corrective action for each hazard observed, in order of its priority.
2. The completed "Workplace Inspection Report" shall be forwarded to the municipal office by the area supervisor within twenty-one (21) days and shall include the following information:
 3. The action taken or planned to be taken.
 4. The completion date.
 5. A copy of the completed "Workplace Inspection Report" shall be posted on the bulletin board.
6. Subsequent workplace inspection shall review the items from previous inspections to ensure the remedial action has resolved the concern.



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WORKPLACE INSPECTION CHECKLIST

A. GENERAL CONDITIONS

1. Aisleways and Passageways:

- a. Aisles marked
- b. Clear and unobstructed
- c. At least 28 inches wide or as prescribed
- d. Sufficient width for all normal movements

2. Exits/Egress:

- a. Sufficient exits for prompt escape
- b. No locks or fastenings restricting escape
- c. Routes and exits clearly marked
- d. Exits and exit signs adequately illuminated
- e. More than one exit from work area
- f. Approaches to exits unobstructed
- g. Flammables kept out of exits
- h. Doorways at least 28 inches wide or as prescribed
- i. Cleared of ice or snow
- j. Open outward onto level floor

3. Floors

- a. Clean, orderly, sanitary condition
- b. Drainage maintained
- c. Free of slip, trip or fall hazards
- d. Free of protrusions, nails, etc.
- e. Openings covered or barricaded

4. Stairs

- a. At least 22 inches wide or as prescribed
- b. Steps uniform in height and tread depth
- c. Open risers if less than 9 inch tread depth
- d. Outdoor stairs have grating type treads
- e. Treads and nosings slip resistant
- f. Handrails provided on open sides
- g. Handrails on at least one side if closed
- h. Vertical clearance at least 7 feet or as prescribed
- i. Stairways adequately lighted

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j. Cleared and unobstructed

B. WORK ENVIRONMENT

1. Ergonomics:

- a. Design allows normal body positions when seated or standing
- b. Controls sized to permit operation with clothing/equipment worn
- c. Controls follow normal response patterns (down for off, etc.)
- d. Standard colour codings used for warnings and informational displays
- e. Hand tools used permit normal body positions
- f. Limited weight and size of materials lifted or carried by people
- g. Lifting and twisting in combination not required

2. Lighting (including Facility Grounds/Parking):

- a. Walking and working areas adequately illuminated during periods of occupancy
- b. Lighting fixtures clean
- c. Illumination level sufficient for detail or work performed
- d. Emergency lighting provided

3. Noise Exposure

- a. Economically feasible engineering controls
- b. Protection provided when sound levels exceed standards
- c. Hazardous noise areas identified and marked

4. Ventilation:

- a. Adequate means provided
- b. Air inlets and openings arranged to minimize escape of contaminants
- c. Enclosures provide continuous inward air flow
- d. Separators provided if air is re-circulated
- e. Hoods draw air away from people
- f. Hoods connected to exhaust system
- g. Ductwork made of non-combustible material
- h. Ductwork sealed and adequately supported
- i. Clean-out doors provided every 9-12 feet or as prescribed
- j. Dust collection equipment separated from other facilities.

C. HAZARD CONTROLS:

1. Colour Control:

- a. Red colour coding used to indicate immediate danger, flammable/explosive materials and fire protection
- b. Yellow colour coding used to indicate areas of changing condition
- c. Orange colour coding used to indicate areas under modification, e.g. hazardous parts when guards removed
- d. Green colour coding used to indicate safety instructions and first aid equipment
- e. Blue colour coding used for general information signs and tags

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f. Colour coding systems used to indicate fluid and gas system contents and flow

2. Materials Labelling:

- a. Standard labels affixed to all containers of substances in storage and use
- b. Labels legible and visible

3. Permit Usage (e.g. Confined Space Entry, Excavation/Trenching, Lock-out Systems):

- a. Permit has appropriate signatures applied
- b. All controls in existence
- c. Permit posted or present with workers
- d. Permit within authorized time limits
- e. Reviewed as appropriate

4. Signs and Tags:

- a. Hazard warning, directional and informational signs and tags used where there are immediate dangers, potential hazards, or there is need for general instructions
- b. Signs and tags consistent in use throughout the workplace
- c. Tags affixed to all defective equipment not secured against use

5. Warning Systems:

- a. Fire/emergency systems operational
- b. Hazard warning systems on appropriate vehicles and equipment
- c. Over-pressure warning systems on pressure vessels
- d. Over-temperature warning systems on fired pressure vessels, hazardous material storage, powered equipment

D. EMERGENCY SYSTEMS:

1. Emergency Instructions:

- a. Operational placards/decals on emergency controls (e.g. On-off, open-close)
- b. Emergency instructions at primary phone in each work area
- c. Fire Hazard Symbols on facilities containing hazardous substances
- d. Backup communication systems are available
- e. Evacuation plan is posted

2. Emergency Rescue Equipment:

- a. Adequate equipment available and properly located
- b. In serviceable condition
- c. Emergency stand-by lighting provided and adequate

3. Eye Baths and Showers:

- a. Readily available and accessible in areas where caustic/corrosive chemicals are used
- b. Water supply provides a minimum of a 15 minute flush at a comfortable temperature
- c. Proper signs and instructions posted
- d. Flushed frequently to eliminate contaminants

4. Fire Protection:

- a. Portable extinguishers readily available and appropriate for type of materials
- b. Extinguishers inspected monthly
- c. Fire hoses properly mounted, accessible and maintained
- d. Fire equipment visibly marked
- e. Fire doors, lids and shutters in good repair
- f. Sprinkler heads have proper clearance from materials and furnishings
- g. Sprinkler master control valves accessible and locked open
- h. Adequate and operable fire alarm system

5. First Aid Kits:

- a. Adequate materials and equipment available and properly located, as prescribed
- b. Names of qualified attendants posted
- c. Instructions for accident reporting posted

E. MATERIALS:

1. Chemicals and Fuels:

- a. Tanks/drums of steel or appropriate material.
- b. Limited to 2,500 gallons
- c. Tanks adequately vented
- d. Pressure relief valves provided on tanks
- e. Tanks/drums grounded when dispensing
- f. Adequate spill containment
- g. Proper spill-absorbent materials and/or drainage provided
- h. Tanks/drums adequately supported
- i. Temperature controlled to prevent boiling
- j. Adequate storage cabinets provided; fire resistant and vented
- k. Storage heated by means not constituting a source of ignition
- l. Approved portable safety containers used as required
- m. No smoking signs posted where required
- n. Non-arcing type fans in hazardous substance storage areas
- o. Materials separated to avoid incompatibility reactions
- p. Means of exit/egress prescribed

2. Compressed Gases (e.g. Propane, gas, oxygen):

- a. Stored upright and secured against falling over
- b. Segregated by contents and legibly marked
- c. Caps in place and hand tight
- d. Protected against rust/corrosion
- e. Stored away from heat sources
- f. Stored away from stairs, elevators and egress routes
- g. Inspected for dents, corrosion, test records
- h. Adequate ventilation in storage areas
- i. Properly installed and connected
- j. Oxygen lines properly certified

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k. All compressed gas, air and oxygen lines labeled and identified properly

3. Herbicides/Pesticides:

- a. Containers properly labeled and stored
- b. Personnel properly trained and certified in the use of pesticides
- c. Adequate personal protective safety equipment
- d. Emergency eye wash bath/shower available
- e. Pesticides separated from other materials in a cool, well-ventilated storage area

4. Stacking and Storage:

- a. Aisleways and access paths clear and unobstructed
- b. Small or irregular shaped items properly blocked, interlinked with proper limitations in height of storage
- c. All stacks stable and secure against sliding/collapsing
- d. Proper drainage in storage area
- e. Storage area clean and cleared of foreign objects/materials
- f. Load limits for racks and platforms posted and observed
- g. Combustibles/flammables labelled and stored properly

5. Waste Disposal:

- a. Adequate number of appropriate metal refuse containers
- b. Separate containers provided for oily rags, smoking materials, dusts, flammable scrap, chemical wastes, etc.
- c. Safe disposal facilities for wastes
- d. Anti-static devices fitted as necessary
- e. Chemical spill absorbents available in work areas
- f. Garbage shredder adequately guarded

F. PERSONAL PROTECTIVE EQUIPMENT:

1. General:

- a. Instructions on use of equipment are available
- b. Equipment is readily available and appropriate for the application
- c. Equipment is inspected regularly and repaired or replaced as needed
- d. Storage facilities for the equipment are available
- e. Review equipment: body protection; ear protection; eye protection; fall protection; foot protection; hand protection; head protection; respiratory protection; reflective apparel

G. EQUIPMENT:

1. Electrical Power Systems:

- a. High voltage and control panels closed and secured
- b. Control panels identified and accessible
- c. General condition of wiring, insulation and fixtures to standards
- d. Grounding tested
- e. Explosion-proof fixtures in flammable dust or vapour areas
- f. Flexible cords free of splices
- g. Lock-out provisions as prescribed
- h. Provision for individual disconnects of locked-out equipment

- i. Electrical equipment protected from fluids
- j. Adequate provision for manual restart after power failure

2. Hand and Portable Tools (e.g. Saws, Grinders, Fitness Equipment, Lawn Mowers, Chippers, etc.):

- a. Proper general condition of tools: electrical cords, air hoses
- b. Proper storage when in use
- c. Proper storage when not in use
- d. Guards and safety devices serviceable
- e. Electrical grounding or double insulation protected
- f. Tool retainers installed on pneumatic tools
- g. Adjustments correct
- h. Load rating sufficient for work performed

3. Hydraulic Power Systems:

- a. Pressure regulated within power limits
- b. General condition: leaks, dents, nicks and severe scratches of pressure lines and fittings
- c. Fluid pressure lines identified
- d. Remote shut-off available
- e. Inspections recorded

4. Lifting Gear/Equipment (e.g. Elevators, Hoists, Cranes):

- a. General condition: damage, cleanliness, lubrication, servicing
- b. Clearly labelled as to capacity and load testing
- c. Fitted with overhead guards
- d. Controls operational
- e. Limit stops operational
- f. Hoist motor brakes operational
- g. Cable/rope in good repair
- h. Hoist chain/rope free of kinks and twists
- i. Hooks not deformed or damaged and safety latches intact
- j. Pinch points properly guarded

5. Machine Tools and Guarding:

- a. General condition: damage, cleaning and lubrication
- b. Mechanical power transmission guarded
- c. Pinch points and points of operation guarded
- d. Fixed guards secured in place
- e. Interlock guards operative
- f. Automatic and operator guards properly adjusted
- g. Operating controls guarded against inadvertent actuation
- h. Operating controls locked and key removed when not in use
- i. Emergency stop buttons operational, correctly positioned, labeled and colour coded
- j. Isolation and lock-out provided for servicing, setup, lubrication, etc.
- k. Guards provided for rotating parts, chips or particles, sparks, kickbacks, etc.
- l. Operator and service manuals available

6. Pneumatic Power Systems (e.g. Compressors):

- a. Pressures regulated within limits
- b. Restraining clips on hose lines
- c. Compressor drainage and testing
- d. General condition of hoses and connections
- e. Air lines identified
- f. Water in pneumatic tools

7. Pressure Vessels (e.g. Boilers):

- a. Meters and controls located on operating floor
- b. Safety valves operational
- c. Drains clear and freeze protected
- d. Inspection certificate/label appropriate to type
- e. Pipes, connections, vessels free of dents, notches and severe scratches
- f. Shields, platforms and landings as appropriate
- g. Remote shutoff to pumps
- h. Respiratory/rescue and confined space equipment available

8. Valves and Mechanical Controls:

- a. Labelled and colour coded
- b. Operational
- c. Readily accessible

9. Welding/Welding Equipment:

- a. Properly grounded
- b. Located in a dry area
- c. Properly insulated terminals
- d. Proper ventilation provided
- e. Bottles stored upright, capped and chained

H. FACILITIES:

1. Office Environment:

- a. Aisleways clear and unobstructed
- b. File drawers closed when not in use
- c. Phone cords and electrical wires not located in places where they might trip anyone
- d. Electrical wiring and circuits are not overloaded
- e. Proper fire extinguishers are available, conveniently located and in good working order
- f. No smoking areas identified
- g. Transparent doors marked so they can be seen
- h. Proper storage of material
- i. Ground-fault interrupters provided as needed
- j. Supervision has clear visibility of all activity areas
- k. Adequate supply of refuse containers
- l. First-aid/emergency medical equipment readily accessible
- m. Appropriate fire extinguishers charged and available

2. Grounds, Parking Lots:

- a. Ball fields, parking lots and play areas checked for protruding wire, broken areas, etc.
- b. Adequate and pertinent direction, information and warning signs posted
- c. Adequate and strategically located trash receptacles
- d. Picnic shelters, tables, benches, barbecue pits, drinking fountains, etc. of good, safe construction and properly maintained

I. OTHER



The Corporation of the Municipality of Arran-Elderslie

WORKPLACE INSPECTION REPORTING FORM

WORKPLACE _____ DATE OF INSPECTION _____

DEPARTMENT/
AREAS COVERED: _____ TIME OF INSPECTION _____

Priority Code: 3 - Likely to cause permanent disability 2 - Likely to cause injury or temporary disability 1 - Likely to cause minor, non-disabling injury

OBSERVATIONS

FOLLOW-UP RECORD

ITEM/LOCATION OF ITEM	HAZARD(S) OBSERVED	REPEAT ITEM YES/NO	PRIORITY (3, 2, 1)	RECOMMENDED ACTION	PERSON RESPONSIBLE	ACTION TAKEN	DATE

COPIES ISSUED TO: _____

INSPECTION CONDUCTED BY: _____



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Subject:	Incident Investigation	Policy No.	10	Page 1 of 6
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PURPOSE:

1. The purpose of this procedure is to facilitate timely and accurate reporting of the incident details to the WSIB, the Joint Health and Safety Committee, senior management and the Ministry of Labour (when required).
2. The purpose of this procedure is to determine the root cause of an incident so that corrective action may be taken to immediately prevent future incidents.

DEFINITIONS:

Critical Injury:

A critical injury is an occupational injury of a serious nature that:

1. Places life in jeopardy.
2. Produces unconsciousness.
3. Results in substantial loss of blood.
4. Involves a fracture of a leg or arm, but not finger or toe.
5. Involves the amputation of a leg, arm, hand or foot but not finger or toe.
6. Consists of burns to a major portion of the body.
7. Causes loss of sight in an eye.

Major Injury:

A major injury is an occupational injury or illness that results in an absence from work beyond the date of the occurrence and/or requires medical attention



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Minor Injury:

A minor injury is an incident that impacts a worker only on the day of the occurrence and requires first aid only.

Near Miss/Property Damage:

A near miss incident or damage to property is an unsafe or hazardous condition that did not result in serious consequences to worker health and safety. A light fixture falling next to a worker or damage to Municipal vehicles without harming any worker or members of the public in any way are examples of near misses and property damage. The manager or supervisor shall investigate these types of incidents to determine if the equipment or structures have become hazardous as a result of the incident. Investigating these types of incidents may also prevent a similar occurrence in the future that could possibly end in a more severe result.

PROCEDURES:

Immediate Response:

1. All workers are responsible for reporting each and every incident, regardless of severity, to their supervisor immediately. Workers shall complete the Arran-Elderslie Worker Incident Form as soon as possible after a work-related incident or illness.
2. If first aid is required, the supervisor ensures that appropriate first aid is provided.
3. The supervisor shall ensure that the worker is provided transportation to the nearest medical care facility, if required.



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4. If there is a possibility that any circumstances surrounding the incident may be imminently dangerous to anyone, the supervisor shall take steps to prevent further injury.
5. The supervisor shall begin the investigation as soon as practical once the injured worker is attended to and there is no further threat of harm. The supervisor will complete the appropriate Arran-Elderslie Employer Incident Report Form - FORM 10 a. (Critical & Major Injuries) or Form 10 b. (Minor Injuries & Near Miss/Property Damage) and distribute as outlined.

Accident/Incident Investigation

1. The supervisor with authority over the workplace shall conduct an investigation into each incident occurring in the workplace and complete the appropriate forms.
2. The supervisor with authority over the workplace is responsible for:
 - a. Inspecting the scene of the incident and all tools and equipment being used at the time of the occurrence; obtaining and reviewing all pertinent work procedures and safety measures; training and equipment maintenance records; and interviewing and documenting; as accurately and completely as possible, the chronology of events and actions taken by those involved in the occurrence.
 - b. Assessing all available information and determining the causes of the incident and all contributing factors.
 - c. Recommending and implementing immediate corrective action, which will prevent or reduce the risk of recurrence of a similar incident and recommending additional corrective actions, as required for approval and implementation at a future date.



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Analyzing the Incident:

All incidents shall be analyzed to determine the cause:

1. Immediate and
2. Underlying

Some questions to consider during an investigation:

1. Was the worker distracted? If yes, why?
2. Was a safe work procedure being followed? If not, why not?
3. Were safety devices in order? If not, why not?

Reporting Procedures

1. The supervisor shall complete the appropriate Arran-Elderslie Incident report form immediately and completely.
2. The Employer's report form must include the following information:
 - a. Detailed background information and documentation which may include photographs and/or sketches.
 - b. Concise description of corrective actions taken.
 - c. Completion date for implementation of additional corrective action.
3. Where the worker seeks medical attention, the WSIB Functional Abilities Form is required to be completed by the treating medical practitioner and returned to the supervisor or designate.
4. Work-related incidents involving lost time will be recorded and reported in accordance with the appropriate absence reporting procedure.



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5. The Senior Management team shall receive copies of all employer reports of incident, worker reports, and all relevant documentation.

Critical Injury

When a critical injury occurs, the employer shall notify the Ministry of Labour immediately by telephone, contact a worker member of the JHSC, and trade union, if any.

1. Where a person is killed or critically injured in the workplace, no person shall interfere with, disturb, destroy, alter, or carry away any wreckage, article, or thing at the scene of or connected with the occurrence until permission has been given by a Ministry of Labour inspector, except for the purpose of:
 - a. Saving a life or relieving human suffering,
 - b. Maintaining an essential public utility service or public transportation system, or
 - c. Preventing unnecessary damage to equipment or other property.
2. The employer will attend to and obtain medical attention for the worker.
3. The employer shall establish an investigation team consisting of the supervisor of the critically or fatally injured worker and a worker member of the JHSC.
4. The investigation team will:
 - a. Investigate the accident at the site (without disturbing the evidence),
 - b. Interview witnesses and if required, co-workers and supervisory personnel, and



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- c. Prepare a written report of their findings and recommendations to prevent a recurrence.
 - d. Take photographs of scene as another way of preserving information-(e.g. outdoor incident where scene is subsequently destroyed by weather (snow, rain, etc.)
5. The completed report will be:
- a. Faxed to the Ministry of Labour, within forty-eight (48) hours
 - b. Distributed to members of the JHSC or Health and Safety representative
 - c. Forwarded to the Trade Union Local, if any.

**CRITICAL & MAJOR INJURIES (WSIB)
ACCIDENT/INCIDENT INVESTIGATION REPORT**

Name of Injured:		WSIB Claim No.	
Department/Site:			
Date of Injury (DD-MMM-YY)		Time of Injury <input type="checkbox"/> a.m. <input type="checkbox"/> p.m.	
Date of Report of Medical Aid or Lost Time		Time of Report <input type="checkbox"/> a.m. <input type="checkbox"/> p.m.	
Type of accident/incident A <input type="checkbox"/> First Aid M <input type="checkbox"/> Medical Aid Only L <input type="checkbox"/> Lost Time F <input type="checkbox"/> Fatal	Property Damage/Loss to Process <input type="checkbox"/> Equipment/property damage <input type="checkbox"/> Fire <input type="checkbox"/> Loss to process <input type="checkbox"/> Environment	Describe Loss:	
Describe Injury (including part of the body affected, left or right side, etc)			
Describe How the accident/incident occurred. State the location, what the person(s) was doing or trying to do, and all details, including anything unusual.			
Is there a written job procedure for the job performed? Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable <input type="checkbox"/>			
Identify equipment/materials involved. Include make, model, size, weight, shape etc.)			
List people who witnessed the accident:		Employee Number	
Witness 1			
Witness 2			
Witness 3			
Employee Information			
		Gender: M <input type="checkbox"/> F <input type="checkbox"/>	
		Date of Birth	
Address		Hire Date	
		Telephone No.	
Department in which the injured is employed:			
Occupation at time of Injury		<input type="checkbox"/> Regular <input type="checkbox"/> Relief <input type="checkbox"/> Temporary	
Experience in Occupation		<input type="checkbox"/> 0-6 mo. <input type="checkbox"/> 7-12 mo. <input type="checkbox"/> 1-2.5 years <input type="checkbox"/> 2.5-5 years	
		<input type="checkbox"/> 5-10 years <input type="checkbox"/> 10-15 years <input type="checkbox"/> More than 15 years	
Shift Start/End	<input type="checkbox"/> a.m. <input type="checkbox"/> p.m.	<input type="checkbox"/> a.m. <input type="checkbox"/> p.m.	Shift Type <input type="checkbox"/> Steady <input type="checkbox"/> Overtime Shift <input type="checkbox"/> Rotating <input type="checkbox"/> Overtime Hours
How many complete shifts have been worked since the last 24-hour break from work?			
List all health and safety training taken by the employee. (Use another page if needed)			

CRITICAL & MAJOR INJURIES (WSIB) ACCIDENT/INCIDENT INVESTIGATION REPORT

IMMEDIATE CAUSES

Identify the substandard action(s) and condition(s) that caused or may have caused the accident/incident.
For each item mark **Yes** or **No**

Yes	No	Code	SUBSTANDARD ACTIONS	Yes	No	Code	SUBSTANDARD ACTIONS
<input type="checkbox"/>	<input type="checkbox"/>	01	Operating equipment without authority	<input type="checkbox"/>	<input type="checkbox"/>	21	Inadequate guards or barriers
<input type="checkbox"/>	<input type="checkbox"/>	02	Failure to warn	<input type="checkbox"/>	<input type="checkbox"/>	22	Inadequate ground support
<input type="checkbox"/>	<input type="checkbox"/>	03	Failure to secure/make safe	<input type="checkbox"/>	<input type="checkbox"/>	23	Inadequate/improper protective equipment
<input type="checkbox"/>	<input type="checkbox"/>	04	Operating at improper speed	<input type="checkbox"/>	<input type="checkbox"/>	24	Defective tools, equipment or materials
<input type="checkbox"/>	<input type="checkbox"/>	05	Making safety devices inoperable	<input type="checkbox"/>	<input type="checkbox"/>	25	Congestion or restricted action
<input type="checkbox"/>	<input type="checkbox"/>	06	Removing safety devices	<input type="checkbox"/>	<input type="checkbox"/>	26	Inadequate Warning System
<input type="checkbox"/>	<input type="checkbox"/>	07	Using defective/improper equipment	<input type="checkbox"/>	<input type="checkbox"/>	27	Fire and explosion hazards
<input type="checkbox"/>	<input type="checkbox"/>	08	Using equipment improperly	<input type="checkbox"/>	<input type="checkbox"/>	28	Substandard housekeeping
<input type="checkbox"/>	<input type="checkbox"/>	09	Failure to use personal protective equipment properly	<input type="checkbox"/>	<input type="checkbox"/>	29	Hazardous environmental conditions: gases, dusts, smoke, fumes, vapors
<input type="checkbox"/>	<input type="checkbox"/>	10	Improper loading	<input type="checkbox"/>	<input type="checkbox"/>	30	Noise exposure
<input type="checkbox"/>	<input type="checkbox"/>	11	Improper placement	<input type="checkbox"/>	<input type="checkbox"/>	31	Radiation exposure
<input type="checkbox"/>	<input type="checkbox"/>	12	Improper lifting	<input type="checkbox"/>	<input type="checkbox"/>	32	High or low temperature exposures
<input type="checkbox"/>	<input type="checkbox"/>	13	Improper position for task	<input type="checkbox"/>	<input type="checkbox"/>	33	Inadequate or excessive illumination
<input type="checkbox"/>	<input type="checkbox"/>	14	Servicing equipment in operation	<input type="checkbox"/>	<input type="checkbox"/>	34	Inadequate ventilation
<input type="checkbox"/>	<input type="checkbox"/>	15	Horseplay	<input type="checkbox"/>	<input type="checkbox"/>	35	Ground (rock) conditions
<input type="checkbox"/>	<input type="checkbox"/>	16	Influence of alcohol/drugs suspected				

For each **Yes** answer above, complete the following: (Use additional pages if needed)

Code How did the immediate/direct cause(s) above contribute to the accident/incident?

BASIC/UNDERLYING CAUSES

Identify the reasons for the existence of the substandard actions and conditions listed above by marking each factor **Yes** or **No**.

Yes	No	Code	PERSONAL FACTORS	Yes	No	Code	JOB FACTORS
<input type="checkbox"/>	<input type="checkbox"/>	61	Inadequate physical/mental capability	<input type="checkbox"/>	<input type="checkbox"/>	71	Inadequate leadership/ supervision
<input type="checkbox"/>	<input type="checkbox"/>	62	Lack of knowledge	<input type="checkbox"/>	<input type="checkbox"/>	72	Inadequate engineering
<input type="checkbox"/>	<input type="checkbox"/>	63	Lack of skill	<input type="checkbox"/>	<input type="checkbox"/>	73	Inadequate purchasing
<input type="checkbox"/>	<input type="checkbox"/>	64	Stress – physical or mental	<input type="checkbox"/>	<input type="checkbox"/>	74	Inadequate maintenance
<input type="checkbox"/>	<input type="checkbox"/>	65	Improper motivation	<input type="checkbox"/>	<input type="checkbox"/>	75	Inadequate tools/equipment
<input type="checkbox"/>	<input type="checkbox"/>	06	Removing safety devices	<input type="checkbox"/>	<input type="checkbox"/>	76	Inadequate work standards
<input type="checkbox"/>	<input type="checkbox"/>	07	Using defective/improper equipment	<input type="checkbox"/>	<input type="checkbox"/>	77	Wear and tear
<input type="checkbox"/>	<input type="checkbox"/>	08	Using equipment improperly	<input type="checkbox"/>	<input type="checkbox"/>	78	Abuse/misuse

Give the basic/underlying cause for each of the selected immediate direct causes above by completing the following:

Immediate/ Direct Code	Basic/Underlying Code	How does the immediate/direct cause stem from the basic/underlying code? (Use additional pages if needed)

Basic/underlying causes of accidents/incidents are the result of lack of control. Lack of control in this case was the result of: (check all that apply)

Inadequate Program	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Inadequate Standards	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Inadequate Compliance to Standards	<input type="checkbox"/> Yes	<input type="checkbox"/> No

**CRITICAL & MAJOR INJURIES (WSIB)
ACCIDENT/INCIDENT INVESTIGATION REPORT**

Potential for Future Injury or Loss	Probability of Recurrence	Potential Severity of a Recurrence	
<input type="checkbox"/> Injury <input type="checkbox"/> Equipment/property damage <input type="checkbox"/> Loss to process <input type="checkbox"/> Environment	<input type="checkbox"/> Very Likely <input type="checkbox"/> Possible <input type="checkbox"/> Not likely to recur	<input type="checkbox"/> Death, permanent total disability <input type="checkbox"/> Lost time injury or partial disability <input type="checkbox"/> Medical Aid injury only <input type="checkbox"/> First aid injury only	<input type="checkbox"/> Property damage greater than \$100,000 <input type="checkbox"/> Property damage between \$10,000 and \$100,000 <input type="checkbox"/> Property damage between \$1,000 and \$10,000 <input type="checkbox"/> Property damage less than \$1,000
Describe Potential Loss:			
Investigation Team Members:		Date of Investigation (DD-MMM-YY)	
Supervisor's Comments		Signature	
		Date	
Injured Worker's Comments		Signature	
		Date	
Department Head's Comments		Signature	
		Date	
Health and Safety Committee's Comments		Signature	
		Date	
Reviewed and Approved by CAO		Signature	
		Date	
Space for sketch/diagram and/or additional notes			

MINOR INJURIES & NEAR MISS/PROPERTY DAMAGE ACCIDENT/INCIDENT INVESTIGATION REPORT

Staff Involved:			
Department/Site:			
Date of Incident	Time of Incident		<input type="checkbox"/> a.m. <input type="checkbox"/> p.m.
Details of Incident. Describe How the accident/incident occurred. State the location, what the person(s) was doing or trying to do, and all details, including anything unusual.			
Identify equipment/materials involved. Include make, model, size, weight, shape etc.			
List people who witnessed the accident:			
IMMEDIATE CAUSES			
Identify substandard action(s) and condition(s) that caused or may have caused the accident/incident:			
	Operating equipment without authority		Inadequate guards or barriers
	Failure to warn		Inadequate ground support
	Failure to secure/make safe		Inadequate/improper protective equipment
	Operating at improper speed		Defective tools, equipment or materials
	Making safety devices inoperable		Congestion or restricted action
	Removing safety devices		Inadequate Warning System
	Using defective/improper equipment		Fire and explosion hazards
	Using equipment improperly		Substandard housekeeping
	Failure to use personal protective equipment properly		Hazardous environmental conditions: gases, dusts, smoke, fumes, vapors
	Improper loading		Noise exposure
	Improper placement		Radiation exposure
	Improper lifting		High or low temperature exposures
	Improper position for task		Inadequate or excessive illumination
	Servicing equipment in operation		Inadequate ventilation
	Horseplay		Ground (rock) conditions
	Influence of alcohol/drugs suspected		
	Other:		
How did the immediate/direct cause(s) above contribute to the accident/incident?			

MINOR INJURIES & NEAR MISS/PROPERTY DAMAGE ACCIDENT/INCIDENT INVESTIGATION REPORT

BASIC/UNDERLYING CAUSES			
Identify the reasons for the existence of the substandard actions and conditions listed above :			
	PERSONAL FACTORS		JOB FACTORS
	Inadequate physical/mental capability		Inadequate leadership/ supervision
	Lack of knowledge		Inadequate engineering
	Lack of skill		Inadequate purchasing
	Stress – physical or mental		Inadequate maintenance
	Improper motivation		Inadequate tools/equipment
	Removing safety devices		Inadequate work standards
	Using defective/improper equipment		Wear and tear
	Using equipment improperly		Abuse/misuse
What action has already been taken to prevent similar occurrences?		Responsibility	
What action is recommended to be taken to prevent and/or control similar occurrences?	Responsibility	Date to be Completed	Date Completed
Investigation Team Members:		Date of Investigation (DD-MMM-YY)	
Supervisor's Comments	Signature		
	Date		
Worker's Comments	Signature		
	Date		
Department Head's Comments	Signature		
	Date		
Health and Safety Committee's Comments	Signature		
	Date		
Reviewed and Approved by CAO	Signature		
	Date		



The Corporation of the Municipality of Arran-Elderslie

Subject:	Senior Management Commitment	Policy No.	11	Page 1 of 2
Effective Date:	December 9, 2024	Date Last Reviewed		

PURPOSE

The purpose of this document is to provide a framework to help senior management reduce occupational disease and injuries to workers and the public in the Municipality of Arran-Elderslie. Numerous studies have shown that senior management commitment is crucial in reducing injuries and disease in the workplace.

DEFINITIONS

Senior Management: Consists of the Chief Administrative Officer, Clerk, Treasurer, Manager of Facilities Parks & Recreation, and Manager of Public Works, Chief Building Official, Fire Chief or their designate.

RESPONSIBILITY

Senior management will lead the Municipality of Arran-Elderslie by showing commitment and action toward the reduction of injuries and disease.

PROCEDURE

Senior management will improve health and safety by ensuring the following actions are carried out:

1. Produce a health and safety continuous improvement plan.
2. Review internal and external health and safety trends regularly.
3. Respond promptly to JHSC recommendations.
4. Establish a program to regularly communicate health and safety information to employees.



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Subject:	Senior Management Commitment	Policy No.	11	Page 2 of 2
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5. Integrate health and safety into all aspects of the organization.
6. Encourage health and safety off-the-job activities for all employees.
7. Perform regular workplace inspections.
8. Implement a Public Safety Policy.



The Corporation of the Municipality of Arran-Elderslie

Subject:	Early and Safe Return to Work	Policy No.	12	Page 1 of 4
Effective Date:	December 9, 2024	Date Last Reviewed		

PURPOSE

The Municipality of Arran-Elderslie will make every reasonable effort to provide temporary modified or suitable alternative duties to a worker who is disabled because of an occupational injury or illness. Our goal is to provide injured workers with the opportunity to return to work within their level of ability as soon as possible following the injury/illness.

The Municipality of Arran-Elderslie will comply with all legislative requirements including those of the Workplace Safety and Insurance Act (WSIA), the Ontario Human Rights Code and the Employment Standards Act.

The goal of the Early and Safe Return to Work Program is to return workers to their pre-injury/illness position in a timely manner. This may be accomplished through temporary modification to the tasks, work environment or working hours. Where modifications to the pre-injury/illness position are not possible or appropriate, alternate duties may be sought and used to facilitate the worker's early and safe return to work

Where a permanent impairment prevents the worker from returning to their pre-injury/illness position, the Municipality of Arran-Elderslie will seek permanent accommodation for the worker.

DEFINITIONS

Temporary modified work is where the worker's regular job is modified for a designated time period to assist in rehabilitation following an injury or illness. The worker can perform the essential duties of the job, but some of the other duties are modified to suit the worker's limitations/capabilities.



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Subject:	Early and Safe Return to Work	Policy No.	12	Page 2 of 4
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Temporary alternative work is other suitable work that is provided to a worker for a designated time period to assist in rehabilitation following an injury or illness.

Permanent impairment is a disability that a health care practitioner advises is not likely to improve significantly over time.

Suitable alternative work is work that the worker can do which is consistent with his/her limitations and capabilities and which can be performed without aggravating the injury/illness.

Functional Abilities Form for Early Return to Work is a form that the health care practitioner completes stating the worker's current limitations and capabilities.

Health Care Practitioner includes a medical doctor, chiropractor, physiotherapist, and dentist.

RESPONSIBILITY

Management shall:

- Develop knowledge and understanding of the program and disability management.
- Ensure that all workers understand the early intervention and modified work program with the expectation that the worker participating in the program will fully participate and cooperate with the objective to return to regular duties.
- Participate in the promotion and provision of modified work, provide continued support and encouragement to worker participating in the program.
- Participate in program meetings as required.



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Subject:	Early and Safe Return to Work	Policy No.	12	Page 3 of 4
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Supervisor shall:

- Provide the injured/ill worker with appropriate forms (WSIB Functional Abilities Form) to take to the health care practitioner at the first opportunity, preferably at initial treatment.
- Try to identify temporary modified or alternative duties where required in accordance with the terms of the Collective Agreement or agreement of like nature when forms have been received outlining the worker's fitness for work.
- Meet with the worker and other parties where possible, to discuss the terms of the return to work.
- Notify appropriate parties of the worker's return to work (either- modified, alternative or full duties) so that the WSIB can be advised.

Worker shall:

- Obtain medical approval from a health care practitioner for a modified work program using the WSIB Functional Abilities form and return same to supervisor as soon as possible.
- Participate and cooperate in the program by maintaining regular personal contact with the supervisor regarding the ability to work, physical capabilities and treatment plans.
- Follow the treatment plan outlined by the health care practitioner.
- Communicate any concerns to the supervisor so that potential problems or concerns are openly addressed in a timely manner.

Return to Work Process

The worker shall report the injury/illness to their immediate supervisor and provide appropriate health care practitioner's certificate for time off or return to modified work.

When the worker can return to modified duties, he/she will



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Subject:	Early and Safe Return to Work	Policy No.	12	Page 4 of 4
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provide documentation from the health care practitioner outlining his/her current physical capabilities and the expected date of recovery or return to regular duties.

A Return-to-Work meeting will take place to determine what work might be available to suit the worker's capabilities and limitation. The meeting should include the injured worker, the supervisor and any other appropriate parties. Modified duties should be offered within the worker's department.

A Return-to-Work Plan (FORM 11 a.) will be developed outlining the goals and details of the worker's return to work. The final goal is to return to regular duties, with short-term goals of modified work, modified hours or other suitable and available duties as required. The details of the plan should include a start and end date, physical restrictions, hours of work, and scheduled review dates of the plan (at least every four (4) weeks). The plan should be written and a copy provided to each of the parties including the WSIB. Where possible the healthcare practitioner should be provided with a description of the worker's regular duties (job description) and the modified duties being offered.

Temporary modified/alternate work will be offered for a limited period of time as outlined in the Modified Work Plan (FORM 11 b.). In the case where a return to regular duties does not occur as expected, the workplace parties will meet to revise and reassess the continuing need for and availability of modified duties.

If medical documentation is received indicating that the injury/illness is likely to be permanent and the worker is not ever expected to recover sufficiently to perform the essential duties of their regular work, appropriate parties will be notified and will assist in the process of attempting to provide permanent job accommodation.



The Corporation of the Municipality of Arran-Elderslie

RETURN TO WORK PLAN

Resource Sheet: Return to Work Plan

RTW Date: _____ Review Date: _____ Target End Date: _____

Employee's Name: _____ Phone No. _____
Supervisor/Manager: _____ Phone No. _____
Treating Physician(s): _____ Phone No. _____
WSIB Claims Adjudicator: _____ Phone No. _____
WSIB Claim Number: _____ Phone No. _____

Description of Return to Work duties:
(Attach Physical Demands Report, if available, for Employee's Regular Job)

Transitional Work Plan:
Pre-Injury Job, Other suitable work
Pre-Injury Job with accommodations Other suitable work with accommodations
(e.g., wages, hours, rotation, min's/max's)

Medical Precautions
(Attach most recent Functional Abilities Report)

Supervisor Comments

Worker Comments/Concerns

Attach Form 7 and other relevant WSIB correspondence. Attach subsequent RTW Plan Worksheets. Provide copies of RTW Plan to all interested parties.

Supervisor/Manager

Worker



The Corporation of the Municipality of Arran-Elderslie

MODIFIED WORK PLAN PROGRESS CHART

Name of Injured:	Department
Date of Injury (DD-MMM-YY)	Program Start Date
Injury Description	Completion Date
Program Goal	Program Length weeks

Week 1 Goal:

Week 2 Goal:

Week 3 Goal:

Week 4 Goal:

Week 5 Goal

Week 6 Goal

Week 7 Goal



The Corporation of the Municipality of Arran-Elderslie

MODIFIED WORK PLAN PROGRESS CHART

Week 8 Goal

Week 9 Goal

Week 10 Goal

Week 11 Goal

Week 12 Goal

Conclusions and Recommendations

Employee's Signature

Department Head's Signature



The Corporation of the Municipality of Arran-Elderslie

Subject:	Working Alone	Policy No.	13	Page 1 of 1
Effective Date:	August 14, 2023	Date Last Reviewed		

The operation and maintenance of the Municipality of Arran-Elderslie requires employees to work alone while performing certain job functions. It is the responsibility of the Municipality of Arran-Elderslie to ensure proper and safe policies are in place.

The employer shall make available a means of communication (two-way radio, cell phone, portable phone etc.) when warranted. The employee shall carry the means of communication as expected or required.

Workers should assess the job function to ensure that no potentially hazardous task is undertaken when working alone and shall ensure that no hazardous work is undertaken unless preceded by appropriate training

Workers must be properly trained and wear proper PPE.

The Supervisor shall ensure that all workers are advised of the dangers inherent to the job. The Supervisor shall also ensure that all workers are properly trained and are knowledgeable in the fitting, care and use of protective equipment.

At no point shall an employee put his/herself in danger.

If help is not available, the job function shall not continue and the employee shall contact his/her supervisor.



The Corporation of the Municipality of Arran-Elderslie

Subject:	Standard Operating Procedures (SOP) for Operation of Equipment	Policy No.	14	Page 1 of 7
Effective Date:	December 9, 2024	Date Last Reviewed		

PURPOSE

To provide a procedure for developing Standard Operating Procedures for the operation of equipment.

RESPONSIBILITY

The workplace supervisor is responsible for ensuring that Standard Operating Procedures are written for each critical piece of equipment at the workplace and that the workers who operate the equipment are trained in these procedures.

PROCEDURE

General

- Each workplace shall review the various equipment used at their facility and from this will develop a list of critical equipment (e.g. tractor, chipper, etc.)
- A Standard Operating Procedure shall be developed for each of these critical pieces of equipment
- All workers who operate a piece of critical equipment shall be trained in the Standard Operating Procedure

Standard Operating Procedure Format:

- Each Standard Operating Procedure should consist of the following sections:
 - (a) **Equipment**
 - i. Brand name, type, model number
 - ii. Supplier name and address
 - iii. Specific machine requirements (e.g. temperature/humidity requirements)



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Subject:	Standard Operating Procedures (SOP) for Operation of Equipment	Policy No.	14	Page 2 of 7
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(b) **Materials**

List of materials which are consumed in the operation of the equipment (e.g. compressed air, gasoline)

Pre-Start-Up Inspection Checklist:

A walk around is to be performed prior to starting up the equipment. A checklist of items, specific to each piece of equipment, shall be used to ensure completeness and documentation.

The checklist will identify:

- (i) The frequency (e.g. daily, weekly, seasonally, etc)
- (ii) What items are to be checked
- (iii) What remedial action is taken when a substandard condition is identified
- (iv) The operator who performs the inspection and the date it is performed

The checklist items may include such things as:

- (i) All guards in place
- (ii) All manufacturer safety features are intact and operational
- (iii) There is no excessive wear
- (iv) Everything is fasted together properly/nothing is broken
- (v) All mounts secured
- (vi) Gauges; pressure, temperature, etc
- (vii) No personnel can become endangered by start-up
- (viii) Housekeeping



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Subject:	Standard Operating Procedures (SOP) for Operation of Equipment	Policy No.	14	Page 3 of 7
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Safety Precautions:

List the precautions that the worker should take while running the equipment, or working in the area, in order to prevent injury to himself/herself or others.

Include information concerning potential dangers of which he/she should be aware.

Some of the areas of concern which may be included are:

- (i) Electrical grounding
- (ii) High voltage
- (iii) Radiation
- (iv) Danger of burns from hot or very cold items
- (v) Extreme heat
- (vi) Flying sparks, explosive materials
- (vii) Hot liquids
- (viii) Acidic or caustic substances
- (ix) Skin irritants or drying agents
- (x) Toxic fumes
- (xi) Flammable fumes or liquids
- (xii) High pressure areas
- (xiii) Sharp edges or grinding wheels of machines
- (xiv) Dangerous moving parts of machinery
- (xv) Equipment shield
- (xvi) Excessive noise
- (xvii) Oil on floor
- (xviii) Pits or holes to avoid
- (xix) Pinch points

Information about what to do in an emergency situation (e.g. location of first aid station, emergency stopping, etc.) may also



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be included in this section.

Personal Protective Equipment

This section should list all the personal protective equipment which must be worn when operating the specific equipment and may include items such as:
(see attached chart)

- (i) Head protection (hard hat)
- (ii) Eye protection (safety glasses, face shield, goggles)
- (iii) Hearing protection (muffs, ear plugs)
- (iv) Respiratory equipment (filters, SCBA)
- (v) Protective clothing and gloves
- (vi) Foot protection

Preventive Maintenance and Critical Spare Parts:

This section shall document what preventive maintenance is to be performed on equipment. A checklist of items, specific to each piece of equipment, will be used to ensure completeness and may parallel the type of list typically found in the owner's manual.

The qualifications of the inspector/tester (e.g. automotive mechanic, electrician, etc.) that are required are to be identified in this section of the procedure.

A maintenance checklist will identify:

- (i) the frequency (i.e. daily, weekly, seasonally, etc)
- (ii) what items are to be checked



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- (iii) what standards are to be met
- (iv) the results observed
- (v) the remedial action taken when a problem/deviation is identified
- (vi) the operator who performs the maintenance list and the date it is performed
- (vii) Lockout procedures – Shut off etc.

Some maintenance activities may not be performed on a fixed time schedule, but rather when certain conditions are observed. For these cases the procedure should identify:

- (i) the condition/signal which triggers the maintenance
- (ii) what activity is to be performed
- (iii) the action taken
- (iv) lockout procedures, if any

For critical equipment, where minimum downtime has a serious effect on the operation, a list of essential spare parts will be developed and maintained (e.g. standby generator).

Operation:

This section explains in detail how to operate the equipment. It should be as complete and as easily understood as possible. Starting with the first step, the operation is listed sequentially and explanation given for how, as well as what, things are to be done. The instructions should be stated as simply and concisely as possible, assuming that the operator has no prior knowledge of the equipment/process.

Illustrations/drawings should be provided, where appropriate, to complement the written instructions.



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Shutdown:

This section should explain the steps to follow for three (3) types of shutdown situations:

- (i) emergency shutdown
- (ii) regular shutdown
- (iii) long-term (storage) shutdown

The steps listed for each shutdown are to be in the order in which they are to be carried out. Shutdowns include both shutdown of equipment and clearing the work areas. Emptying containers or tanks of liquid, purging lines, etc. are part of the process.

Illustrations:

This section should have any prints, drawings, schematics or illustrations which can further clarify the written procedures.

Audits:

The Standard Operating Procedure should be reviewed on a periodic basis, but a minimum of once annually, to:

- (a) ensure the procedure is being applied consistently
- (b) determine if the operator understands the procedure
- (c) allow for feedback and suggestions for improvements

If an incident occurs while using the equipment, the Joint Health and Safety Committee should review the Standard Operating



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Procedure as part of its incident review and analysis.

If the incident is attributed to failure to follow the Standard Operating Procedure

- (a) the supervisor should document this infraction and take the necessary action to enforce the procedure
- (b) the Joint Health and Safety Committee should include an audit of the specific Standard Operating Procedure on its subsequent Workplace Inspections to observe compliance



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POLICY STATEMENT:

The Municipality of Arran-Elderslie is committed to providing a harassment-free, violence-free environment and recognizes that workplace violence is a health and safety and human resource issue. The Municipality of Arran-Elderslie is committed to taking immediate action in the event of any act of violence or harassment occurring against any employee while the employee is carrying out their duties on behalf of the Municipality. In support of the Municipality of Arran-Elderslie's policy to provide a safe and healthy work environment, the Municipality will provide a framework for handling any incidence of workplace violence and/or harassment that may arise.

SCOPE:

This policy applies to all employees, contractors, suppliers, volunteers, visitors and individuals who are directly connected to any Municipal initiatives.

DEFINITIONS:

Bullying shall mean repeated, persistent and aggressive behavior directed at an individual or group that is intended to cause, or should be known to cause, fear, distress and/or harm to another person's body, feelings, self-esteem or reputation. Bullying occurs in a context where there is a real or perceived imbalance of power.

Discrimination shall mean differential treatment based on a personal characteristic, whether intentional or not, that has the effect of imposing disadvantages on such individual or group or that denies or limits access to opportunities, benefits and advantages available to others.



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Domestic Violence shall mean in the absence of a legal definition of “domestic violence”, Bill 168, an Act to amend the Occupational Health and Safety Act requires that if an employer becomes aware, or ought reasonably be aware, that domestic violence that would expose a worker to physical injury, may occur in the workplace; the employer shall take every reasonable precaution in the circumstances for the protection of the worker.”

Municipal Job Site shall mean all locations where business or social activities on behalf of the Municipality of Arran-Elderslie takes place, which includes work hours, shift breaks, on the job lunch periods, traveling on municipal business, training sessions, seminars and conferences paid for by the employer and social events.

Municipal Representative shall mean all persons who provide service to the public on behalf of the Municipality of Arran-Elderslie including, but not limited to, Council members, committee members, board members, municipal employees, volunteers and students.

Workplace Violence shall mean the exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to a worker. It shall also include the attempt to exercise physical force against a worker in a workplace that could cause physical injury to a worker. Workplace violence shall also be a statement or behavior that a worker could reasonably interpret as a threat to exercise physical force against the worker, in the workplace, that could cause physical injury to a worker.

Workplace Harassment shall mean engagement in a course of vexatious comment or conduct against a worker in a workplace that is known or ought to be reasonably known to be



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unwelcome. The definition of workplace harassment is broad enough to include all types of harassment prohibited under Ontario's Human Rights Code, including sexual harassment.

Workplace Sexual Harassment shall mean engaging in a course of vexatious comment or conduct against a worker, in a workplace because of sex, sexual orientation, gender identity or gender expression where the course of comment or conduct is known or ought reasonably to be known to be unwelcome or making a sexual solicitation or advance where the person making it is in a position to confer, grant or deny a benefit or advancement to the worker and the person knows or ought reasonably to know the solicitation or advance is unwelcome.

POLICY:

Workplace harassment and violence in all of its forms are unacceptable and will not be tolerated at the Municipality of Arran-Elderslie. All reported incidents of harassment and violence will be appropriately investigated to the best of the Corporation's ability and in a manner that is fair and equitable.

- a. Municipal representatives will demonstrate a respectful and cooperative working relationship with co-workers free of verbal or written accusations, innuendos, gossip and/or derogatory comments that are unwelcome, combative, intimidating, threatening or demeaning in nature while on a municipal job site.
- b. Pranks and/or practical jokes that may jeopardize anyone's health or safety will not be directed toward others while on a municipal job site.



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- c. All employees of the Municipality of Arran-Elderslie are required to report any acts of workplace harassment, violence and discrimination immediately, if:
- They have witnessed an act of bullying, harassment or violence
 - They have reason to believe that an act of bullying, harassment or violence has taken place
 - They experienced an act of bullying, harassment or violence
- d. Reporting procedures are outlined in the Workplace Violence and Harassment Procedures.
- e. The Municipality of Arran-Elderslie will treat all reports seriously and deal with them promptly and appropriately in a discreet and objective manner.
- f. Should a municipal representative find themselves in a violent, or potentially violent situation with an individual(s), on a municipal job site, the municipal representative will inform their Department Supervisor, a Health and Safety Committee Representative, a Department Head or the CAO that they have a perceived threat of violence to themselves and/or their co-workers. If the violence is in the form of a physical attack, the police will be notified immediately.
- g. Should a municipal representative be at risk of domestic violence and it is likely to expose a worker to injury in the workplace, the municipal representative has an obligation to inform their Department Supervisor, a Health and Safety Committee Representative, a Department Head or the CAO.
- h. Any municipal representative who has knowledge that a colleague is involved in a violent situation, whether on a municipal job site or not, they have an obligation to inform their Department Supervisor, a Health and Safety Committee



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Representative, a Department Head or CAO in order to avoid a possible threat of violence to themselves and/or co-workers on a municipal job site.

- i. Every reasonable precaution shall be taken to protect workers if the employer becomes aware, or ought reasonably to be aware, that domestic violence that exposes a municipal representative to injury may occur at a municipal job site.
- j. The Municipality of Arran-Elderslie will take all reasonable steps to protect the confidentiality of the parties involved in any complaint. All complaints, investigations and related records will involve only those persons necessary to investigate and resolve the complaint. It is recognized that in some cases, absolute confidentiality cannot be guaranteed.
- k. Confidentiality shall extend to all records relating to complaints including, but not limited to, records of committee meetings, interviews and investigations. All such records shall be subject to the provisions of the Municipal Freedom of Information and Privacy Act and may be subject to disclosure under the Act or to a court of law. A formal request to obtain information under the Freedom of Information and Privacy Act must be submitted to the Municipal CAO.
- l. It is everyone's responsibility to support practices that comply with this commitment while on the municipal job site.
- m. Performance reviews, work assignments, work evaluations, constructive and fair criticism of an employee's conduct, absenteeism or work performance, legitimate management responses to pressure situations and disciplinary measures taken by the employer for a valid reason do not constitute harassment or bullying.



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n. Under no circumstance will any person, who in good faith, reports a concern/incident of workplace bullying, harassment or violence be subject to discipline or reprisal. If however a report is determined to be unfounded and made in bad faith or with malicious intent, disciplinary action up to and including termination may result.

In accordance with Bill 132, Sexual Violence and Harassment Action Plan Act, 2016, this policy will be reviewed and amended as necessary at least once per year.

COMMITMENT:

The Municipality of Arran-Elderslie will not tolerate or condone any form of discrimination, harassment or violence in the workplace. This includes everyone in the organization being aware of what behavior is appropriate, assess the risk of workplace violence, investigating complaints and imposing suitable corrective measures.

ROLES & RESPONSIBILITIES:

Council, Management & Supervisors are responsible for ensuring a work environment free from harassment and violence. This responsibility includes actively promoting a positive work environment and intervening when problems occur. Council, Management and Supervisor responsibilities include:

- Communicate to employees that issues of workplace harassment and violence are taken seriously.
- Do not participate in or ignore discriminating, harassing or violent behavior.
- Ensure municipal representatives are informed of this policy and the procedures for dealing with issues that arise under this policy.
- Respond promptly to any issues of discrimination, harassment or violence that come to light.



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- Report any incidents of discrimination, harassment or violence to the CAO or a health and safety representative.
- Investigate and implement corrective actions to minimize potential recurrences.
- Ensure that municipal representatives who are experiencing difficulties and/or are exhibiting behaviours that may contribute or lead to conduct inconsistent with this policy are aware of any services that may be available and support them to attend these services.
- Ensure that municipal representatives who are exposed to a violent or traumatic situation in a workplace are aware of any services that may be available and support them to attend these services.
- Participate in the delivery of any relevant training or educational programs to employees that the Municipality develops or identifies as assisting in managing or de-escalating crisis situations that may lead to violence and to establish personal safety measures.
- Maintain and preserve municipal representatives' private and personal information to the fullest extent possible in the circumstance(s) with the understanding that protection of municipal representatives from violence of any type prevails over confidentiality.
- Take every reasonable precaution for the protection of all workers in the workplace as per requirements of the Occupational Health and Safety Act, section 32.0.5.

Employees of the Municipality are responsible to maintain a work environment free from bullying, harassment and violence. Employee responsibilities include:

- Understand the definitions of conduct prohibited by this policy and any conduct that falls within the scope of the behaviour prohibited by this policy.
- Do not engage in any behavior that would constitute workplace violence including coercion, bullying, harassment,



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threatening, intimidation, physical or verbal abuse that result in emotional or physical harm to other employees, residents or members of the public.

- Participate and provide input, through the Health & Safety Committee in regard to the development of workplace harassment and violence procedures, response plans and other controls that are proposed or implemented to minimize or eliminate risk.
- Attend education and training sessions offered by the Municipality regarding workplace harassment and violence.
- Report all workplace harassment or violence incidents to their Department Supervisor, a Health and Safety Committee Representative, a Department Head or CAO.
- Report all concerns of domestic violence that have potential to enter the workplace to their Department Supervisor, a Health and Safety Committee Representative, a Department Head or CAO.
- Report changes in co-workers' behaviours that are perceived to be concerning.
- Cooperate and assist with investigations regarding workplace harassment or violent incidents.
- Seek support and assistance from any services available when experiencing stress or other personal difficulties that may contribute to workplace violence.
- Seek support and assistance from any services available if exposed to a violent or traumatic situation (if appropriate).

PROCEDURES:

Management Support

All members of the workplace benefit from prompt, efficient and effective resolution of concerns regarding the quality of the work environment and any concerns which may jeopardize a safe work environment. Any employee who experiences any concern



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in their work environment regarding bullying, harassment or violence at or in the workplace is encouraged to report their concern immediately, either to a supervisor or through a formal complaint.

Management Support and Intervention

Any concern about bullying, harassment or violence may be effectively resolved by informal assistance, support and intervention by management. The Municipality encourages staff to raise any concern with respect to bullying, harassment or violence at or in the workplace with a department supervisor or, in the event that staff is not comfortable with raising the concern with their Department Supervisor, staff is encouraged to seek assistance from a Department Head, a Health and Safety Committee representative or the CAO.

Complaint Process

In the event that informal attempts to resolve concerns or bullying, harassment or violence are unsuccessful, or it is identified that concerns are more appropriately to be dealt with through a formal complaint process, an investigation shall be initiated in response to the receipt of a written, formal complaint.

Should an employee decide to file a formal complaint:

- Put the complaint in writing.
- Sign, date and file the complaint with the Department Supervisor. If the employee is not comfortable with filing the complaint to the Department Supervisor, it will be filed with a Department Head, a Representative of the Health & Safety Committee or the CAO.
- Co-operate with those responsible for investigating the complaint.



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Complaint Investigation Procedure

Where a formal complaint is filed, the following steps will occur:

- An investigation will be initiated and completed promptly.
- Individuals who have relevant information with respect to the alleged complaint will be interviewed and statements taken.
- Information obtained about an incident or complaint of workplace bullying, harassment or violence, including identifying information about any individuals involved will not be disclosed unless the disclosure is necessary for the investigation or corrective action, or is required by law.
- A written report will be prepared at the conclusion of the investigation.
- The findings will be reviewed with the parties to the complaint.
- Appropriate remedial action will be determined and implemented where there is a finding of bullying, harassment or violence in the workplace.

GUIDELINES FOR DEALING WITH SPECIFIC TYPES OF INCIDENTS:

Dealing with a Verbally Abusive Telephone Call

The following are guidelines for dealing with verbally abusive telephone calls. Municipal policies and procedures may provide additional specific information.

- Inform the caller that abusive language is not acceptable.
- Advise the caller that the conversation will be terminated if the abusive language persists.
- Establish written documentation about the incident.
- Advise the department supervisor of the occurrence after the phone call has ended.



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- If the same caller has made repeated, similar calls, advise them that if it continues the police will be notified.

Dealing with Telephone Threats

The following are guidelines for dealing with abusive telephone threats. Municipal policies and procedures may provide additional specific information.

- Obtain as much information from the caller as possible.
- Immediately document the conversation as accurately as possible.
- Immediately notify the department supervisor.
- Do not discuss the conversation with anyone other than management.

Dealing with a Written Threat

The following are guidelines for dealing with abusive written threats. Municipal policies and procedures may provide additional specific information.

- Do not throw away any part of the written letters or envelopes.
- Handle the document(s) as little as possible.
- Place the document(s) in a folder or clear protective sleeve to help protect the document(s)
- Advise the department supervisor of the occurrence.
- Do not discuss the contents of the written threat to anyone other than management.

Management Guidelines on Receiving Reports of Any Activities Listed Above

- Record details of the incident.
- Assess the immediate danger and take the appropriate measures to safeguard employees and facilities.



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- Initiate the appropriate investigations.
- Notify the appropriate police services where necessary.

GUIDELINES FOR A POTENTIAL VOLATILE SITUATION:

A potentially volatile situation is defined as any verbal threat or gesture to do harm to people, property, process or the environment. The verbal threat or gesture creates an intimidating, offensive or hostile environment and can include the display of uncontrolled behaviours as a result of emotional upset, anger or mental confusion. In such cases, responsibilities are as follows:

Employees (including Members of Council)

- Establish a safe location and notify your department supervisor immediately. Activate EMS (Emergency Medical Services – by calling 9-1-1) if deemed necessary.
- Do not aggravate or allow anyone else to aggravate the situation.
- If the person leaves the area, do not detain them. Follow the person safely while on the Municipality of Arran-Elderslie's worksite. Inform your department supervisor of the location of the person.
- Follow the direction of your department supervisor or their designate.

Supervisors/Management

- Appropriately and safely intervene when you become aware of a potentially volatile situation.
- Assess the immediate danger and take the appropriate measures to safeguard persons and the facility.
- Document the threat.



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- Notify the CAO or in their absence the Mayor. The appropriate police services may be notified where necessary.
- If the offender is an employee, consider suspending the offender pending the outcome of the investigation.
- In conjunction with the CAO or in their absence the Mayor, conduct an investigation. All parties are to be interviewed and asked to provide written, signed statements.
- Hold a post incident review to ensure procedures were followed and to make recommendations for improvements; recommend and/or provide appropriate medical care and or assistance.
- Record all details of the incident and submit a thorough report to the CAO in an appropriate time frame.

Guidelines for a Violent Situation with Immediate Danger:

A violent situation with immediate danger is defined as a highly agitated individual displaying loud and/or abusive verbal or aggressive physical behaviours; where harm or violent action to people, property or the environment has already taken place; the presence of any type of weapon or use of an object as a weapon or; where there is a threat by an individual to do immediate harm to people, property or the environment.

Employees (including Members of Council)

- Establish a safe location. Activate EMS (Emergency Medical Services – by calling 9-1-1) if deemed necessary.
- Notify your department supervisor or other Municipality of Arran-Elderslie official immediately.
- Follow the direction of your department supervisor or other Municipality of Arran-Elderslie official.



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Supervisors/Management

- Assess the immediate danger and appropriately and safely intervene when you become aware of the violent situation with immediate danger.
- Notify the appropriate police services of the situation where necessary.
- Coordinate efforts to stabilize the situation, take appropriate measures to safeguard persons and the facility.
- Document the occurrence details.
- Once the situation is under control, and if the offender is an employee, consider suspending the offending employee pending the outcome of an investigation.
- Conduct an investigation, all parties are to be interviewed and asked to provide written, signed and dated statements.
- Record all details of the incident and submit a thorough report to the CAO in a timely fashion.

CORRECTIVE ACTION:

Where harassing, violent or potentially violent behavior is substantiated, contrary to this policy, corrective action will be taken. Such corrective action will include addressing any relevant issues in the work environment, addressing the employee who has engaged in harassing or violent behavior or conduct to the contrary of this policy. Corrective action may range from educating individuals on the inappropriateness of their behavior, to transfer, demotion, suspension or termination. Corrective action may necessitate the need for police services and/or intervention

POLICY REVIEW:

This policy will be reviewed as required by all Health and Safety Committee members and the CAO. A copy of an updated policy



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will be posted in all workplaces.

APPENDIX A

Harassment, bullying and violence can come in different forms and can affect people on an individual basis. The following is a list of some examples of the types of harassment, bullying and violence that will not be tolerated while working at a municipal job site:

Bullying shall mean repeated, persistent and aggressive behavior directed at an individual or group that is intended to cause, or should be known to cause, fear, distress and/or harm to another person's body, feelings, self-esteem or reputation. Bullying occurs in a context where there is a real or perceived imbalance of power. Examples of bullying include but are not limited to:

- Spreading malicious rumours, gossip, or innuendo.
- Excluding or isolating someone socially.
- Intimidating a person.
- Undermining or deliberately impeding a person's work.
- Physically abusing or threatening abuse.
- Removing areas of responsibilities without cause.
- Constantly changing work guidelines.
- Establishing impossible deadlines that will set up the individual to fail.
- Withholding necessary information or purposefully giving the wrong information.
- Making jokes that are 'obviously offensive' by spoken word or email.
- Intruding on a person's privacy by pestering, spying or stalking.
- Assigning unreasonable duties or workloads which are unfavourable to one person (in a way that creates unnecessary pressure).
- Underwork - creating a feeling of uselessness.
- Yelling or using profanity.
- Criticizing a person persistently or constantly.



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- Belittling a person's opinions.
- Unwarranted (or undeserved) punishment.
- Blocking applications for training, leave or promotion.
- Tampering with a person's personal belongings or work equipment.

Discrimination shall mean differential treatment based on a personal characteristic, whether intentional or not, that has the effect of imposing disadvantages such as individual or group or that denies or limits access to opportunities, benefits and advantages available to others. Protected grounds of discrimination are:

- Race, colour, ancestry, citizenship, ethnic origin or place of origin.
- Creed, religion.
- Age.
- Sex (including pregnancy and gender identity).
- Sexual orientation.
- Family, marital (including same-sex partnership) status.
- Disability or perceived disability.
- A record of offenses for which a pardon has been granted under the Criminal Records Act, Canada and has not been revoked, or an offense in respect of any provincial enactment.

Workplace Sexual Harassment shall mean engaging in a course of vexatious comment or conduct against a worker, in a workplace because of sex, sexual orientation, gender identity or gender expression where the course of comment or conduct is known or ought reasonably to be known to be unwelcome or making a sexual solicitation or advance where the person making it is in a position to confer, grant or deny a benefit or advancement to the worker and the person knows or ought reasonably to know the solicitation or advance is unwelcome. Examples of workplace sexual harassment include but are not limited to:

- Sexual advances or demands that the recipient does not welcome or want.



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- Threats, punishment or denial of a benefit for refusing a sexual advance.
- Offering a benefit in exchange for a sexual favour.
- Leering (persistent sexual staring).
- Displaying sexually offensive material such as posters, pictures, calendars, cartoons, screen savers, pornographic or erotic websites or other electronic material.
- Distributing sexually explicit email messages or attachments such as pictures or video files.
- Sexually suggestive or obscene comments or gestures
- Unwelcome remarks, jokes, innuendos, propositions or taunting about a person's body.
- Persistent, unwanted attention after a consensual relationship ends.
- Physical contact of a sexual nature, such as touching or caressing.
- Sexual assault.

Workplace Harassment shall mean engagement in a course of vexatious comment or conduct against a worker in a workplace that is known or ought to be reasonably known to be unwelcome. The definition of workplace harassment is broad enough to include all types of harassment prohibited under Ontario's Human Rights Code, including sexual harassment. Examples of workplace harassment include but are not limited to:

- Verbally abusive behavior such as yelling, insults, ridicule and name calling including remarks, jokes or innuendos that demean, ridicule, intimidate or offend.
- Workplace pranks, vandalism, bullying and hazing.
- Gossiping or spreading malicious rumours.
- Excluding or ignoring someone, including persistent exclusion of a particular person from workplace related social gatherings.
- Undermining someone else's efforts by setting impossible goals, with short deadlines and deliberately withholding information that would enable a person to do their job.



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- Providing only demeaning or trivial tasks in place of normal job duties.
- Humiliation.
- Sabotaging someone else's work.
- Displaying or circulating offensive photos or materials.
- Offensive or intimidating phone calls or emails.
- Impeding an individual's efforts at promotions or transfers for reasons that are not legitimate.
- Making false allegations about someone verbally, in memos or other work-related documents.

What is NOT Harassment

Workplace harassment should not be confused with legitimate, reasonable management actions that are part of the normal work function, including:

- Measures to correct performance deficiencies, such as placing someone on a performance improvement plan
- Imposing discipline for workplace infractions
- Requesting medical documents in support of an absence from work

The Test of Harassment

The Test of Harassment is whether a person knew or ought reasonably to have known that the comments or conduct were unwelcome to the other person. For example, someone may make it clear through their conduct or body language that the behaviour is unwelcome, in which case the person must immediately cease the behaviour

Although it is commonly the case, the harasser does not necessarily have to have power or authority over the victim. Harassment can occur from co-worker to co-worker, supervisor to employee and employee to supervisor.



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Workplace Violence shall mean the exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to a worker. It shall also include the attempt to exercise physical force against a worker in a workplace that could cause physical injury to a worker. Workplace violence shall also be a statement or behavior that a worker could reasonable interpret as a threat to exercise physical force against the worker, in the workplace, that could cause physical injury to a worker. Examples of workplace violence include but are not limited to:

- Physically threatening behaviors such as shaking a fist at someone, finger pointing, destroying property, throwing objects.
- Verbal or written threats to physically attack a worker.
- Leaving threatening notes or sending threatening emails.
- Wielding a weapon at work.
- Stalking.
- Physically aggressive behaviors including hitting, shoving, standing excessively close to someone in an aggressive manner, pushing, kicking, throwing an object toward a person, physically restraining someone or any other form of physical or sexual assault.

Domestic Violence shall mean in the absence of a legal definition of "domestic violence", Bill 168, an Act to amend the Occupational Health and Safety Act requires that if an employer becomes aware, or ought reasonably be aware, that domestic violence that would expose a worker to physical injury may occur in the workplace, the employer shall take every reasonable precaution in the circumstances for the protection of the worker." This may include some or all of the following:

- Creating a safety plan.
- Contacting the police.
- Establishing enhanced security measures such as a panic button, code words, door and access security measures.
- Screening calls and blocking certain email addresses.



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- Setting up priority parking or providing escorts to a vehicle or public transportation.
- Adjusting working hours and location so they are less predictable; and facilitating access to counseling through an employee assistance program or other community programs.

APPENDIX B -RESOURCES AND SERVICES

SERVICE	PHONE NUMBER	EMAIL/WEBSITE
EMPLOYEE ASSISTANCE		
Lifeworks Employee Assistance Program	877.207.8833	arranelderslie.lifeworks.com
EMERGENCY		
Owen Sound Police Services	519.376.1234 911	www.owensoundpolice.com
Hanover Police Services	519.364.2411 (dispatch) 519.364.4280 911	
South Bruce Police Detachment Walkerton	519.881.3130 1.888.310.1122	
SERVICES		
The Women's Centre (Grey & Bruce) Inc.	519.371.1600 800.265.3722	www.thewomenscentre.org info@thewomenscentre.org
Victim Services of Bruce Grey Perth	866.376.9852 (emergency hotline) 888.577.3111	www.victim-services.com
Sexual Assault & Partner Abuse Care Centre & Contact Grey Bruce Health Services	519.376.2121 x 0	www.gbhs.on.ca/programs.php?pgid=119



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Women's House Serving Bruce & Grey	800.265.3026 (emergency hotline) 866.578.5566 (sexual assault)	
The Men's Program (Grey/Bruce) CMHA	519.371.3642	
LEGAL/COURT SERVICES		
Victim/Witness Assistance Program (V/WAP)	866.259.4823 519.376.8927	
SOCIAL SERVICES		
Canadian Mental Health Association	519.371.3642	http://gb.cmha.ca



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Subject:	Confined Space Policy	Policy No.	16	Page 1 of 4
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PURPOSE

To provide for a Confined Space Entry Program, based on requirements of the Occupational Health and Safety Act O. Reg. 632/05. This policy applies to all municipal employees, contractors, sub-contractors, consultants and other persons who have reason or need to enter into any confined space owned, managed or controlled by the Municipality of Arran-Elderslie.

This policy does not apply to members of the Arran-Elderslie Emergency and Fire Services while conducting emergency operations which has developed and follows their own internal policies.

CONFINED SPACE ENTRY PROGRAM

The Municipality of Arran-Elderslie has developed and continually reviews and updates the Confined Space Entry Program. The program is primarily managed by the Public Works Department.

An overview of the Confined Space Program is provided in this policy. However, the full program can be found in the following places and should be reviewed by all those who may be required to enter a Confined Space.

- The Common Drive under Records Management – H Human Resources – H20 Confined Spaces
-

All Staff that may be required to enter a confined space is provided with the appropriate training in accordance with legislated requirements.

Every person(s) entering a confined space has the duty and responsibility by law to ensure that:



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- They comply with the Confined Space Program for the entry into confined space(s).
- Are authorized by their supervisor or in his/her absence their designated alternate to enter the space(s).
- All persons involved in the entry operation are properly trained and or certified.
- All required entry and rescue equipment is on site and in proper working order.
- Follow the confined space entry plan for the specific space of class of confined space.
- Entry permit onsite has been completed.

The program outlines the requirements and provides guidelines regarding the necessary actions needed to eliminate the potential for employee injuries or fatalities associated with confined space entry activities, **for one or more confined spaces.**

A copy of the complete program will be presented, maintained and filed with the Joint Health and Safety Committee.

This Confined Space Program provides the:

- The method to recognize a confined space is based on the Occupational Health and Safety Act definition.

Confined Space; means a fully or partially enclosed space,

- a) that is not both designed and constructed for continuous human occupancy, and
- b) in which atmospheric hazards may occur because of its construction, location or contents or because of work that



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is done in it.

- **Assessments** listed in Appendix A, classified based on their hazards, along with a blank Confined Space Assessment Form is required to be completed by a competent person on any new or altered confined spaces.
- **Plans** listed in Appendix B.
- **Training** method for the Entrant & Attendant. Every three (3) years at a minimum the employer will provide training from an external source on confined space. In-house training will occur annually in the month of March for the required staff including Rescuer on internal confined space procedures. All employees in Arran-Elderslie receive First Aid and CPR training every three (3) years.
- **Entry Permit** form to be completed when entering any confined based on the plans determined from the assessments of all the confined spaces.
- **Rescue Plan** immediately available to assist in a confined space rescue if needed.
- **Coordination Document** that is available when multi-employer or contractor involvement occurs in a confine space.

The Program further notes the **Preventing of Unauthorized Entry** into confined spaces by special access lids, security locks or warning signs.

The **Retention of Records** pertaining to all confined space assessments, plans, entry permits, co-ordination documents, training, equipment inspections, and record of testing shall be maintained as per Reg. 632/05 Section 21(2). "The period that is



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necessary to ensure that at least the two (2) most recent records of each kind related to a particular confined space are retained". Due to the low frequency of entry into some spaces all confined space entry documents will be retained on file at the Arran-Elderslie municipal office in Chesley for a minimum period of seven (7) years to ensure compliance.



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Subject:	Scented Products in the Workplace	Policy No.	17	Page 1 of 3
Effective Date:	December 9, 2024	Date Last Reviewed		

PURPOSE

To provide increased knowledge to employees regarding the impact of scented products in the workplace; encourage employees to respect the symptoms experienced by individuals due to the use of scented products, encourage the use of scent free products where possible and communicate the potential reactions and symptoms of chemical and fragrance sensitivities.

RESPONSIBILITY

To provide a healthy workplace for employees, contractors, elected officials and members of the public.

DEFINITIONS

Scent: Means any ingredient that is deliberately added to a product to impact a scent or mask a scent.

BACKGROUND/EDUCATION

Chemical/fragrance sensitivity is the inability to tolerate even low levels of exposure to chemicals in the environment. Some individuals are prone to experience health effects from exposure to manufactured scented products. Even person without pre-existing health problems can have irritation to their upper airways, eye irritation and a general feeling of not being well, when exposed to certain fragrances.

Scent sensitivities may cause a variety of health problems such as, but not limited to:

- Sore throat
- Runny nose, sinus congestion
- Shortness of breath, wheezing
- Headaches, migraines



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- Dizziness
- Anxiety, irritability, fatigue, mental confusion
- Inability to concentrate
- Seizures
- Nausea
- Muscle pain
- Asthma attacks
- Skin reactions

RESPONSIBILITIES: EMPLOYEES

Act in a responsible and respectable manner that does not place a co-worker or visitor in jeopardy or at risk for a sensitivity or allergic reaction.

Voluntarily refrain from the use of scented products so that chemical/fragrance barriers will not place staff members at risk for health problems.

Speak with your co-worker directly if they wear or bring scented products into the workplace that impacts your health.

Bring the matter to your manager's attention for resolution if the situation is not resolved co-worker to co-worker.

File an incident report with the Joint Health and Safety Committee if you are adversely affected by a scented product.

RESPONSIBILITIES: EMPLOYERS

Assist with a resolution when notified in writing by an employee that a co-worker-to-co-worker resolution regarding scents in the workplace has not been resolved.

Advise people to be mindful of the possible negative effects of scented products.



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Request people to minimize or where possible stop the use of scented products.

File an incident report with the Joint Health and Safety Committee if an employee notifies you they are adversely affected by scented product.



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Subject:	Public Safety	Policy No.	18	Page 1 of 5
Effective Date:	December 9, 2024	Date Last Reviewed		

PURPOSE

To provide a guideline which outlines the responsibilities of personnel at the Municipality of Arran-Elderslie with respect to public safety.

RESPONSIBILITY

All individuals in the workforce, at all levels and functions, are responsible for understanding and carrying out the responsibilities and duties outlined herein.

PROCEDURE

A. General

1. Responsibility is defined as an individual's obligation to carry out assigned duties.
2. Responsibility and authority can be delegated to subordinates, giving them the right to act for their supervisors, but the supervisor remains accountable for seeing that delegated assignments are carried out.

B. Corporation

1. The Corporation is to ensure that:
 - (a) Equipment, materials, and protective devices are maintained in good condition.
 - (b) Workers are provided with information, instruction, and supervision to protect public safety.
 - (c) When appointing a supervisor, a competent supervisor is appointed.
 - (d) Workers, and persons with authority over workers, have the experience and knowledge to recognize



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hazards or risks to public safety. A Hazard Recognition Policy has been prepared as part of the Health and Safety Policy Manual.

- (e) It takes every precaution reasonable in the circumstances for the protection of the public.

C. Management

1. This level of the organization includes the Chief Administrator Officer (CAO) and the Department Heads.
2. The public safety responsibilities attached to this level include the following:
 - (a) Ensure that the working environment is maintained in a manner that does not pose a risk to public safety.
 - (b) Provide ongoing safety education through training.
 - (c) Provide standard operating procedures that include public safety considerations.
 - (d) Evaluate the public safety performance of subordinates and divisions.
 - (e) Perform regular crew visits for the purpose of assessing public safety.
 - (f) Ensure that all senior management, departmental, or labour/management meetings have public safety as a component of the overall health and safety topic on the agenda.
 - (g) Ensure that safety reference materials are readily available to supervisors and workers.
 - (h) Ensure that safety is a component of hiring criteria.
 - (i) Ensure that there is a progressive discipline system that may consider public safety infractions.



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D. Supervisors

1. This level of the organization includes all those individuals who supervise the work of other employees, from the Front-Line Supervisor, up to and could include the CAO and department heads.
2. The public safety responsibilities attached to this level include the following:
 - (a) Understand and enforce the Municipality of Arran-Elderslie's Public Safety Policy and related procedures.
 - (b) Advise management of the existence of any potential or actual danger to public safety of which the supervisor is aware.
 - (c) Investigate public safety concerns communicated by workers.
 - (d) Take every precaution reasonable in the circumstance for the protection of the public.
 - (e) Ensure that workers receive proper instruction and training about public safety prior to the commencement of work.
 - (f) Correct substandard acts or conditions of workers which give rise to public safety concerns.
 - (g) Conduct regular crew visits to assess public safety.
 - (h) Maintain familiarity with the Hazard Policy and apply its guidance to the assessment of public safety.
 - (i) Regularly attend safety meetings.
 - (j) Ensure that public safety reference materials are readily available to workers.
 - (k) Ensure that public safety is a component of hiring criteria.



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E. Workers, Contract/Temporary Workers

1. This level of the organization includes all workers in the workplace, up to and including the CAO, as well as those individuals on the municipal payroll on a contract basis.
2. The public safety responsibilities attached to this level include the following:
 - (a) Learning, understanding and practicing standard operating procedures with respect to safety, including public safety.
 - (c) Comply with the Municipality of Arran-Elderslie's public safety policies and procedures.
 - (d) Take every possible precaution to protect the safety of the public.
 - (e) Report unsafe acts or conditions to their supervisor and/or management.
 - (f) Maintain worksites in a manner that poses the least risk to public safety, including demobilized or unoccupied worksites.
 - (g) Maintain familiarity with the Hazard Recognition Policy and apply its guidance to the assessment of public safety.
 - (h) Consider public safety in the performance of all duties and report perceived risks to supervisors and management.

F. Contractors and Sub-Contractors

1. This classification is external to the Municipality of Arran-Elderslie and includes all those individuals or organizations working on a contract for the Municipality of Arran-Elderslie.



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2. The public safety responsibilities attached to this classification include the following:
 - (a) Take every possible precaution to protect the safety of the public.
 - (b) Maintain worksites in a manner that poses the least risk to public safety, including demobilized or unoccupied work sites.



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Subject:	WHMIS Compliance	Policy No.	19	Page 1 of 2
Effective Date:	December 9, 2024	Date Last Reviewed		

PURPOSE

To ensure the establishment of a standard for the purchase and use of hazardous products in the workplace so that all the requirements of the Workplace Hazardous Materials Information System (WHMIS) regulation are met.

PROCEDURES

The following procedures shall be followed regarding hazardous materials:

1. If a controlled product is currently on site, ensure there is an up-to-date MSDS available, if not, one shall be requested.
2. If the product is not currently on site, determine whether it is a controlled product. If it is, ensure the supplier provides a copy of the MSDS prior to purchasing.
3. If the product has a high hazard rating, determine whether a less hazardous material can be used.
4. If no alternative is available, review the MSDS to determine the risks, protective equipment needed, special storage requirements, etc.
5. When a controlled product is delivered, ensure that it is properly labelled and has the appropriate MSDS. If the product is not properly labelled, either apply a workplace label, or send the product back to the supplier.
6. The supervisor shall inform workers working with the product of the hazards and what precautions are to be taken for safe handling of this product.
7. The MSDS shall be placed in a location where all workers have easy access to it.
8. The supervisor and, if possible, the Joint Health and Safety Committee -should be consulted prior to purchasing any hazardous product.



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TRAINING

1. All Municipal workers who use or may be exposed to a hazardous product shall be given generic and workplace specific WHMIS training within a reasonable period of time from when they are employed by the municipality.
2. The supervisor shall ensure all workers working with specific hazardous products have been informed of the hazards, and on how to work safely with these products
3. The Joint Health and Safety Committee shall review the WHMIS training program on an annual basis to determine whether the training provided is up-to-date and adequate to protect workers.

LABELLING

1. All hazardous products shall be labelled with either a supplier label or a workplace label as defined by WHMIS regulations.
2. All bulk containers and pipes containing hazardous products shall be labelled according to the WHMIS regulations.

MATERIAL SAFETY DATA SHEETS

1. An MSDS shall be easily accessible for all WHMIS controlled products.
2. Copies of all MSDS's shall be made available to emergency personnel in case of fire.
3. All MSDS's shall be less than three (3) years old.

WORKPLACE SURVEY/INVENTORY

1. Each worksite must be inspected, and all hazardous products shall be identified and noted on an inventory sheet.
2. The inventory shall be reviewed and updated annually.



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Subject:	Refusal to Work	Policy No.	20	Page 1 of 3
Effective Date:	December 9, 2024	Date Last Reviewed		

PURPOSE

To create a procedure outlining the steps to be followed when any worker refuses to work due to unsafe work conditions, as defined in the Occupational Health and Safety Act.

RESPONSIBILITIES

1. The worker is responsible for immediately informing the supervisor of any unsafe work conditions and following the proper procedures.
2. The supervisor is responsible for investigating any reports of unsafe work conditions and resolving the concern, as defined by these procedures.

PROCEDURE

In most workplaces Section 43 of the Occupational Health and Safety Act is not invoked. Most workers and supervisors can control substandard and unsafe conditions. There are several groups of workers in the Municipal sector which has a limited right to refusing work:

1. A person employed in, or a member of, a police force to which the Police Services Act applies
2. A firefighter as defined in subject 1(1) of the Fire protection and Prevention Act, 1997
3. A person employed in the operation of a nursing home, home for the aged, an ambulance service

If a situation does arise that a work refusal happens, please ensure that all parties follow the steps.

A worker may refuse to work or do particular work where they have reason to believe that:



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1. Any equipment they use or operate is likely to endanger them self or another worker
2. The physical condition of the workplace is likely to endanger them self
3. Any equipment they use, or the physical condition of the workplace, is in contravention of the Occupational Health and Safety Act and such contravention is likely to endanger them self or another worker

Upon refusing to work, the worker shall promptly report the circumstances of their refusal to their supervisor, who shall investigate the report in the presence of the worker and:

1. A committee member representing workers or
2. A health and safety representative

Until the investigation is completed, the worker shall remain in a safe place near their workstation.

If, after following the investigation and/or any steps taken to resolve the concerns, the worker feels there is still an unsafe work condition, the employer, the worker representative, or worker shall notify the Ministry of Labour.

A Ministry of Labour inspector shall investigate the refusal in consultation with:

1. Employer/supervisor
2. Worker
3. JHSC worker member (if possible, certified member)

The inspector shall decide whether there is a likelihood of endangerment and give their decision in writing as soon as practicable.

Pending the investigation and decision of the inspector, the worker shall remain at a safe place near his workstation during his normal



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Subject:	Refusal to Work	Policy No.	20	Page 3 of 3
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working hours, unless the employer assigns the worker reasonable alternative work during such hours.

Pending the investigation and decision of the inspector, no worker shall be assigned to use the equipment or to work in the workplace being investigated unless the worker to be assigned has been advised of the work refusal and the reasons for it, in the presence of the:

1. Supervisor
2. Refusing worker
3. JHSC worker member (if possible, certified member)



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Standard Operating Procedure Subject:	Sharps Handling	Standard Operating Procedure No.	AE - 01	Page 1 of 2
Effective Date:	December 9, 2024	Date Last Reviewed		

PURPOSE

To create a procedure outlining the steps to be followed when a sharp is discovered and to ensure staff understand the procedure of and have the equipment necessary to safely dispose of sharps and drug equipment found in the community. Sharps and other drug equipment must be treated as a health hazard and must be disposed of with the best and most safe practices possible.

DEFINITIONS

Sharps are defined as needles, syringes, blades, lancets, clinical glass (glass possibly contaminated with blood, body fluids or chemicals) and any other items that could cause a cut, puncture, or abrasion.

EQUIPMENT

Safety Kits are located at the Arran, Paisley and Chesley Workshops and contain:

- Puncture Resistant Safety Gloves
- Safety Glasses
- Sharps Waste Container
- Safety Shoes
- Tongs
- Nitrile Gloves

DO NOT PICK UP ANYTHING SHARP UNLESS YOU HAVE BEEN PROPERLY TRAINED TO DO SO AND HAVE THE REQUIRED EQUIPMENT TO HANDLE SHARPS!!!

MANAGEMENT RESPONSIBILITIES

It is the responsibility of management to ensure that the proper equipment and training is provided prior to the handling and disposal of sharps.



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Standard Operating Procedure Subject:	Sharps Handling	Standard Operating Procedure No.	AE - 01	Page 2 of 2
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EMPLOYEE RESPONSIBILITIES

It is the responsibility of the employee to use the training and equipment provided to properly remove sharps in a safe manner. Only employees that have received the proper training and have the proper safety equipment will remove sharps from the area.

PROCEDURE

1. Inform Foreperson/Supervisor of the location sharps were found.
2. Retrieve or call for the proper safety equipment so that the safe removal process can be followed. Proper equipment includes (Puncture resistant gloves, nitrile gloves, safety glasses, tongs, sharps bin, and proper footwear)
3. Put on Personal Protective Equipment included in the kit ensuring that the nitrile gloves are placed on first and then the puncture resistant gloves.
4. Place sharps container on a flat stable surface.
5. Using the tongs, pick up and place sharps in the container with the sharp end first. If multiple sharps are present, pick them up one at a time and place in the bin until all sharps are removed and the area is safe.
6. Make sure the lid of the bin is fully latched or closed so it is safe for transport.
7. Dispose of the nitrile gloves and replace them with a new pair for the next user.
8. Return bin to its safe and secure storage location.
9. Once the bin is full take to an exchange location and get a new bin.
10. Wash hands with warm soapy water or use alcohol-based sanitizer.
11. Notify Foreman/Supervisor that the area is cleaned up and safe.

NOTE: Any employee injured by a sharp (puncture or cut to skin) should immediately report the injury to their supervisor. The supervisor will ensure that the employee receives immediate medical attention if required and will investigate and complete an Employee Incident Report.



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Standard Operating Procedure Subject:	Stretching	Standard Operating Procedure No.	AE - 02	Page 1 of 1
Effective Date:	December 9, 2024	Date Last Reviewed		

PURPOSE

The following standard operating procedure is a recommendation to all staff for the purpose of trying to eliminate workplace injuries. Attached is a procedure designed to improve safety for all members of the team. Throughout the course of the year, staff can be subject to strenuous or repetitive tasks that can cause strains or injuries. The following stretching procedure is recommended prior to any of these types of tasks in an attempt to avoid injuries or lost work time.

RESPONSIBILITY

It is the responsibility of the Municipality of Arran-Elderslie to ensure that proper and safe policies and procedures are in place.

It is the responsibility of the supervisor or foreperson to ensure that staff are aware of the procedure.

The employee working is responsible for the proper application of this procedure.

PROCEDURES

The implementation of this policy falls on all workers, foreman, and supervisors to follow for best practises. Stretching prior to any shift or strenuous workplace activity is a good way to prevent workplace injury.

Attached below are some suggested stretching techniques and instructions that can be followed to reduce potential injury.

See Attachments – AE-02a



Benefits of Regular Stretching:

- Increases range of motion, reduces sprain-strain injury risks, and helps control postural fatigue
- Warms and prepares muscles, pre-fueling them with oxygen and other needed chemicals
- Reduces internal friction and stiffness involving muscles, tendons, joints, and ligaments
- Reduces soreness and fatigue from long-term sitting, driving, bending, or reaching
- Improves comfort and decreases fatigue related to physical exertion, lifting, and using tools



BACK EXTENSION AND SHOULDER BLADE PINCH

This exercise provides great fatigue relief for the lower, mid, and upper back. Stand with feet apart and gently lean backward to the point of mild tension with the arms also reaching back and squeezed toward each other. Tighten shoulder blades and low back muscles and hold for five seconds. Do three times.



NECK FORWARD STRETCH

This stretches the back of the neck and the area where the neck joins the upper back. Tilt your head forward and lower the chin toward the chest, placing a hand on the back of your head for added stretch. Hold for 15 seconds.



NECK LEFT AND RIGHT

This stretches the sides of the neck and the area where the neck joins the shoulders. Tilt head sideways toward shoulder without twisting the neck – move the ear directly toward the shoulder. Do this stretch once for 15 seconds on each side.



ELBOW PULLOVER (LATERAL TORSO STRETCH)

This stretches the sides of the torso. Raise one arm overhead, grasp it at the elbow with other hand, and lean sideways from the waist, stretching the side of the trunk. Hold for 5 seconds, alternating for 3 times on each side.



SHOULDER OVER (LATERAL SHOULDER STRETCH)

Raise one arm overhead, grasp it at the elbow with other hand, and pull the elbow gently across behind the head, stretching the muscles and soft tissues on the side of the shoulder joint and surrounding area. Hold for 15 seconds, and repeat for the other shoulder.



SHOULDER ACROSS (POSTERIOR SHOULDER STRETCH)

Hold one arm straight across the chest and gently pull its elbow in closer and farther across. Hold for 15 seconds to stretch the back area of that shoulder. Repeat for the other shoulder.



SHOULDER BACK (ANTERIOR SHOULDER AND CHEST STRETCH)

Stand with a stable shoulder-high object directly to your side. Extend the arm on that side to touch the object with your fingertips with arm straight. Gently rotate your entire body forward and away from the object while keeping fingertips in place on the object, stretching the front side of that shoulder. Hold for 15 seconds and repeat, facing the opposite direction in order to stretch the other shoulder.



BRIDGE STRETCH FOR ARMS AND UPPER TORSO

Interlace fingers with palms pointing toward the sky, straightening the elbows and reaching as far upward as possible with both hands. Hold for 15 seconds.



FOREARM AND WRIST STRETCHES

Extend one arm forward without bending the elbow. Bend the wrist upward, and use the other hand to gently pull fingers back toward you, stretching the muscles and soft tissues on the bottom of the forearm and wrist. Hold for 15 seconds. Then release and bend the same wrist downward, gently pulling it down and toward you with the other hand. Hold for 15 seconds and repeat both stretches with other arm.



HAMSTRING STRETCH

Reduces soreness and stiffness in the hamstring muscles and tendons in the back of the thighs. Stand with one foot forward and tip up the toes of the front foot. Place both hands on the top of the rear leg for support and bend knee of your rear leg. Bend your knee more to stretch the hamstring area of front leg and hip. Hold for 15 seconds, then alternate legs and repeat. Alternate method: cross legs and bend forward to place hand on shin with support of other hand, stretching the hamstring on the back leg.



QUAD AND FLEXOR STRETCH

Place one hand on a stable surface for support. Bend one knee to lift a foot up behind you. Bend forward and grasp that ankle with the opposite-side hand, and slowly stand back upright, gently pulling the leg upward behind you to stretch front of thigh (quadriceps) and upper thigh area (hip flexors). Hold for 15 seconds and repeat with opposite leg and hand.



CALF STRETCH

Stand at arm's length in front of a tall stable surface such as a wall or tree. Place both hands on the surface at chest level, and move one foot back about as far as your shoulders are wide. Push the rear heel all the way onto the floor or ground, and lean forward toward your hands to stretch the calf muscles and tendons on that leg. Hold for 15 seconds and repeat for the other leg. This stretch can also help relieve heel discomfort.



Do these quick stretches regularly to reduce fatigue and avoid injury:

1

*Repeat 3 times,
5 seconds each*

BACK EXTENSION

2

*Do once for 15
seconds*

NECK FORWARD

3

*Repeat 3 times,
5 seconds each*

NECK LEFT & RIGHT

4

*Repeat 3 times,
5 seconds each,
both sides*

ELBOW PULLOVER

5

*Do once for 15
seconds on
each side*

SHOULDER OVER

6

*Do once for 15
seconds with
each arm*

SHOULDER ACROSS

7

*Do once for 15
seconds
each arm*

SHOULDER BACK

8

*Do once for 15
seconds*

BRIDGE STRETCH

9

*Do once for
15 seconds each
way, both arms*

FOREARM & WRIST

10

*Do once for
15 seconds
each leg*

HAMSTRING STRETCH

11

*Do once for
15 seconds
each leg*

CALF STRETCH

12

*Do once for
15 seconds
each leg*

QUAD & FLEXOR STRETCH



The Corporation of the Municipality of Arran-Elderslie

Standard Operating Procedure Subject:	Personal Protective Equipment	Standard Operating Procedure No.	AE - 03	Page 1 of 4
Effective Date:	December 9, 2024	Date Last Reviewed		

PURPOSE

To create a procedure outlining what personal protection equipment is required to be worn in the workplace.

RESPONSIBILITIES

1. The supervisor is responsible for issuing the necessary equipment, training the employee in its use and ensuring the policy is adhered to.
2. The employee is responsible for the care and maintenance of any application of this policy as it applies to them.

PROCEDURE

- Personal Protective Equipment (PPE) is the last line of defense for controlling occupational hazards, after thorough evaluation and implementation of:
 - Engineering controls
 - Administrative controls
 - Work practices
- Only PPE approved by the appropriate safety associations (e.g. CSA etc.) will be used.
- Specific PPE needs will be identified by each workgroup in accordance with accepted industry practices and standards, and will be documented in the specific workplace Standard Operating Procedures for the critical pieces of equipment.
- Training in the use and maintenance of PPE will be provided.
- Records will be kept for the issue of non-disposable PPE.



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Standard Operating Procedure Subject:	Personal Protective Equipment	Standard Operating Procedure No.	AE - 03	Page 2 of 4
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Personal Protective Equipment

(a) Head Protection

1. Hard hats are required by all Workers involved in construction and maintenance and where there is any danger of injury from falling objects, or from striking the head on overhead objects.
2. Hard hats shall not be drilled, painted or worn in a reversed manner.
3. Other protective headgear may be assigned to protect individuals from long-term exposure to the sun or elements.

(b) Eye Protection

1. Where a Worker is exposed to hazard of eye injury, they must wear eye protection appropriate for the circumstances, which includes, but is not limited to:
 - Chipping
 - Cutting
 - Drilling
 - Sawing
 - Spray painting
 - Welding
 - Exposure to heavy dirt or dusty conditions
 - Sandblasting
 - Exposure to acids, alkali, or other corrosive chemicals



Standard Operating Procedure Subject:	Personal Protective Equipment	Standard Operating Procedure No.	AE - 03	Page 3 of 4
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(c) Hearing Protection

1. Warning signs are to be posted at the approaches to an area, or on equipment, where the sound level is more than ninety (90) decibels.
2. Workers are to wear hearing protection when the daily exposure is more than that permitted for the particular sound level, as defined in Regulations 692, S144, of the Occupational Health & Safety Act.
3. Workers shall wear hearing protection, when exposed to a sound level of 90 decibels or greater.

(d) Respiratory Equipment

1. Suitable breathing apparatus is to be worn when Workers are likely to be exposed to injury from: Noxious gases, liquid, fume or dust

(e) Vests

1. All workers involved in construction and maintenance, while on the public way require reflective fluorescent vests or equivalent.

Section 69 (1) OHSA

- (1) A worker who may be endangered by vehicular traffic shall wear a garment that covers at least his or her upper body and has the following features:

- The garment shall be fluorescent blaze or international orange in colour.
- On the front and the back, there shall be two yellow stripes that are 5 centimeters



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wide. The yellow area shall total at least 500 centimeters on the back.

- On the front, the stripes shall be arranged vertically and centered and shall be approximately 225 millimeters apart, measured from the center of each stripe. On the back, they shall be arranged in the diagonal "X" pattern.
- The stripes shall be retro-reflective and fluorescent.

- (2) If the garment is a vest, it shall have an adjustable fit.
- (3) On and after January 1, 2001, a nylon vest to which this section applies shall also have a side and front tear-away feature.



The Corporation of the Municipality of Arran-Elderslie

Standard Operating Procedure Subject:	Vehicle & Equipment - Use & Care	Standard Operating Procedure No.	AE - 04	Page 1 of 4
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1. All Municipal vehicles will be equipped with the following:
 - A First Aid Kit that meets the requirements of the W.S.I.A.
 - A Fire Extinguisher
 - Flares & slow-moving vehicle signs where required by legislation
2. Employees, except when specifically authorized by the Supervisor or Manager, may only operate municipal vehicles.
3. Vehicles may not be operated on the road unless the driver has a valid Ontario Driver's License of the applicable class in their possession.
4. Drivers must notify their supervisor, if at any time;
 - Their driver's license is suspended or revoked
 - The class of their driver's license changes
 - They develop a physical or mental condition which affects their ability to drive
 - A medical Practitioner informs them that they may not operate a vehicle, either temporarily or permanently.
5. Employees may not use a particular vehicle or piece of equipment unless they are qualified or trained to use it.
6. Anyone under the influence of alcohol, drugs, medication, or other substance that is likely to impair their judgment, may not operate any vehicle or piece of equipment.
7. Where vehicles are equipped with seat belts, they shall be worn when the vehicle is in motion.
8. No employee shall operate a Municipal vehicle on a construction project unless they have the training and experience necessary and are authorized and qualified by law to operate a vehicle.



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Standard Operating Procedure Subject:	Vehicle & Equipment - Use & Care	Standard Operating Procedure No.	AE - 04	Page 2 of 4
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9. When refueling vehicles, the engine shall be switched off. The "No Smoking" rule shall be strictly enforced in the refueling area, and no source of ignition shall be within three (3) meters (10 feet) of the dispensing point.
10. Where a vehicle is left unattended by the operator, the vehicle shall be locked or rendered incapable of being started by an unauthorized person, and the operator will ensure that the vehicle is secured from rolling or moving by use of the parking brake or some other means
11. A Worker shall not remain on, or in a vehicle where they may be endangered during the loading or unloading of the vehicle.
12. Operators must adjust their driving to road and weather conditions. The speed and following distance under clear dry conditions are not appropriate when roads are wet, or visibility is poor.
13. When hooking up a trailer or any similar piece of equipment for transport, the operator must ensure that the latch is properly engaged and the safety chains and lights are hooked up and working.
14. No employee shall operate any vehicle or piece of equipment in a manner that may endanger anyone.
15. It is the operator's responsibility to keep vehicles clean. Any loose materials should be secured and prevented from moving about the cab.
16. Operators must remain aware of objects or people around the vehicle or equipment. Equipment should not be taken into areas where there is insufficient room for the machine.



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Standard Operating Procedure Subject:	Vehicle & Equipment - Use & Care	Standard Operating Procedure No.	AE - 04	Page 3 of 4
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17. At the start and end of each day, operators must perform a Circle Check of the vehicle with documentation in a logbook.
18. A defect slip must be completed for any problems encountered with the mechanical operation of the vehicle, or in the case of a traffic accident.
19. Operators must immediately report damage to Municipal property or equipment to the appropriate supervisor or manager and complete an accident report. The supervisor will investigate and forward the accident report to the CAO/Clerk.
20. Backing Procedures:

Backing any vehicle is an unusual movement that should be avoided if possible. Drivers should plan their routes to avoid backing where possible. In parking lots and other similar areas, drivers should try to park the vehicle so that it is driven rather than backed out. Vehicles should never be backed into intersections, pedestrian crossovers or around corners without a spotter. If backing is unavoidable, the driver must definitely determine that the required space is clear. When backing always drive slowly and check all mirrors before and while backing. Municipal vehicles may have a limited view or blind spot to the rear. With these vehicles drivers will have to do more than just check the mirrors to ensure the way is clear. Other vehicles may have the view to the rear temporarily obstructed.

- If it is necessary to back such a vehicle, drivers must use a spotter if one is available.
- The spotter will take a position where eye contact can be maintained with the driver.
- The spotter will give proper hand signals (not only vocal directions).



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- Both the driver and spotter must take a serious approach to this duty.
- If the driver loses sight of the spotter while backing **STOP IMMEDIATELY.**

If the driver is alone:

- The driver must circle the vehicle to make certain that there are no obstructions before backing
- The driver will not back up without getting the entire picture
- If the vehicle is on a roadway or other area where another vehicle may pull up behind, then the driver will use a traffic cone or similar object to keep the area behind the vehicle clear.
- The driver will sound the horn twice before backing up

21. When a vehicle is being driven into or out of a building the driver must:

- Stop before entering the doorway.
- Sound horn.
- Check overhead and side clearances.
- Enter the doorway at a very slow cautious rate of speed.



The Corporation of the Municipality of Arran-Elderslie

Standard Operating Procedure Subject:	Lock Out/Tag Out/Zero Energy State	Standard Operating Procedure No.	AE - 05	Page 1 of 3
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PURPOSE

Unauthorized or inadvertent operation of energy source-controlled devices which may cause injury to personnel working on or near the equipment. This procedure will ensure that equipment is locked out and tagged out when it is under repair or maintenance or determined to be unsafe.

RESPONSIBILITY

1. It is the responsibility of the Municipality of Arran-Elderslie to ensure the proper and safe policies and procedures are in place.
2. The supervisor is responsible for ensuring that the workers are trained and follow the procedures.
3. The worker operating the equipment is responsible for the proper application of this procedure and shall be familiar with the operational specifications that apply to locking and tagging out.

PROCEDURE

All equipment will be locked out or tagged during repair to avoid injury to Workers from energy hazards. Energy sources include electricity, heat, pneumatic, or hydraulic pressure, gravity, and mechanical or chemical energy.

1. Before repair work is started all sources of energy that affect the work should be identified.
2. Once identified, all energy sources must be neutralized, redirected or stopped.
3. The Worker must then verify that no energy is available (zero energy state) to cause a hazard.
4. The Worker must then take steps to prevent the accidental re-energizing of the system (i.e. LOCK and TAG).



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Standard Operating Procedure Subject:	Lock Out/Tag Out/Zero Energy State	Standard Operating Procedure No.	AE - 05	Page 2 of 3
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5. The power supply to electrical installations, equipment or conductors must be disconnected, locked out of service and tagged before any work is done and while it is being done on or near live exposed parts of installation, equipment or conductors.
6. Each person who is to work on a piece of equipment where the power supply is disconnected, will lock out the disconnect. When more than one (1) person is involved in the work, a multiple lock will be used.
7. Only a lock designated for the purpose may be used for lockout. The person who placed the lock must retain the key.
8. Each lock must have a tag attached stating the work being performed and signed by the user.
9. If under special circumstances a lock is to be removed by someone other than the person who placed it, it must be removed under the supervision of the Supervisor.
10. If a piece of equipment or vehicle cannot be locked out, the fuses should be removed and the switch tagged, identifying the equipment status.
11. Prior to the removal of the padlock, the employee should check the equipment and the immediate area to ensure that the equipment can be started safely.
12. If an employee neglects to transfer the key before leaving the facility, the supervisor will call him at home to return to the facility and remove the padlock. If this is not possible, the supervisor may remove the padlock, using a master key, only after the following is verified:
 - a) the employee is still not working on the equipment, and
 - b) it is safe to start up the equipment
 - c) In those cases where adjustments can only be made when the equipment is operating, a 'spotter' positioned at the "EMERGENCY STOP" switch voids a lock-out.



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Block-Out:

1. Where equipment needs to operate in order to make repairs and a lock-out is not appropriate, the equipment should be blocked in such a manner as to prohibit movement of those moving parts that may cause injury.

Procedure for Equipment and Tools:

1. Key's removed if possible and place in lockout station
2. Lockout sign out sheet is filled out with explanation of where tag
3. (lock) was placed, with employee's signature and reason for lockout
4. A tag shall be filled out and tie wrapped to steering wheel or other highly visible location
5. All small equipment or hand tools should be tagged in similar manner with tags in a highly visible spot
6. Transferring responsibility for tag to supervisor should be completed by signing of sign out sheet
7. Supervisor must give permission before removal of tag



The Corporation of the Municipality of Arran-Elderslie

Standard Operating Procedure Subject:	Lock-out/Block-out Form	Standard Operating Procedure No.	AE - 05a	Page 1 of 1
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LOCK-OUT FORM

LOCK # _____

Date: _____ Time: _____

Lock-Out: _____

Employee Name: _____

Location of lock: _____

Reason for lockout:

Transfer of key

Date: _____ Time: _____

From: _____ To: _____
(print name) (print name)

From: _____ To: _____
(signature) (signature)

Lock Returned

Date: _____ Time: _____

Signature _____



The Corporation of the Municipality of Arran-Elderslie

Standard Operating Procedure Subject:	Fuel Tank Filling	Standard Operating Procedure No.	AE - 06	Page 1 of 2
Effective Date:	December 9, 2024	Date Last Reviewed		

PURPOSE

To detail the proper procedure to be used when refueling equipment machinery, and vehicles.

PROCEDURE

1. Take equipment, machinery, or vehicle out of the building.
2. Move equipment, machinery, or vehicle at least 25 feet from the exit door or to fuel tanks.
3. Confirm the appropriate fuel type from the manual or labelling.
4.
 - a) If filling from an approved petroleum can, pour in desired amount of fuel using the proper funnel and/or flex spout. Fill fuel tank to within 2" of neck to allow for expansion.
 - b) If filling from a fuel tank or fuel pump, confirm fuel hose nozzle is **not** in the open position. Energize the pump and begin refueling. Fill fuel tank to within 2" of neck to allow room for expansion. Deenergize fuel pump.

Do Not Fill the Tank to the Top and Wipe Any Spills.

5. Record the amount of fuel and unit number on the Fuel Log Sheet, Receipt or other supported forms posted at each facility.

Refueling operations can be extremely dangerous.

- Never warm an engine up in a building, fumes can kill.
- Never refuel within a facility.
- Isolate or stop the engine while refueling.



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Risk management is everyone's responsibility. Staff that ignore established policies and procedures related to safety are not only risking serious injury but could be found guilty of negligence by the Ministry of Labour.



The Corporation of the Municipality of Arran-Elderslie

Standard Operating Procedure Subject:	Proper Lifting Procedures	Standard Operating Procedure No.	AE - 07	Page 1 of 1
Effective Date:	December 9, 2024	Date Last Reviewed		

PURPOSE

To detail the proper procedures to be used when lifting items.

PROCEDURE

1. Size up the load. Determine the appropriate weight by tipping the container or lifting one end of the item. If you think the item is too heavy to lift or too difficult to handle, obtain additional help.
2. Take a good stance. Ensure that you are standing on solid footing; legs shoulder width apart, with one foot farther back than the other.
3. Get a firm grip. Ensure that you have a secure hold on the item. Use your whole hand not your fingertips to grasp the item.
4. Squat don't bend. Bend your knees and squat before lifting.
5. Keep your back straight. If you must bend, bend at the hips. Do not bend your back.
6. Tuck in your arms and elbows. This gives your arms as much strength as possible.
7. Use large muscles to lift. Push with the rear foot as you lift.
8. Hold the load close to your body. This will help to maintain proper balance.
9. Do not twist the body. To change direction, shift the foot position and turn the whole body.



The Corporation of the Municipality of Arran-Elderslie

Standard Operating Procedure Subject:	Use of Portable Ladders	Standard Operating Procedure No.	AE - 08	Page 1 of 4
Effective Date:	December 9, 2024	Date Last Reviewed		

PURPOSE

To provide specific procedures for the safe use of a portable ladder.

PROCEDURE

Employees required to use a portable ladder (extension or stepladder) in the course of their duties will be required to abide by the following procedures.

- Use the right ladder for the job being performed.
- Inspect the ladder before and after each use.
- Tag and remove a defective ladder.
- Keep the ladder away from electrical circuits.
- Set up barricades or warnings around the ladder in doorways and passageways where there is a danger of the ladder being struck.
- Clean, muddy or slippery boot soles before mounting the ladder.
- Only one person may be on the ladder at a time.
- Any ladder with a length of more than eight (8') will require two employees to move.
- For extra safety on ladders exceeding (8'), a second person must hold the ladder securely while a person is on the ladder.
- When using an extension ladder or stepladder (8' and over), a second person is required to assist in raising the ladder.
- Face the ladder when ascending or descending.
- Extension ladders must be tied off at the top and have a second person holding the bottom of the ladder as required. (Note: If there is no tie-off point available, a man lift unit must be used.)
- Keep the center of your body within the side rails of the ladder – DO NOT LEAN OUTSIDE THE SIDE RAILS.



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Standard Operating Procedure Subject:	Use of Portable Ladders	Standard Operating Procedure No.	AE - 08	Page 2 of 4
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- When working at a height of 10' or greater, a fall arrest harness must be worn, and a second person must be available to hold the ladder at the bottom.
- Do not carry objects up or down a ladder with your hands – use a rope to hoist materials or attach materials to a belt.
- Do not stand higher than the third rung from the top.
- Refer to Ontario Regulation 213/91 (construction projects) of the Occupational Health and Safety Act for legislative requirements for use of ladders.
- Maintain three-point contact when climbing up or down a ladder (two hands, one foot or two feet, one hand.)
- Protect children, DO NOT leave a ladder set-up and unattended.

STEPLADDERS:

How to Use a Stepladder Properly:

- Always fully open the stepladder and lock spreader before climbing.
- Check stability. See that all four feet are on firm, level dry ground. Never put a ladder on another structure to gain height.
- Maintain three-point contact when climbing up or down a ladder. That always means two hands and one foot or two feet and one hand on the ladder.
- Do not overload (check the load rating on the ladder label.)
- Never climb the back of a stepladder.
- Do not use the paint/tool tray as a step.

Note: Codes forbid standing on the top or first step below the top of a stepladder. Otherwise, you could lose your balance.



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Standard Operating Procedure Subject:	Use of Portable Ladders	Standard Operating Procedure No.	AE - 08	Page 3 of 4
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EXTENSION LADDERS:

- Be sure you choose the right length ladder. First measure the distance from the ground to eaves and then check this chart for the correct size.

This chart allows for the proper overlap of the sections plus an additional 3 feet of ladder extending above the eaves, as required by the safety codes.

Height of Eaves	Recommended Extension Ladder Length	Maximum Extended Length of Ladder
To 9.5'	16'	13'
From 9.5' to 13.5'	20'	17'
From 13.5' to 17.5'	24'	21'
From 17.5' to 21.5'	28'	25'
From 21.5' to 25'	32'	29'
From 25' to 29'	36'	33'
From 29' to 32'	40'	38'

How to Set Up your Ladder Safely and Properly:

- Set-up single or extension ladder at 75 degree by placing bottom of ladder $\frac{1}{4}$ of the working length out from base of vertical support.
- Ladder rungs are on 12" centers, count rungs to estimate working length.

How to Use an Extension Ladder Properly:

- Secure base when raising, and never set-up ladder when it is extended.



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- For extra safety have a second person hold the ladder while you're on it.
- Check that the top and bottom ends of the ladder rails are firmly supported. Stake and tie the feet and tie the top whenever possible.
- Always raise and lower the ladder from the ground and ensure that the ladder locks are fully engaged before climbing.
- Never climb higher than the fourth rung from the top of the ladder or you may lose your balance. Never climb above the top support of the ladder.
- Do not overextend a ladder. Maintain the minimum overlap of sections as indicated on the ladder label.
- Maintain 3-point contact when climbing up or down a ladder. That always means two hands and one foot or two feet and one hand on the ladder.



The Corporation of the Municipality of Arran-Elderslie

Standard Operating Procedure Subject:	Refilling Batteries on Equipment	Standard Operating Procedure No.	AE - 09	Page 1 of 1
Effective Date:	December 9, 2024	Date Last Reviewed		

PURPOSE

To provide detailed procedures related to the safe refilling of batteries on equipment.

PROCEDURE

1. Do not operate charger unless you are properly trained
2. Wear protective glasses, gloves, or apron when checking acid level or filling batteries
3. Use only distilled water
4. Fill batteries to bottom of cell cap hole
5. Do not add acid while cells are being charged
6. Do not put any metallic objects or tools on batteries
7. Do not allow any spilled acid to enter sewage system
8. If acid splashes in eyes, flush for 15 minutes continuously with water, then see doctor.
9. Do not have spark or open flame around batteries
10. Do not eat or smoke around batteries
11. Disconnect charger before working on batteries
12. Wash hands after handling batteries.



The Corporation of the Municipality of Arran-Elderslie

Standard Operating Procedure Subject:	Grinding Wheel Operation	Standard Operating Procedure No.	AE - 10	Page 1 of 2
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PURPOSE

To make persons aware of proper procedures related to the safe operation of a grinding wheel.

PROCEDURE

1. Do not operate equipment unless you are properly trained.
2. Purchase grinding wheels manufactured to operate at the normal operating R.P.M. of your machine.
3. All manufacturers' components must be properly in place or attached to the tool.
4. Watch for cracks in grinding wheels.
5. Tool rests should be positioned as close as possible to grinding wheels.
6. At no time should the clearance exceed 1/8" (3mm).
7. Tool rests should be positioned above the centerline of the grinding wheel.
8. Never wear loose clothing, ties, rings, or other jewelry.
9. Adjust work rests and guards while grinder is unplugged.
10. The machine should be left running at full operating speed for one minute before starting work.
11. Use only the correct surface of each wheel for grinding. Never grind on the side of a wheel.
12. Contact the wheel smoothly with the work piece.



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Standard Operating Procedure Subject:	Grinding Wheel Operation	Standard Operating Procedure No.	AE - 10	Page 2 of 2
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13. Do not force work against the wheel-causing wheel to slow down or to stall.
14. If wheel, motor, rests, or anything else on grinder is not functioning properly tag the grinder as "Out of Order" then contact your supervisor immediately.
15. Avoid burns; hold work firmly in properly adjusted grip when necessary.
16. Wear proper personal protective equipment, full-face shield, and hearing protection, gloves, coveralls.



The Corporation of the Municipality of Arran-Elderslie

Standard Operating Procedure Subject:	Cleaning Washroom Toilets	Standard Operating Procedure No.	AE - 11	Page 1 of 2
Effective Date:	December 9, 2024	Date Last Reviewed		

PURPOSE

To provide detailed procedures related to the safe operation during the cleaning of washrooms.

PROCEDURE

Supplies Required:

Window cleaner, bowl cleaner, brush, tongs, cloths, paper towels, doorstops, mops bucket, broom, shovel, floor signs and proper PPE.

1. Clean mirror with glass cleaner and paper towel, wipe paper, and soap dispensers. Ensure soap and paper dispensers are full.
2. Spray sinks outside and inside with glass cleaner, wipe clean, wipe chrome clean with cloth and leave shiny.
3. Spray complete outside of urinal with window cleaner and wipe clean with cloth. Pick out debris with tongs.
4. Clean complete outside of toilet, both sides of seat, behind seat, chrome fixtures, bottom side lip by floor, and front of toilet with window cleaner.

Toilets:

1. Do not handle chemicals unless you are trained in proper handling procedures.
2. Point spout, of bowl cleaner, only in direction of toilet or urinal.



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3. Close bowl cleaner bottle spout immediately after dispensing bowl cleaner.
4. Do not work directly over toilet or urinal after dispensing bowl cleaner.
5. Wear proper personal protective equipment i.e. Rubber gloves and safety goggles.
6. Spray toilet bowl cleaner under inside rim of toilet. Scrub bowl completely. Flush thoroughly.
7. Holding brush over urinal, saturate with cleaner, scrub inside surface clean, flush thoroughly.
8. Check for removable marks, excessive dirt.
9. Dust top of doors and walls, wipe heaters.
10. Wipe outside of garbage can.
11. Sweep floor thoroughly, spread liberal amount of floor cleaner diluted with water on floor, then mop dry.

NOTE: If you see anything worn, broken, or in need of repair, please take note and report it immediately



The Corporation of the Municipality of Arran-Elderslie

Standard Operating Procedure Subject:	Chainsaw Operation	Standard Operating Procedure No.	AE - 12	Page 1 of 4
Effective Date:	December 9, 2024	Date Last Reviewed		

PURPOSE

The use of Chain Saws within certain departments of the Municipality of Arran-Elderslie may be a required job function. It is the responsibility of the Municipality of Arran-Elderslie to ensure the proper and safe policies and procedures are in place. It is the responsibility of the supervisor to ensure that these procedures are complied with by all employees.

PROCEDURES

These policies and procedures should address, but not necessarily limit themselves to, the following:

Chain saws shall only be operated by a competent person, with a valid chainsaw license.

Chain Saw Operations While on the Ground

THE SAW

PRE-START CHECKS:

- Remove chain guard from bar.
- Check for proper engagement and release of chain brake, if not present do not use saw
- Check for sharpness of chain.
- Check for any damage to the chain.
- Chain tension (does it comply with owner's manual)?
- Check chain bar for excessive wear of chain groove.
- Use proper personal protective equipment (PPE).
- Make sure PPE is in good condition:
 - chainsaw gloves
 - chainsaw chaps, or pants
 - safety glasses or shields
 - safety boots



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Standard Operating Procedure Subject:	Chainsaw Operation	Standard Operating Procedure No.	AE - 12	Page 2 of 4
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- hard hat
- Is there sufficient oil in the oil reservoir?
- Is there gas in the tank?
- Is the throttle interlock functioning properly? Any visible signs of damage (e.g., cracks in housing, missing bolts, taped together parts)?
- Ensure chain brake is engaged prior to starting.
- Ensure the work area is safe and minimum clearance for other workers is realized.
- Identify any hazards in the work area.
- Clear loose debris in area

WHEN STARTING

- Ensure chain brake engaged and not broken.
- Hold saw firmly on the ground
- Make certain all Personal Protective Equipment that is required is worn.
- Ensure people other than the operator are not too close, (e.g., standing directly behind the operator).

CUTTING WITH THE CHAIN SAW

- Inspect wood to be cut prior to starting the cut for objects (staples, nails, bolts, etc.).
- Know where the bar tip is at all times to avoid contact with other material which could result in serious injuries due to **kick back**.
- Decide if material to be cut should be cut from top/bottom based on pressure/tension points.
- Set brake on saw anytime it is necessary to remove hands from saw handles while saw is running.
- Decide on the type of cut to be used for operator safety.



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Standard Operating Procedure Subject:	Chainsaw Operation	Standard Operating Procedure No.	AE - 12	Page 3 of 4
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HAZARDS DURING CUTTING

- Kickback
- Chain breaking.
- Debris coming out of saw.
- Operator losing balance.
- Bar pinched in cut.
- Work area - be aware of what obstacles are around you - remove any obstacles that may interfere with safe operation of saw.

CHAIN SAW MAINTENANCE

Do's

- Clean and inspect all parts of the saw often.
- Always carry saw with bar facing backwards behind body.
- Replace any worn or defective parts.
- Sharpen chain using proper tools and methods as specified in owner's manual or chain manufacturer's specifications.

DON'TS

- Cutting using one hand on saw.
- Cutting with saw above shoulder level.
- Cutting without proper PPE in place.
- Cutting toward yourself.
- Pulling branches etc., away from cutting area while saw is running or brake is off.
- Other workers too close to you.
- Do not use badly worn or defective parts.
- Do not sharpen chain using incorrect file size or angle.



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Standard Operating Procedure Subject:	Chainsaw Operation	Standard Operating Procedure No.	AE - 12	Page 4 of 4
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- Do not lower depth gauges without using proper tools and specifications.
- Do not start saw while bar and chain are removed for cleaning.
- Do not re-install damaged or worn parts. Replace them.
- Do not install a bar that is too long/short for saw's capabilities. (Refer to manufacturer's recommendations).
- Don't work off ladder, or equipment unless approved equipment – bucket truck.

STORAGE

- Always store with guard on bar.
- Store in a well-ventilated area.
- Store in a dry area.
- Store fuel in approved containers in a well-ventilated area.
- Clean and maintain saw before storing.



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Standard Operating Procedure Subject:	Grass Cutting	Standard Operating Procedure No.	AE - 13	Page 1 of 2
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PURPOSE

To ensure the safe operation of grass cutting equipment.

PROCEDURES

EQUIPMENT

PRE-START CHECKS

- Read, understand, and follow all instructions in the manual and on the machine before starting.
- Never work around or on equipment when the engine is running.
- Check all oil and fluid levels and fill as needed, for proper oils and fluids check with your supervisor and/or consult with the operator's manual.
- Use extra care in handling gasoline and other fuels. They are flammable and vapors are explosive
- Use only an approved container.
- Never remove the gas cap or add fuel with the engine running.
- Allow the engine to cool before refueling.
- Do not smoke
- Remove any caked-on grass from around or under the lawn mower.
- Check all belts for proper adjustments.
- Check blade(s) for bends or cracks.
- Check for proper tire pressure.
- When cleaning or removing blades, equipment must be blocked and properly secured
- Mower blades are sharp and can cut. Wrap the blade(s) or wear gloves and use extra caution when servicing them.
- Check brake operation frequently. Adjust and service as required.
- Never alter or disconnect any safety switches or handles.



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Standard Operating Procedure Subject:	Grass Cutting	Standard Operating Procedure No.	AE - 13	Page 2 of 2
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PPE

- proper PPE must be worn
- safety shoes.
- proper hearing protection.
- proper safety glasses.
- long pants must be worn when operating weed eaters and push mowers.
- sunscreen lotion.

OPERATING

- Clear the area of objects such as rocks, toys, wire, etc., which could be picked up and thrown by the blade.
- Be sure the area is clear of people before mowing. Stop the machine if anyone enters the area.
- Observe any overhead obstructions
- Push mowers must operate in a forward motion only – at no time should an operator pull a lawn mower backwards.
- Work only on slopes suitable for the equipment in use.
- Mow up and down slopes, not across.
- Never leave a running machine unattended. Always turn off blades, set parking brake and stop engine.
- Use extra care when loading or unloading the machine into a trailer or truck.
- When transporting the equipment in a trailer, or pulling a trailer with equipment inside, ensure that all equipment, gas, oil etc. are secured and strapped down.
- Only operate equipment with proper safety switches or handles.
- Never carry passengers.



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Standard Operating Procedure Subject:	Spills and Pollutants	Standard Operating Procedure No.	AE - 14	Page 1 of 2
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PURPOSE

To identify standard procedures for the reporting and handling of spills and pollutants.

PROCEDURES

Definitions

Spill- A "spill" is defined under Part X of the Environment Protection Act as meaning the discharge of a pollutant into the natural environment, from out of a structure, vehicle or other container and that is abnormal in quality or quantity in light of all the circumstances of the discharge.

Pollutant: means a contaminant other than heat, sound, vibration or radiation and includes any substance from which pollutant is derived.

1. Contact the Supervisor immediately and advise of:
 - the location of the spill
 - if known, the name of the material spilled
 - if applicable, the warning placard, if any, on the carrier
 - the amount spilled
 - if available, the name, address and telephone number of the person causing and/or encountering the spill
2. The Supervisor will immediately notify:
 - The appropriate department head
 - Ministry of Environment Action Centre (1-800-268-6060)
 - Police and Fire Departments
 - Administration Office (519-363-3039)
 - Bruce-Grey-Owen Sound Health Unit (Day 519-376-9420) (Eve:519-376-5420)



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Standard Operating Procedure Subject:	Spills and Pollutants	Standard Operating Procedure No.	AE - 14	Page 2 of 2
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EMPLOYEES ATTENDING AT A SPILL

All personnel attending an identified or unidentified spill must wear appropriate personal protective equipment.

In cases of unidentified material:

- stay up wind from the spill
- assess risk before attempting any rescue
- keep all unauthorized persons away from the spill
- detour all traffic away from the site
- assist when requested by police, fire, ministry representatives and as authorized by your supervisor in controlling the spill and clean-up of the spilled material.

In cases of identified material:

- stay up wind from the spill
- assess the risk before attempting rescue
- keep all unauthorized persons away from the spill
- detour all traffic away from the site
- take steps that are considered practical to minimize the effect of the spill
- assist when requested by police, fire or Ministry representatives, and as authorized by your Supervisor in controlling the spill and clean-up of the spilled material.

DO NOT SMOKE OR USE OPEN FLAME IN THE IMMEDIATE VICINITY OF THE SPILL.



The Corporation of the Municipality of Arran-Elderslie

Standard Operating Procedure Subject:	Shop & Equipment	Standard Operating Procedure No.	W - 1	Page 1 of 3
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PURPOSE

The operation and maintenance of Equipment and General Shop work is a required job function of the works department(s) of the Municipality of Arran-Elderslie.

RESPONSIBILITY

It is the responsibility of the Municipality of Arran-Elderslie to ensure that proper procedures are in place to perform this job function in a safe and proper manner.

It is the responsibility of the supervisor to ensure that these procedures are complied with by all employees performing this work.

PROCEDURES

These policies and procedures should address, but not necessarily limit themselves to, the following:

- PPE necessary for the jobs being performed with equipment or in the shop, should be used at all times
- Daily vehicle inspection as required by the Ministry of Transportation and recorded in Logbook
- All service and maintenance should be recorded in logbook
- Operators should be familiar with Manufacturer's operation manuals and be given oral training of the equipment and a hands-on demonstration of the equipment
- All equipment and heavy trucks should be equipped with backup alarms
- Workers and the public with the exception of a designated signaler should never be allowed to enter the swing radius of the equipment during its operation
- When approaching employees shall stay at a safe distance from operating equipment until observed by operator



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Standard Operating Procedure Subject:	Shop & Equipment	Standard Operating Procedure No.	W - 1	Page 2 of 3
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- Operator should always remain at the controls when the boom is raised and when making a lift
- No equipment should be overloaded to the point it causes instability while moving
- Equipment requiring roll over protection should comply with existing legislation
- The operator of any equipment should be familiar with the Regulations for Construction
- Projects (equipment, general)
- Equipment operators should be aware of all power lines and ensure all boom, boxes, buckets or attachments be at least 3m away at all times
- All equipment should be fueled and checked over at the end of each shift
- All equipment and trucks will be cleaned and maintained daily if required
- Lubrication recommendations should be followed from owner's manual
- No equipment shall be used while it is defective, hazardous, or being repaired or serviced
- Defective equipment posing a safety hazard will be locked or secured until repairs are made
- Foreman must be notified if equipment is taken out of service
- No modification, replacement, extension or repair shall reduce safety factor
- Equipment operators must be qualified and/or licensed for highway
- Necessary action must be taken to prevent unauthorized persons starting, or from setting in motion, unattended equipment
- Unattended equipment should be left with brakes applied and or buckets, blades or other attachments lowered to ground to prevent motion
- Any elevated hydraulic blade, boom, box or attachment, shall be blocked, mechanically locked, or lowered to the ground before working on or around



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Standard Operating Procedure Subject:	Shop & Equipment	Standard Operating Procedure No.	W - 1	Page 3 of 3
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- All guards, shields, and safety lockouts should be in place on all equipment and tools before and during use
- Only employees with a wheel installers certificate will remove or install truck tires
- Ventilation fans should be used to exhaust fumes and smoke when running equipment, welding or other activities that reduce air quality in the shop
- Specialized PPE (welding shield, gloves, goggles, etc.) should be used when cutting or welding steel
- Shop work areas should be kept clean and orderly
- Portable ladders should have non-slip feet and be free from broken or loose rungs



The Corporation of the Municipality of Arran-Elderslie

Standard Operating Procedure Subject:	Traffic Control	Standard Operating Procedure No.	W - 2	Page 1 of 4
Effective Date:	December 9, 2024	Date Last Reviewed		

PURPOSE

The use of Traffic Control Devices and the directing of traffic is a required job function in certain departments of the Municipality of Arran-Elderslie. Traffic Control is to protect workers and the public by regulating traffic flow, which allows construction and road maintenance to proceed safely and efficiently.

RESPONSIBILITY

It is the responsibility of the Municipality of Arran-Elderslie to take every precaution reasonable in the circumstances for the protection of a worker. Barriers, warning signs, PPE or other safeguards shall be used where vehicle or pedestrian traffic may be exposed to danger.

It is the responsibility of the **Employer** to ensure that policies and procedures are in place. It is the responsibility of the **Supervisor** to ensure that all employees comply with the policies and procedures. It is the responsibility of the **Worker** to ensure that they adhere to the policies and procedures in place.

PROCEDURES

The policies and procedures should address, but not necessarily limit themselves to, the following:

- A Traffic Control/Protection Plan shall be developed by a competent person whenever work is under way on a public thoroughfare/way. (AORS template attached, W – 3 a. AORS Traffic Protection Plan)
- Book 7 – Ontario Traffic Manual (OTM) Temporary Conditions and the Ontario Construction Regulation 213/91 Manual contains the minimum requirements for traffic control, it shall be the basis for all Traffic Control/Protection Plans.



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Standard Operating Procedure Subject:	Traffic Control	Standard Operating Procedure No.	W - 2	Page 2 of 4
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- The Traffic Control/Protection Plan shall be kept at the project and made available to an inspector or worker on request.
- Persons instructed to direct traffic will be referred to as Traffic Control Persons, TCP(s).
- Every project shall be planned so that vehicles and equipment are not operated in reverse or are operated in reverse as little as possible. When reversing has to take place a "signaller" is required. Signs shall be posted warning workers.

TRAFFIC CONTROL PERSONS (TCPs)

TRAINING

A worker who is required to direct traffic shall be a competent worker.

- Prior to directing traffic, the TCP(s) shall be trained in the correct procedure from the handbook for Construction Traffic Control Persons (IHSA). These instructions shall be orally explained to ensure the TCP(s) understands the proper procedures for performing the job.
- TCP(s) shall wear personal protective equipment (PPE) including head protection, CSA certified safety footwear, approved traffic vest and eye/ear protection as is necessary.
- TCP(s) shall know where to be located.
- TCP(s) shall know how to sign and communicate.
- TCP(s) shall not perform other tasks while directing traffic.



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Standard Operating Procedure Subject:	Traffic Control	Standard Operating Procedure No.	W - 2	Page 3 of 4
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SIGNALLER

A worker who is required to assist operators with obstructed visibility. Example the reversing or backing up of trucks or equipment.

- A signaller shall be a competent worker.
- A signaller shall not perform other tasks while signalling.
- A signaller shall wear personal protective equipment (PPE).
- The signaller and operator shall establish signal procedures and hand signs.

EQUIPMENT

- All traffic control devices shall be maintained in good condition, as visibility is the primary concern.
- Dump trucks must have an audible backup alarm.

PLANNING

Prior to work commencing, supervisors shall evaluate the traffic control patterns to avoid:

- Volume and time of day traffic patterns.
- Hazards to pedestrians.
- Obstruction of signs and visibility, especially at intersections.
- Notification of 511 services, which includes emergency agencies (fire, police, ambulance, etc.)
- Ensuring proper traffic control devices are available.



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REMOVAL OF TRAFFIC CONTROL DEVICES

- Once signs are erected, there should be work activity in progress.
- When the work or construction job is complete the traffic control devices should be removed in the opposite order they were placed.

SAFETY REVIEW BEFORE DEPARTURE

- Where traffic control is utilized at a worksite that will be left without personnel on site (e.g., overnight on a multi-day project), the last worker to leave the site shall confirm that proper traffic-control devices are in place and shall notify a supervisor if there are any deficiencies or if the worker is unsure about the adequacy of the traffic control devices.

Traffic Control Checklist and Protection Plan



Date	Time	Competent Person
Work Location		
Work to be Performed		
Local Agencies Notified for Road Closure <input type="radio"/> Police <input type="radio"/> Ambulance <input type="radio"/> Fire <input type="radio"/> Transit <input type="radio"/> Other <input type="radio"/> N/A		
Project number	Supervisor	Crew

Conditions used to determine Traffic Control Plan Requirements

Speed limit km/h

Single lane both directions
 one direction

Multi lane both directions
 one direction

Long duration more than 24 hours
 Short duration more than 30 min./less than 24 hours
 Very short less than 30 minutes

Mobile operation - no planned work outside vehicle

Limited/restricted visibility on road

Lane closure required
 Sidewalk closure required

Bicycle lane closure required
 Traffic control person required

Weather Conditions

Traffic Volume:
 300 X # of cars in 3 minutes = _____
 High volume = 3000+ cars daily
 Low volume = 3000- cars daily

Traffic Control Device Requirements

Construction ahead signTC1

Road work signTC 2A, 2B

Lane closure arrow signTC4 (L,R)

Lane closure ahead signTC3 (L,R)

TC person ahead signT21

Stop/slow signTC22

ConesTC51 (B,C)

BarricadesTC53 (A,B)

Const markersTC52

Flexible drumsTC54

Arrow BoardTC12

Yield to Oncoming TrafficRB 91

Lane designation direction signTC25 (L,R)

Turn and curve signTC 16

Pedestrian direction signTC 40

Sidewalk closed tabTC 41t

Longitudinal buffer area

Radio Communication

Night time P.P.E.

Hard hat, vest, safety boots

Additional P.P.E.

Additional channelizing devices

Additional hazard signs

Portable Lane Control signals

Sign Truck

Blocker Truck

Crash Truck

Paid-Duty Police Officer

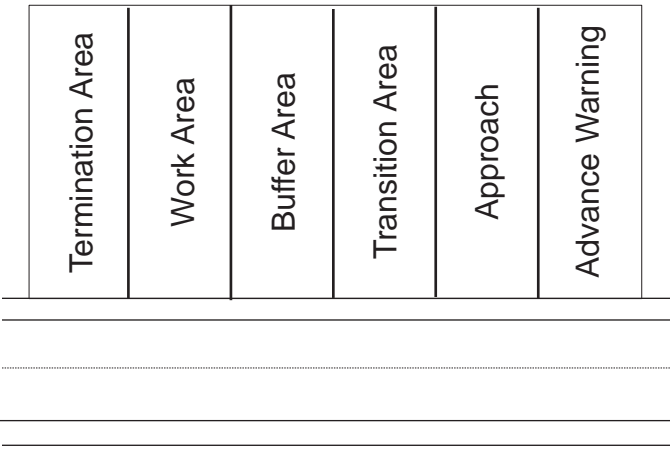
Comments

Hazards

Limited Visibility Traffic Intrusion Pedestrian Traffic
 Traffic Volume Road Conditions Weather Conditions
 Other _____

Based on above site conditions and a review of Book 7, the Traffic Control Plan required is outlined in Figure # _____.
Additional control requirements or deviations from Book 7 are to be detailed on the reverse side.

Temporary Work Zone Components



Set Up and Removal

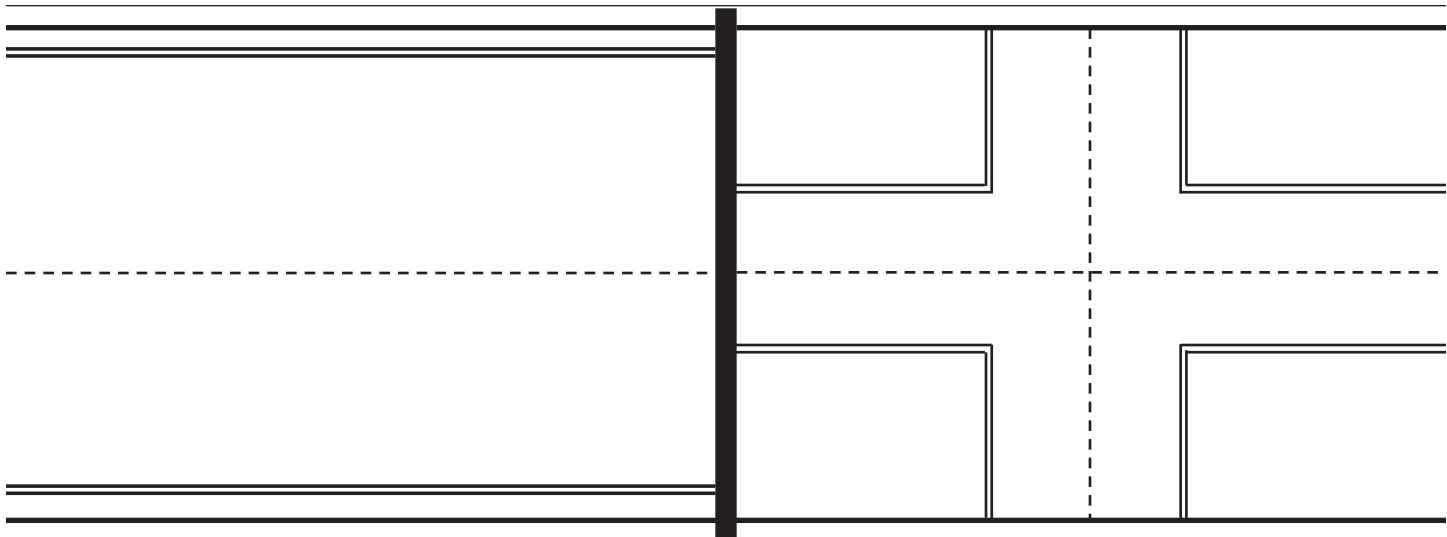
- Plan your set up
 - Place vehicles upstream
 - Assemble devices away from road
 - Minimize exposure to traffic
 - Ensure workers are visible
 - Start setting up, move downstream
 - Always face traffic
 - Plan escape route
 - Be careful of curves
 - Do not back up
- Cover signs that are installed before they are needed
 - Maintain lane width of 3 m
 - Ensure traffic lane is all paved or all gravel
 - Remove in opposite order of set up on closed side (move upstream)
 - Remove in same order as installation on open side (move downstream)

TCP PLACEMENT	NORMAL POSTED REGULATORY SPEED			
	60 km/h OR LESS, ONE LANE OR REDUCED TO ONE LANE		70 km/h to 90 km/h, ONE LANE OR REDUCED TO ONE LANE	
Traffic Volume	LOW	HIGH	LOW	HIGH
Distance of TCP from first cone of transition Taper	5 - 10 m	10 - 15 m	15 - 25 m	20 - 30 m

TABLE A - Short duration work

	Dimension	NORMAL POSTED REGULATORY SPEED				
		50 km/h or lower	60 km/h	70 km/h	80 km/h	90 km/h
1a	Taper length for full lane closure (m)	10 - 15	20 - 30	30 - 40	50 - 60	70 - 80
1b	Taper length for roadside work (m)	3 - 5	5 - 7	7 - 10	10 - 12	15 - 20
2	Longitudinal buffer area (LBA) (m)	30	40	50	60	75
3	Maximum distance between markers (m)	4 - 6 (4 min)	4 - 6 (5 min)	8 - 10 (5 min)	8 - 10 (7 min)	10 - 12 (8 min)
4	Minimum tangent between tapers (m)	30	30	60	60	80
5	Distance between construction signs (m)	20 - 30	20 - 30	50 - 60	50 - 60	70 - 80

Illustrated Traffic Control Plan



Emergency vehicles must be able to pass through traffic control zone as quickly as possible.

*** This form must be kept at the work site ***



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Standard Operating Procedure Subject:	Trench Work	Standard Operating Procedure No.	W - 3	Page 1 of 5
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PURPOSE

Trench Work is performed within certain departments of the Municipality of Arran-Elderslie and may be a required job function.

RESPONSIBILITY

It is the responsibility of the Municipality of Arran-Elderslie to ensure that the proper and safe policies are in place.

It is the responsibility of the supervisor to ensure that these policies are complied with by all employees

PROCEDURES

All excavations meeting regulatory specifications shall have MOL permit numbers requested when a trench is more than 300 metres long or 1.2 metres deep and 30 metres long.

Prior to excavation, site should be inspected for underground utilities and arrangements for locates made if needed.

Accidents are mainly caused by the following situations:

- Falls - workers getting in or out of trenches.
- Falls - workers falling over excavated material.
- Material Handling.
- Material falling into trench.
- Workers falling into the trench itself.
- Exposure to substances that may gather in the trench (toxic, flammable, irritable gases).

Most of the serious injuries and fatalities are the result of suffocation and crushing, caused by cave-ins.



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Standard Operating Procedure Subject:	Trench Work	Standard Operating Procedure No.	W - 3	Page 2 of 5
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These policies and procedures should address, but not necessarily limit themselves to, the following:

Supervisory Responsibility - Supervisors must be aware of the four types of soil that may be encountered by the work crew while working and be able to plan for suitable and appropriate protection.

Refer to the Regulations for Construction Projects Manual for a detailed soil type description.

Brief outline of the four soil types-

- a) Rock, rocklike, very hard
- b) Very stiff, low natural water
- c) Stiff to loose, previously excavated surface cracking
- d) Very soft, runs or flows easily

If an excavation contains more than one soil type, it automatically classed at the highest type.

FACTORS TO CONSIDER for the prevention of Cave-ins:

Trench Stability - Soil around trenches will vary greatly, especially along the length of the trench and from top to bottom.

Moisture Content - The amount of moisture in the soil plays a major role in soil strength. The longer the trench is open to air, the greater the risk of a cave-in. **Surcharge** - The excessive load or weight of excavated soil piled close to the trench can have an effect on the stability of the trench. Other surcharges that can have effects could be mobile equipment and materials. A space of at least 1 metre (minimum requirement) around the edge of the trench must be kept clear of obstructions.

Weather Conditions - Particularly as seasons change, careful planning must take weather elements into consideration. Rain, snow, melting snow, thawing earth, overflow from storm sewers, drains,



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adjacent streams will all produce a change in the soil conditions. Water or liquid from any source can increase the rate of seepage and can result in the reduction of the cohesion in the soil.

Warning: The level of frost goes only so deep.

Previous Excavation - Any previous excavation in close proximity to the new trenching can be classified a Type 3 soil, as classified by the Regulations for Construction Projects, and may not stand up unless suitable protection, such as sloping or shoring, is implemented.

Existing Foundation - When there is a foundation of a building adjacent to a trench, there is **a possibility of a cave-in**. Any surcharges, other disruptions, or changes in the **condition of the soil could cause a collapse**. The soil in these situations is usually considered Type 3.

Vibration - Trench walls are often subjected to vibration from various sources that can create and contribute to the collapsing of the trench walls. Sources of vibration include: compaction, pile driving, earth moving, vehicular movement, blasting, and other sources of construction activity.

PROTECTION AGAINST CAVE-INS

Statistics show that most fatalities occur on minor jobs of short duration. These jobs are often excavations for wells and drains, or service connections. Workers often feel that jobs of this nature are not hazardous enough to require protection against cave-ins.

To protect workers against the hazard of trench cave-ins, there are three principle methods:

- 1** Sloping, **2** Shoring, **3** Trench Boxes.



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Standard Operating Procedure Subject:	Trench Work	Standard Operating Procedure No.	W - 3	Page 4 of 5
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PPE required

- Hard hat
- Safety Boots
- Traffic vest, ear and eye protection when required

- 1. Sloping** - Prior to utilizing this method, a supervisor must determine the soil type, and the best angle of slope that soil condition will allow. Conditions may allow a slope that is steep –
 - Type 1 & 2 soil 1 to 1 slope 1.2 m from trench bottom
 - Type 3 soil 1 to 1 slope from trench bottom
 - Type 4 soil 1 to 3 slope from trench bottom

If the sloping method is not adequate for cave-in protection, one of the two other principal methods should be used. At that time consult the Regulations for Construction Projects.

Ladders - Ladders play a significant role in the safety of workers doing trench work. No matter what type of protection is being used; boxes, sloping, or shoring, ladders should be installed in all trenches allowing workers to enter or exit safely at all times. The Use of Ladders During Trench Work Requires the Following Safe Practices:

- Regular physical inspection for damage.
- Ladders should extend at least 1 metre (3 feet) above the shoring.
- Must always be placed within the area that the shoring or trench box is protecting.
- Must be placed as close as possible to the working personnel and should never be more than 7.5 metres (25 feet) away.



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Standard Operating Procedure Subject:	Trench Work	Standard Operating Procedure No.	W - 3	Page 5 of 5
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- Above ground workers should support ladder when being used.

INSPECTION

Regardless of what protective system or equipment is being used, it should be inspected on a regular basis. The inspection is everyone's responsibility.

No person shall be in a trench, unless another worker is up top, out of the trench observing

The ground surface should be inspected for cracks caused by tension, which usually occurs parallel to the trench at a distance of one-half to three-quarters of the depth of the trench. If you do detect cracks, advise the supervisor and the crew working in the trench. Then check all protective systems thoroughly

Areas in any trench should be inspected for water or any other liquid that may have entered the trench. Granular soils and water form a combination that can lead to the undermining of trench walls, and these conditions have led to fatalities.

AN IMPORTANT POINT TO ALWAYS REMEMBER!

Unless the walls are solid rock, a worker should never enter a trench deeper than 1.2 metres (4 feet) unless it is properly sloped, shored, or protected by a trench box.



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Standard Operating Procedure Subject:	Emergency Radio	Standard Operating Procedure No.	W - 4	Page 1 of 2
Effective Date:	December 9, 2024	Date Last Reviewed		

PURPOSE

To identify standard procedures for emergency radio communication and to expedite the handling of the emergency.

RESPONSIBILITY:

1. THE DESIGNATED RECEIVER must maintain and have readily available an updated list of all emergency phone numbers and participate in annual practice.
2. THE POTENTIAL SENDER must be familiar with this procedure and participate in any annual practice.
3. THE SUPERVISOR must ensure all radio users are competent in radio use and follow this procedure. They are to ensure that the radio equipment is maintained in excellent working order and must schedule annual practice sessions.

PROCEDURES

DEFINITION:

1. SENDER begins emergency communication with "MAYDAY, MAYDAY, MAYDAY".
2. SENDER identifies self and location.
3. SENDER indicates the type of assistance required – ambulance, police, fire, nearby crew, etc.

VEHICLE IDENTIFICATION

1. All vehicles must be designated a call sign (e.g. H 54) and it should be clearly marked on the vehicle and radio.



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RADIO OPERATION

1. Common terminology shall be agreed upon, implemented and stated.
2. All radio users shall test the operation of their radios at the beginning of each shift.
3. Each firm should clearly state who is to be the "designated emergency message receiver". This would normally be the regular base station operator. (i.e. dispatcher, control room operator, manager, switchboard operator, clerk, etc.)

MAINTENANCE

1. All radio equipment shall be maintained in excellent operating condition to facilitate emergency communication. Records shall be kept for all maintenance.



The Corporation of the Municipality of Arran-Elderslie

Standard Operating Procedure Subject:	Fall Arrest	Standard Operating Procedure No.	W - 5	Page 1 of 2
Effective Date:	December 9, 2024	Date Last Reviewed		

PROCEDURES

Municipality of Arran-Elderslie will in the following Document be referred to as the "Company" and or "Employer"

An Employee will be anyone who works for or is a subcontractor to the "Company" and will have training as outlined by the "Company".

A "Competent Person" means a person who,

- a) Is qualified because of knowledge, training and experience to organize the work and its performance
- b) Is familiar with the Occupational Health and Safety Act and the regulations that apply to the work, and
- c) Has knowledge of any potential or actual danger to health or safety in the workplace.

Please note that under no circumstance does the Safety Policies for Wet Well or Tower Climbing impede or revoke any part of the Occupational Health and Safety Act and the regulations but is meant to further enforce for the "Company" and to its employees the importance of following strict safety guidelines and regulations to ensure the safety of every employee and worker on the job site and that in fact if there is a discrepancy of any kind the Occupational Health and Safety Act and the regulations will be followed to the full extent.

- a) All Employees are made available to them a copy of the Occupational Health and Safety Act and Regulations for Construction Projects and Industrial Establishments.
- b) Any person climbing or acting as a watch person for the climber is trained in an accredited course in Fall Protection and First Aid training.
- c) Before any attempt to climb a supervisor or competent person must first assess the area and deem it safe for any employee to do their job in a safe and orderly fashion.



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- d) The company or supervisor or competent person will, if deemed necessary contact the Fire Chief to give pertinent information about the jobsite.
- e) Service and if possible, have them inspect the site so that if an emergency should arise, they have a basic layout of the site.
- f) The supervisor or competent person will keep the work area clear and ensure no one enters the work area until all employees performing the work are on safe ground.
- g) There must always be a Supervisor or Competent person on any site where work is being performed for the company either by its own employees or by an outside contractor and to ensure that all risks are identified and understood and that the workers are trained and qualified to perform such work, and that all PPE (Personal Protective Equipment) is available or made available and worn by all workers on the job site.
- h) The supervisor or competent person on the job site will ensure that a worker who is working on the project has on site a communication device that could be used in conjunction with Arran-Elderslie emergency radio procedure.
- i) The supervisor and/or competent person as well as all employees and workers for the "company" will in the performance of their duties always put the health and safety of everyone ahead of any task at hand and should report any health and safety issues immediately to a supervisor or competent person and if this job poses an immediate danger to anyone the worker should stop the work they are doing and call for an investigation to remove the dangers before proceeding, or as a worker if they feel there is still a danger the worker can refuse to perform the work.



The Corporation of the Municipality of Arran-Elderslie

Standard Operating Procedure Subject:	Water Tower Rescue	Standard Operating Procedure No.	W - 6	Page 1 of 5
Effective Date:	December 9, 2024	Date Last Reviewed		

PURPOSE

The following standard operating procedure is to be followed by all staff for rescue purposes when climbing the municipal water towers. The procedure is designed to maximize safety. All members associated within the team will be trained in both Working at Heights and this policy.

RESPONSIBILITY

It is the responsibility of the Municipality of Arran-Elderslie to ensure that proper and safe policies and procedures are in place.

It is the responsibility of the supervisor or foreman to ensure that the procedures are followed by all employees.

The employee working on the equipment is responsible for the proper application of this procedure.

PROCEDURES

Prior to any work completed on the water towers, staff will review the Water Tower Rescue procedure.

The supervisor or foreman will be responsible for ensuring the policy is adhered to for water tower rescue work.

Water Tower Rescue:

- a) The Municipality's purchase of a drone will allow staff to now coordinate flying over the water tower for inspection, or to review possible deficiencies. The drone is capable of capturing pictures and downloading to the municipal office.
- b) Only trained and certified personnel will fly the drone at our stations. Check with management to determine qualified personnel.



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Standard Operating Procedure Subject:	Water Tower Rescue	Standard Operating Procedure No.	W - 6	Page 2 of 5
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- c) Should an inspection reveal an issue or concern with the tower, the following steps will take place for climbing of the water towers.
- d) Municipal staff will notify the Arran-Elderslie Fire Chief in advance of any Tower Climbing being completed.
- e) Staff will make every effort to climb on good weather days, trying to avoid rain, snow, and ice as these elements can make the climb riskier.
- f) A minimum of three staff will be on site for each climb of a water tower. These staff will be known as the climber, rescuer, and attendant. A fourth member of the staff will also be contacted via telephone or in person prior to climbing to respond in case of an emergency. It is vital that all members associated with these operations are familiar with the training and the policy.
- g) The Municipal plan is for one member of the team to be the climber. This plan does not include multiple climbers unless an emergency event arises.

Procedure for Equipment and Tools:

- a) Municipal staff will notify the Arran-Elderslie Fire Chief well in advance of the climb event and the Fire Chief will notify Hanover Fire/Rescue of the climb being prepared. They will provide details of date, time of anticipated climb, duration of climb, climber, rescuer, attendant, emergency contact information, site location of climb.
- b) Staff will begin the climbing process by ensuring all necessary equipment is on site. This will include the climber, rescuer, and attendant being equipped with PPE, harness, lanyards, emergency rescue kit, lifelines, grapple hooks, and any other equipment deemed necessary for the work.
- c) The attendant will ensure the climbing permit is filled out, that a fourth member of a rescue team has been notified, as well as the Fire Chief and will coordinate the SOP's for the climb.



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Standard Operating Procedure Subject:	Water Tower Rescue	Standard Operating Procedure No.	W - 6	Page 3 of 5
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- d) Staff will place a ladder on the bottom of the water tower to gain access, unlock the padlock, and the climber will hook onto the cable line.
- e) The climber should be in good physical condition and be comfortable with the climb. Should the climber feel unwell or ill the morning of the climb, then the climb should be cancelled or positions among the team should be switched.
- f) The rescuer will be equipped on the ground and prepared to climb immediately should the climber end up in distress.
- g) Should the climber end up in distress the following actions shall take place.
- h) The rescuer will begin to climb the tower. The rescuer will hook onto the cable line with the second track runner. The rescuer will also be responsible for having grapple hooks for when he reaches the climber. Grapple hooks will need to be hooked to the ladder to allow the rescuer the ability to go around the climber but remain tied off at all times.
- i) The attendant will immediately notify the Fire Chief and the fourth member of the operation. The Fire Chief will notify Owen Sound dispatch to notify Hanover Fire/Rescue
- j) Prior to the rescuer climbing they will ensure they have all the protective equipment required in addition to the rescue kit, which is equipped with a ladder bracket. As the rescuer reaches the climber, they will have to use grapple hooks to ensure they are constantly tied off. The rescuer will go around the climber and then re-hook the cable line. At that point the rescuer will begin the process of hooking up the ladder bracket.
- k) The climber will briefly check on the condition of the distressed worker, but ultimately their goal is to get the rescue kit in place to begin to lower the worker. Should the rescuer believe the climber needs medical attention, he will relay this information to the attendant who will contact call 911 and the Fire Chief.
- l) Once the rescuer attaches the ladder bracket, they will attach the carabineer to a D-Ring on the climber's harness. The rescuer will then have to use the hand crank wheel, attached to the ladder bracket to crank the climber up to allow the weight



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Standard Operating Procedure Subject:	Water Tower Rescue	Standard Operating Procedure No.	W - 6	Page 4 of 5
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to come off the harness.

- m) Once the climber has been lifted high enough to disengage the cable track, the rescuer will disconnect that device and allow the rescue kit to lower the worker to the ground.
- n) The attendant will control operations from the ground, ensuring access will be easy for the fire department and coordinating any work to be completed. Under no circumstance should the attendant climb the tower. In addition, the attendant should begin a detailed log including timelines as to important details of the rescue plan. Special attention should be given if the climber has been hanging in the harness for a prolonged period of time.
- o) The rescue kit is capable of lowering the climber to the ground on all of Arran-Elderslie's water towers. The goal is to lower the worker to the ground so they can receive any necessary treatment.
- p) Staff will have to make several judgements calls in the rescue process. The severity of the climber's injuries will determine if they believe they can get the climber off the tower or are best to wait and get assistance from the fire department. The goal is to get the rescuer and climber off the tower as safely as possible.
- q) Should the rescuer be able to get a climber off the tower without the fire department, then upon getting to the ground the attendant and fourth man will both begin to assess the situation for the climber and determine treatment. Fire Department and Paramedics may also already be on-site based on judgement call made in Step (K) and will take the lead for treatment.
- r) It is important to note that the rescue process could also be extremely strenuous on a worker, and that the rescuer should also be assessed when reaching the ground to see if treatment is necessary.
- s) At any point in this operation, should the rescuer also become in distress, then the attendant will need to remain calm, and on the ground. The rescue operation will at that point need to be



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turned over to the fire department to attempt to get both workers down. The attendant will assist the fire department in explanation of equipment and provide expertise for the rescue operation.

- t) Again, upon completion of the rescue, all members associated with the climb should be evaluated for health conditions. The ground crew should be keeping a well-documented log of the events of the day.
- u) Upon completion if any part of the rescue kit is used for tower rescue, the equipment should be immediately locked out, and inspected by a certified company.

Notes:

*****Rest Stations on the Paisley Water Tower are currently located at (43) forty-three and (84) eighty-four feet.**

*****Rest Stations on the Chesley Water Tower are currently located at (37) thirty-seven and (66) sixty-six feet.**



The Corporation of the Municipality of Arran-Elderslie

Standard Operating Procedure Subject:	Transportation of Dangerous Goods	Standard Operating Procedure No.	W - 7	Page 1 of 3
Effective Date:	December 9, 2024	Date Last Reviewed		

PURPOSE

The following standard operating procedure is to be followed by all staff for the transportation of dangerous goods. The procedure is designed to maximize safety for all members of the team, and in the event of an accident, all first responders that may come into contact with our chemicals. All members associated within the team will be trained in transportation of dangerous goods, and the emergency plans associated with the policy.

RESPONSIBILITY

It is the responsibility of the Municipality of Arran-Elderslie to ensure that proper and safe policies and procedures are in place.

It is the responsibility of the supervisor or foreman to ensure that the procedures are followed by all employees.

The employee working is responsible for the proper application of this procedure.

PROCEDURES

The supervisor or foreman will be responsible for ensuring the policy is adhered to for transportation of dangerous goods.

Transportation of Dangerous Goods:

- a) The Municipality of Arran-Elderslie occasionally moves dangerous goods from site to site. This provides a unique situation in which the Municipality is both the Consignor and Consignee. While most of these chemicals are not considered to be harmful, it is important that staff fill out the proper paperwork attached to protect all parties in the event a spill or accident should occur.



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Standard Operating Procedure Subject:	Transportation of Dangerous Goods	Standard Operating Procedure No.	W - 7	Page 2 of 3
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Procedure for Equipment and Tools:

- b) The Municipality has several members of its staff trained in the transportation of dangerous goods. Should any form of chemical need to be transported, staff will follow the necessary steps below to ensure safety for anyone that may come into contact with the chemical.
- c) Should staff be aware of any chemical being delivered to its facilities, they will make every effort to have the delivery made by a sub-contractor to avoid transporting the chemical themselves.
- d) Staff will review the MSDS sheet if they are unfamiliar with the chemical prior to transporting it to another site.
- e) Staff will load the chemical into the municipal vehicle in a safe manner and containers will display required safety marks.
- f) Staff will fasten containers or vessels if required to ensure they do not roll or disrupt transport.
- g) The TDG shipping document will also be filled out for shipment. Because the Municipality is both the shipper and the consignee, an emergency plan will need to be implemented for the transport.
- h) Once the document is completed, the shipper will notify the foreperson or another member of staff to ensure they are aware the chemical is being transported in the event of incident.
- i) All staff trained in the transportation of dangerous goods would be able to notify first responders, or personnel in the event of a spill or incident. Staff will respond to the call by heading for the site or providing information to foreman or supervisors to respond to an incident.
- j) The Shipper will carry both the MSDS sheet and the shipping document with him during transport. In the event of an incident where the shipper may be unable to respond to questions, the documents will be able to provide first responders with valuable information.



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Standard Operating Procedure Subject:	Transportation of Dangerous Goods	Standard Operating Procedure No.	W - 7	Page 3 of 3
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- k) In the event of an incident, staff responding will provide as much information as possible to responders regarding the chemical spilled, clean-up procedures, possible health or environmental dangers.
- l) Should authorities such as Spills Action, Conservation Authority, or Health Groups need to be contacted, the emergency responding staff will coordinate and notify authorities.
- m) Staff will document any information in regard to the incident in the logbook at either the shipper or destination station based on geography.



The Corporation of the Municipality of Arran-Elderslie

Standard Operating Procedure Subject:	Working Around Overhead Wires	Standard Operating Procedure No.	W - 8	Page 1 of 2
Effective Date:	December 9, 2024	Date Last Reviewed		

PURPOSE

To ensure that safe working conditions are maintained when working around overhead wires on the jobsite.

RESPONSIBILITY

It is the responsibility of the Municipality of Arran-Elderslie to ensure that the proper and safe policies are in place.

It is the responsibility of the supervisor to ensure that these policies are complied with by all employees

PROCEDURES

- Do not begin any work until you've identified all the overhead wires within the construction zone.
- Complete Overhead Powerline Protection Checklist for each project along with a site-specific emergency response plan.
- Eliminate hazards where possible, by using the proper sized equipment whenever practical.
- Ensure all lines are marked with signage, "Danger due to Overhead Powerlines"
- Communicate the location of the lines with the crew doing the work that day, or each project (workers, trucks and equipment).
- You must have a competent, dedicated signaller to support drivers of dump trucks and other high-reach vehicles.
- Keep yourself and your equipment at least 3 metres from overhead powerlines.



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Standard Operating Procedure Subject:	Working Around Overhead Wires	Standard Operating Procedure No.	W - 8	Page 2 of 2
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- Ensure that dump trucks on site lower the box after dropping off a load.
- If wires fall on the truck or the ground, always assume they are still energized. Stay in the vehicle or equipment, call 911 and keep everyone 10 metres back.

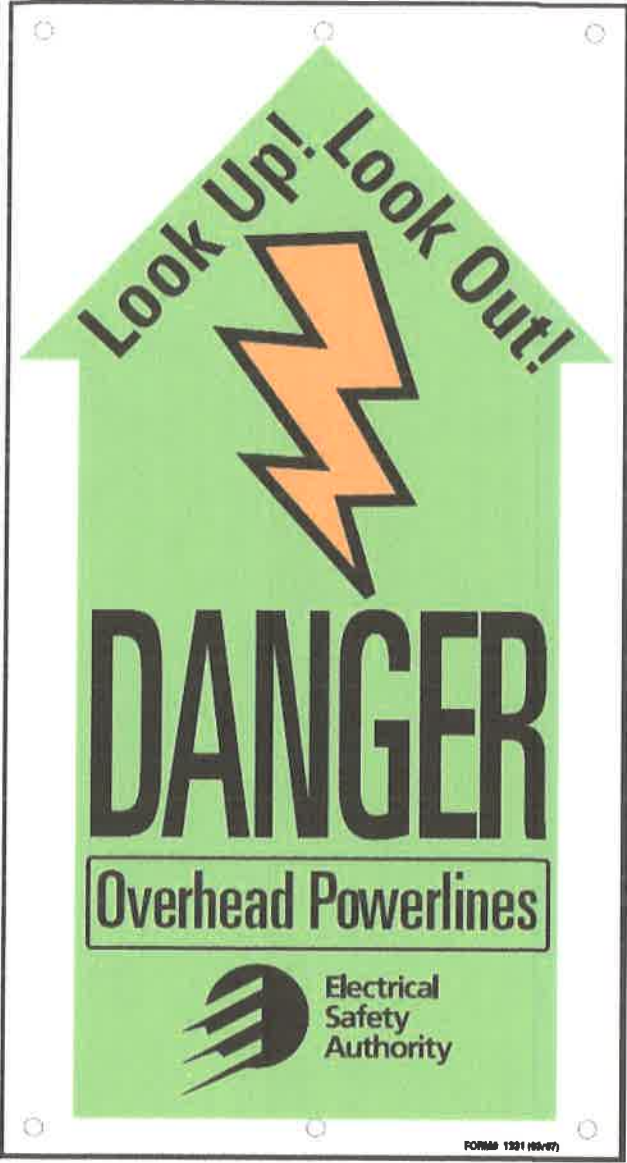


LOCAL EMERGENCY NUMBER



DATE: _____

SITE LOCATION		<p>MAP TO NEAREST HOSPITAL</p> <p>EMPLOYEES ONSITE ARE LOCAL TO THE AREA AND THE ROUTE FROM ALL POINTS OF THE MUNICIPALITY TO CHESLEY HOSPITAL IS KNOWN</p>
NAME OF SUPERVISOR		
PHONE NUMBER		
NAME OF FIRST AID PERSON		
GAS - EPCOR	1-888-765-2256	
GAS - ENBRIDGE	1-866-763-5427	
HYDRO ONE	1-800-434-1235	
WATER - ARRAN-ELDERSLIE	519-363-3039 EXT 100	
PHONE - BRUCE TELECOM	1-866-517-2000	
PHONE - BELL	1-866-310-2355	
PHONE - EASTLINK	1-888-345-1111	
POISON CONTROL	1-800-268-9017	
MINISTRY OF LABOUR	1-877-202-0008	
MINISTRY OF ENVIRONMENT	1-800-268-6060	
NEAREST HOSPITAL	39 2ND STREET SE, CHESLEY	
OTHER		





The Corporation of the Municipality of Arran-Elderslie

Standard Operating Procedure Subject:	Arena Opening & Closing Procedure	Standard Operating Procedure No.	R - 1	Page 1 of 2
Effective Date:	December 9, 2024	Date Last Reviewed		

PURPOSE

To describe proper procedures for arena Operators about opening and closing the facility each day.

PROCEDURE

A. OPENING THE FACILITY:

1. Unlock main entrance doors and turn lock clockwise to keep into open position.
2. Shut off intrusion alarm.
3. Turn on lobby lighting and arena perimeter lights.
4. Enter refrigeration plant and inspect machines.
5. Take first set of readings and enter into logbook.
6. Check Arena Daily Check List from previous shift.
7. Walk through and inspect building.
8. Check fire exits for accessibility (shovel & salt if necessary).
9. Sand and salt walks as required.
10. Inspect ice condition.
11. Edge Ice.
12. Flood ice for first rental.
13. Dressing room doors to be locked into open position.

B. CLOSING THE FACILITY:

1. Flood and edge/chop ice, if required, based on rentals the following day.
2. Shut off arena lights.
3. Drain the water tanks on Ice Resurfacer.
4. Remove the flood cloth.
5. Leave conditioner in raised position.
6. Secure Ice Resurfacer room (make sure fans are turned off).



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Standard Operating Procedure Subject:	Arena Opening & Closing Procedure	Standard Operating Procedure No.	R - 1	Page 2 of 2
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7. Inspect exit doors on rink(s).
8. Check dressing rooms and close doors.
9. Check lobby exits and secure.
10. Check and secure refrigeration room.
11. Check and secure community hall.
12. Turn off dressing room lights and arena perimeter lights.
13. Turn off lobby lights.
14. Set intrusion alarm & exit building and lock main entrance doors counter clockwise.



The Corporation of the Municipality of Arran-Elderslie

Standard Operating Procedure Subject:	Fire Alarm Procedure	Standard Operating Procedure No.	R - 2	Page 1 of 2
Effective Date:	December 9, 2024	Date Last Reviewed		

PURPOSE

To describe the specific prescribed actions in response to a fire alarm.

PROCEDURE

1. Fire alarm panel keys are in the possession of the Lead Attendant and full-time operators.
2. The arena Fire Alarm panel is located in the tool room on the West wall in Paisley, on the South wall in the furnace room in Chesley & in the Office on the West wall in Tara. Use the key to unlock the panel door.
3. On the touch pad, press "Alarm to activate or silence to deactivate".
4. Look at the screen it will give you a code telling you where the possible fire is located. For example: "Panel Alarm #4, lower level".
5. If a fire is found, evacuation of the building can begin and call 911 to report the fire. Evacuation must be performed in a calm orderly fashion by ushering people out the nearest fire exit.
6. If there is no fire found, the following must be carried out:
 - Radio to press "Alarm Silence", and then proceed as follows:
 - **PANEL ALARM** (pull station)
 - a) Go to that pull station, open the station with the fire panel key and ensure that the plastic tabs are in place as demonstrated in training;
 - b) Close the pull station and push the handle back into the original position;



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- c) Radio to the person at the main fire panel to go ahead and press Reset; and
- d) The system screen will indicate reset is in progress.

- **HEAT DETECTOR** (Smoke detectors)

- a) Go to that specific location of the heat detector;
- b) Once a visual has been completed, advise person at the panel to reset;
- c) Heat detectors, on occasion, will go off if they get dirty; and
- d) The system screen will indicate reset in progress.

Additional information can be found in the facility Fire Safety Plan. Fire Safety Plans are located in each facility Office, Mechanical Room and Fire Safety Plan Lockbox.

Any fire alarm findings must be reported to Management.

Call Georgian Bay Fire & Safety for major repairs or annual inspections at (519) 376-6120.



The Corporation of the Municipality of Arran-Elderslie

Standard Operating Procedure Subject:	Draining Oil from Ammonia Receiver	Standard Operating Procedure No.	R - 3	Page 1 of 2
Effective Date:	December 9, 2024	Date Last Reviewed		

PURPOSE

To detail the proper procedures to be used for draining oil from ammonia receivers

PROCEDURE

1. This procedure is to be completed during times when the minimum number of patrons may be in the facility (i.e. During the day – Monday thru Friday and NOT during the evening shift or on weekends)
2. This procedure requires a competent person to complete.
3. Proper PPE should be worn during this process.
4. Ensure that the doors are open, or the machine room exhaust fan is "ON" and operating prior to, during and after draining the oil.
5. Staying as low as possible, open the "Tap Valve" (before the safety spring valve) 1/2 to 3/4 of a turn (counterclockwise). Then slowly pull up on the spring loaded "Safety Valve", creamy white foam (like shaving cream) comes out. When the foam stops coming out, the ammonia will follow rapidly. Release the "Safety Valve" to stop the flow of ammonia gas.
6. Close the "Tap Valve" tightly by turning clockwise or by moving the valve up or down.
7. Re-open the spring loaded "Safety Valve" to bleed off the excess pressure in the pipe.
8. Shut off the machine room exhaust fan.



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NOTE: Oil is heavier than ammonia, so it settles out on the bottom. If the valve is opened too wide or too quickly the ammonia pressure will "blow" a hole through the oil and give a false reading of no oil or no oil will drain out.



The Corporation of the Municipality of Arran-Elderslie

Standard Operating Procedure Subject:	Operating Procedures for Ice Resurfacer	Standard Operating Procedure No.	R - 4	Page 1 of 3
Effective Date:	December 9, 2024	Date Last Reviewed		

PURPOSE

To provide detailed procedures related to the safe operation of an Ice Resurfacer.

PROCEDURES:

1. Prior to operating the Ice Resurfacer, refer to the specific Operating Manual provided by the manufacturer. Familiarize yourself with all cautions and warning labels on the machine.
2. A circle vehicle check must be performed by the Operator at the start of each and every shift. A Circle Vehicle Check Form must be completed. Record any problems, propane tank changes and starting hours on the form. The circle vehicle check should include:
 - Oil, coolant and hydraulic fluid levels
 - Tires clean in preparation for flood
 - Squeegee and flood cloth in good condition
 - Vertical and horizontal augers clean and free of ice and snow
 - Inspection of all nuts, bolts and parts
 - Fuel and water levels
 - Check condition and position of shaving blade
 - Check fire extinguisher
3. NEVER attempt to service the Ice Resurfacer while the engine is running.

SHUT OFF - KEYS REMOVED

4. NEVER attempt to clean foreign objects from the vertical or horizontal augers while they are turning or while the engine is running.



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Standard Operating Procedure Subject:	Operating Procedures for Ice Resurfacer	Standard Operating Procedure No.	R - 4	Page 2 of 3
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SHUT OFF - KEYS REMOVED

5. NEVER allow anyone to ride on the Ice Resurfacer, other than qualified personnel who are familiar with its operation and ONLY then if driver and repairer and/or instructor know what is to happen.
6. When not in use for extended periods of time, drop the conditioner on the wooden blocks keeping the blade clear of all obstacles. When in use (during shift) the conditioner should be kept in the raised position.
7. Ensure arena is properly vented when operating the Ice Resurfacer indoors. Ventilation fans are to be turned on and fresh air louvers fully opened or open doors.
8. Report any malfunctions or concerns related to the equipment to the Lead Attendant immediately. Document these in the Arena Inspection Log Book and on the Circle Vehicle Check Form. Report all concerns in writing to the Facilities Foreman.

SAFETY TIPS FOR ICE RESURFACER OPERATION

1. Ensure conditioner unit is raised before moving onto or off the ice.
2. Watch for skaters that are slow to leave the ice.
3. Watch for pieces of broken sticks, pucks or towels left on the ice surface, which could damage or become lodged in the vertical or horizontal augers.
4. Operator should watch for flying pucks upon entering the ice even though play has stopped.
5. Operator should be familiar with the fire extinguisher location



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and look periodically to see that it has adequate pressure and know what type it is and how to operate it.

6. Extreme care should be taken when changing or handling planer blades, keeping hands and fingers clear of the underside or raised conditioners so as not to contact the blade. Gloves are to be worn whenever blades are handled. Blade changing is to be done by full-time staff only.
7. Do not operate the machine in the garage stall for more than 30 seconds with the doors closed or no ventilation - exhaust fumes can kill you.
8. Store fuel in regulation type outdoor storage box. Never refuel any equipment indoors. See Job Procedure regarding "Fuelling of Equipment".



The Corporation of the Municipality of Arran-Elderslie

Standard Operating Procedure Subject:	Ice Resurfacing	Standard Operating Procedure No.	R - 5	Page 1 of 5
Effective Date:	December 9, 2024	Date Last Reviewed		

PURPOSE

To describe procedures required when resurfacing or “flooding” the ice.

PROCEDURE

Operators of ice resurfacing equipment are required to adhere to the following procedures:

1. Preparation for Ice Flooding:

- Check the condition and position of the shaving blade.
- Fill the wash water tank with COLD water (if applicable).
- Fill the floodwater tank with HOT water.

Note:

It is permissible to use cold water in the floodwater tank if outside weather conditions warrant. Use of hot water during extremely hot and humid conditions may create high humidity levels in the arena and will also put more of a load on the refrigeration plant.

DO NOT LEAVE THE ICE RESURFACER UNATTENDED WHILE FILLING WATER TANKS. DO NOT LET WATER TANKS OVERFLOW.

- Turn on ventilation fans or open doors.
- Open overhead door to the arena and start engine - NEVER LET ENGINE OPERATE WITHOUT ADEQUATE VENTILATION.
- Allow the Ice Resurfacers to run for 30 seconds prior to starting ice resurfacing operation.
- Drive the Ice Resurfacers to the gate of the ice surface - allow enough space for the gate to lift or swing open.



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2. Entering the Ice Surface:

- Open the gate(s) to the ice surface.
- Sound horn prior to driving onto ice surface.
- Wait for action to stop and proceed onto ice surface once all skaters have left the ice.
- Proceed with the flooding pattern.

3. Resurfacing the Ice:

An average flood should take between 8 and 9 minutes to complete. If less time is taken, you are driving the machine too fast.

- The first pass with the Ice Resurfer is normally done along the boards with the board brush extended.
- This initial pass is very important as any snow built up against the boards is removed - the hot floodwater will melt any remaining snow and smooth the ice right up to the boards.
- When using the board brush, the Operator must ensure that the conditioner is moved as close to the boards as possible in order to produce a level flood. If the conditioner is kept too far away from the boards, adequate floodwater will not be applied and ice conditions will deteriorate.
- Drive at a constant speed during the flooding process. Speeding up in the straight runs will reduce the amount of water applied and conversely, slowing down in the corners will increase the amount of water applied. This will eventually lead to an uneven ice surface.

4. Exiting the Ice Surface & Post Flood Procedures:

- Once the flood pattern has been completed, the Operator will drive the Ice Resurfer to the gate(s) and stop.
- The conditioner is raised and the Ice Resurfer is driven into



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- the garage area.
- The Operator (or Building Attendant, if on duty) will shovel the snow left by the conditioner off the ice.
 - The gate(s) are then closed and secured.
 - The Operator will open the outside overhead door, close the inside overhead door and proceed to drive the Ice Resurfacer outside to dump the snow.
Note: When dumping snow, it is very important to do so, on level ground. The dump tank may not return to proper position if snow is dumped on an angle. The Ice Resurfacer should not be moving or moved while the dump tank is being lifted or when it is in a raised position unless done with extreme caution.
 - The Operator drives the Ice Resurfacer back into the garage and shuts off engine and closes the outside overhead door.
 - The augers and tires are cleaned in preparation for the next flood.
 - Arena exhaust fans or doors can now be turned off or closed.

SAFETY TIPS FOR ICE RESURFACING OPERATION

- 1) Circle the unit before leaving the garage area.
- 2) When not in use for extended times drop the conditioner onto planks keeping the blade clear of all obstacles. When in use (during shift) the conditioner should be kept in the raised position.
- 3) Make sure the conditioner unit is raised before moving either onto or leaving the ice.
- 4) Watch for skaters that are slow to leave the ice.



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- 5) Watch for pieces of broken sticks, pucks or towels left on the ice surface, which could damage or become lodged in the vertical or horizontal augers.
- 6) Never allow anyone to hitch a ride on the unit, other than qualified personnel who are familiar with its operation and only then if driver and repairer and or instructor know what is to happen.
- 7) Operators should watch for flying pucks upon entering the ice even though play has stopped.
- 8) Operators should be familiar with the fire extinguisher location and look periodically to see that it has adequate pressure and know what type and how to use.
- 9) Extreme care should be taken when changing or handling planer blades, keeping hands and fingers clear of the underside or raised conditioners so as not to contact the blade. Gloves are to be worn whenever blades are handled. Blade changing to be completed by full time staff only.
- 10) Make sure the building is properly vented when operating the machine for long periods of time to avoid emission build-up.
- 11) Do not operate the machine in the garage stall for more than 30 seconds with the doors closed, exhaust fumes can kill you.
- 12) Do not attempt any service procedure on the under carriage with the engine operating. Shut off and remove keys from ignition.
- 13) When fueling the machine keep lights, matches, clear of the area.



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- 14) Store propane in regulation type outdoor storage box.
- 15) Never refuel any equipment indoors. Follow sect. 61. Of the Occupational Health & Safety Act, Regulations for Industrial Establishments.
- 16) Never attempt to clear foreign objects from either the vertical or horizontal augers with them turning. Engine must be off and keys removed from ignition.
- 17) Do not allow unauthorized people to operate the ice resurfacer or any equipment.
- 18) Do not allow unauthorized people to enter the garage area at any time.
- 19) Report malfunctions or concerns related to equipment to the Lead Attendant immediately.
- 20) Report in writing to the Facilities Foreman all concerns and document these in the Arena Inspection Log.



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Standard Operating Procedure Subject:	Ice Resurfacing & Maintenance	Standard Operating Procedure No.	R - 6	Page 1 of 4
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PURPOSE

To detail the proper procedure for ice resurfacing and maintenance.

PROCEDURE

Before Going on the Ice

1. Check water levels in water tanks. Remove water hose from fill pipe. Note: use COLD WATER only in the wash water tank (if applicable).
2. Check to see if the blade is level and at the right angle.
3. Raise Conditioner completely.

On the Ice

Use the following operations for normal resurfacing:

1. CUTTING

Lower conditioner and start conveyor. Conditioner: Be sure it is all the way down by pulling the Conditioner Valve Handle back long enough for the cylinder to completely retract. You will normally know when the conditioner is either all the way up or all the way down by the hissing sound of rushing fluid passing the hydraulic relief valve. Conveyor System: Start the conveyors by moving the two-conveyor valve handles back. The operator should periodically observe the snow tank as it fills with snow. The conveyors should be stopped before the tank is completely full to avoid plugging the vertical conveyor.

2. WASHING



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Open Wash Water, count to 15 and start the water pump.

Caution: When the pump is on, water should pour on the screen located in the top of the wash water tank immediately in front of the driver. If the water pump is not picking up water, stop the pump and check the water lines and pump impeller. Normal engine operating R.P.M. is necessary for proper pump operation. The water pump is located on the right side of the conditioner. If not working, shut engine off, check to see that the pump impeller is intact and free of obstructions by removing the brass cover plate.

3. ICE MAKING WATER

Open the ice making water valve. Maintain a constant speed as possible when laying water.

4. REMOVING EXCESSIVE WATER FROM THE ICE

If there is an excess of water on your ice surface, it can be quickly removed by doing the following:

- a) Lower conditioner.
- b) Start conveyor and have the engine running at approximately 3000 RPM.
- c) Tilt the blade off the ice a little by turning the blade adjustment handwheel counterclockwise. This allows the water on the ice to pass under the blade and to accumulate at the water pump suction pipe. Start water pump.
- d) Divert the water that is being pumped by the water pump to the dump tank rather than having it go on the screen.



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Shifting the water pump outlet lever located immediately in front of the operator's control panel does this.

- e) When water starts coming out the front of the dump tank, move slowly off the ice surface to desired dumping location. Raise dump tank.

5. REMOVING SLUSH FROM THE ICE

- a) Lower conditioner.
- b) Start conveyor and have the engine running at about 3000 R.P.M.
- c) When dump tank is loaded and before you proceed off the ice, continue to run the conveyor for a few moments and clear the slush from the conveyor tube to avoid freezing slush in the tube between resurfacings. Note: (if vertical conveyor tube becomes frozen, flush out with water).

Caution: When excess water or slush is being pumped into the dump tank, be sure the ice resurfacer water tanks are empty as water in dump tank and water tanks would load machine excessively.

Combine any of the above resurfacing operations, as conditions require. Have the ice resurfacer moving during these operations.

The following operations are to be operated individually and only when the controls for the conveyor and water pump are OFF.

Lift Conditioner - operate conditioner lever.



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Raising the Dump Tank - Operate the dump tank lever. The ice resurfacer should not be moving or moved while the dump tank is being lifted or when it is in a raised position unless done with extreme caution.



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Standard Operating Procedure Subject:	Notify Skaters of Ice Resurfacing	Standard Operating Procedure No.	R - 7	Page 1 of 1
Effective Date:	December 9, 2024	Date Last Reviewed		

PURPOSE

To detail the proper procedures for notifying skaters to leave the ice surface so that ice resurfacing can take place.

PROCEDURE

Under NO circumstances does an operator resurface the ice while there are people on the ice surface.

The following procedures are to be used when flooding the ice:

1. Sound the ice resurfer horn or whistle prior to opening gates to signify you are about to enter the ice surface. Skaters are to leave the ice surface as soon as the horn or whistle from the operator is sounded. Under no circumstances are pucks to be shot once the ice resurfer gates are opened.
2. Wait for action to stop and proceed onto ice surface once you feel it is safe to do so.
3. Wait until all skaters have left the ice and gates are closed prior to starting your flood.
4. Leave the ice immediately if skaters come onto the ice prior to gates being closed. Do not resume flooding until all skaters have left the ice. Should skaters come onto the ice after the flood but prior to snow being cleared at the gate, the staff is to leave the ice surface and close the ice resurfer gates immediately. Do not clear snow until skaters have left the ice.
5. Skaters are not to enter the ice surface until the ice resurfacing has been completed and the gates are closed.
6. Report all incidents in which a group or team fails to follow these procedures, in writing to the Facilities Foreman.



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Standard Operating Procedure Subject:	Blade Changing	Standard Operating Procedure No.	R - 8	Page 1 of 2
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PURPOSE

To detail the proper procedure to be used when changing the blade on the ice resurfacer.

PROCEDURE

1. Two staff members shall be used at all times or whenever possible for additional safety when changing the blade.
2. Park machine in a dry area, free of equipment and trip hazards.
3. Raise conditioner and support with jack stands. Put transmission in park, emergency brake on and remove ignition key.
4. Put **BLADE PROTECTOR ON** and loosen bolts and nuts.
5. Build up wooden shims under blade so blade will not drop to floor.
6. Slide out blade very carefully.
7. Remove new blade from protective sheath. Take dull blade from under machine and remove protective cover and put in wooden sheath, then place identifying dull card in sheath.
8. Put protector on new blade and place in position under machine.
9. Lift blade and insert bolts and nuts. All blade bolts must be replaced. On a new blade, use holes closest to sharp edge. The width of the blade will decrease overtime from being sharpened; it will reach a point where the second set of holes will have to be used.
10. Insert blade holders into two outside holes and place onto conditioner.



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11. Insert bolts and tighten finger tight.
12. Remove blade holders and insert bolts into ends of blade.
13. Starting at middle of blade, tighten bolts working from the center to the outside.
14. Carefully remove blade guard and adjust blade to proper level.
15. It is essential that safety boots and gloves be worn and extreme caution taken while handling blades as they are extremely sharp.



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Standard Operating Procedure Subject:	Ice Conditioning	Standard Operating Procedure No.	R - 9	Page 1 of 3
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PURPOSE

To detail the proper procedures to be used for operating an Ice Conditioner.

PROCEDURE

Prior to operating the ice conditioner:

1. Refer to the specific manual on the resurfacer being used regarding controls and functions.
2. Familiarize yourself with cautions and warning labels on the machine and in the manual.
3. Never perform maintenance duties on the machine when it is running.

Ice Conditioner Operating Procedure:

1. Fill the WASH WATER tank with COLD WATER (if applicable).
2. Fill the FLOOD WATER tank with HOT WATER. (If hot outside cold water may have to be used to reduce humidity and permit water to freeze readily. Do not leave the water running unattended.)
3. Check oil, coolants and hydraulic fluids at beginning of every shift.
4. Ensure tires are clean, if not wash them prior to driving onto the ice.
5. Check squeegee and towel to make sure they are in good condition.



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6. Check vertical and horizontal augers to make sure they are free of ice.
7. Perform a walk around inspection checking for anything that may be out of order.
8. Turn on VENTILATION FANS or open doors.
9. Start the engine. Adequate ventilation is essential. Allow the machine to run for 30 seconds prior to starting the ice resurfacing operation on the ice or if a long time is required to warm up the engine remove it to outside to warm up. Never let the conditioner warm up in the building. Fumes from the engine can kill.
10. At the beginning of the shift check for loose nuts bolts and parts. Check to see that it is properly lubricated.
11. Check fuel and water levels.
12. Check condition and position of shaving blade.
13. Turn on arena ventilators.
14. Clear the ice. (See Ice flooding procedure)
15. The ice resurfacer enters and starts the cleaning pattern. Each arena has a different cleaning pattern suitable to that facility. It is very important to operate this machine at a slow to moderate speed. Not fast. (An average flood should take 8 to 9 minutes to complete.)



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16. At the conclusion of the cleaning pattern the last bit of snow from the conditioner when it is lifted should be shoveled off the ice.
17. The machine must be cleaned completely of snow once the procedure is finished.



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Standard Operating Procedure Subject:	Ice Maintenance	Standard Operating Procedure No.	R - 10	Page 1 of 2
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PURPOSE

To detail the proper procedure to be followed to ensure that the ice surface is maintained in a safe condition.

PROCEDURE

1. The Operator should inspect and condition ice surface, as required, between rental groups.
2. The ice must be maintained in a safe condition for all user groups. Therefore, after figure skating or heavy usage rentals, it may require more attention than just a flood. Ice may require patching of holes or ruts (with wet snow), and an additional flood to ensure ice is a good, smooth surface.
3. Ice must be edged a minimum of once per day or as required, using a gas-powered edger, to ensure ice around backboards is level and free from any unevenness or moisture build-up.
4. Ice must be leveled daily. Higher areas (corners) should be shaved during rental breaks or weekday day shifts. Ice maintenance time should be scheduled weekly.
5. Areas which have a tendency to become lower, should be maintained at the standard level depth by adding extra cold water in these areas (specifically, goal creases) at the end of the rental day.
6. Any ice maintenance other than flooding between rentals (i.e., edging, planing, and water on goal creases) should be documented in the Inspection Maintenance Log book.
7. The Operator is held to be in the best position to judge the safety of the ice, he/she must decide whether the ice is in a safe



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condition for use or requires further maintenance. However, the decision to cancel rentals should be decided jointly between Operator and Supervisor.

8. The Operator should physically measure ice depths a minimum of once per week, in six to eight key areas on ice surface and document depth measurements in Inspection Maintenance Log.

NOTE: Ice surface must be maintained in a safe and level condition. The standard for ice surface depth will be a Minimum of 1", to a Maximum of 1 ½".



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Standard Operating Procedure Subject:	Ice Edger	Standard Operating Procedure No.	R - 11	Page 1 of 1
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PURPOSE

To detail the proper procedures to be used for operating the Ice Edger.

PROCEDURE

1. Check oil and gas levels, add, if necessary, before starting the machine. Add oil and gas outside of the building, not in closed areas.
2. Check for loose nuts, bolts and parts. Check to see if it is properly lubricated. Check blades and flywheel make sure they are tight.
3. Proper safety equipment must be worn at all times when operating the ice edger (safety boots, ear protection, safety glasses and gloves.)
4. Check guide arm for clearance of blades against boards. Make sure your feet are clear of the blades when starting.
5. When finished, wind up blade and shut off.
6. Store Ice Edger in safe dry area.
7. Before using Ice Edger, review operating procedure listed above. Report any malfunction or safety concerns in the logbook and report to the Recreation Director IMMEDIATELY.

If the ICE EDGER malfunctions or is inoperative, report this to the Recreation Director immediately. TAG the ice edger with a description of the failure in order to prevent other shift operators from using.



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Standard Operating Procedure Subject:	Ice Resurfacer Inoperative	Standard Operating Procedure No.	R - 12	Page 1 of 1
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PURPOSE

To detail the proper procedure to be used when the Ice Resurfacer will not start.

PROCEDURE

The following procedures are to be used when the Ice Resurfacer becomes inoperative:

1. Contact the Facility Lead Attendant. Explain the problem to your Facility Lead. The Facility Lead will decide whether to send a mechanic to the site or transport the ice resurfacer to a garage.
2. Contact & advise the Manager of Facilities, Parks and Recreation and explain the problem.
3. Should a spare ice resurfacer be dispatched, the operator must perform a circle vehicle check prior to use.



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Standard Operating Procedure Subject:	Painting Ice Logos	Standard Operating Procedure No.	R - 13	Page 1 of 1
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PURPOSE

To detail the proper procedures for applying logos to the ice surface

PROCEDURE

1. Start by placing logo in desired location on the ice surface.
2. Secure logo in place while one person chucks the perforated paper with sock containing the powdered chalk. Lightly tap sock over perforated logo.
3. Lift perforated paper straight up off the ice. Shake excess chalk onto paper, into garbage once you carry the stencil off the ice.
4. Review the schematics of the colour design before beginning to paint.
5. Paint all edges of logo.
6. Fill in the rest of the logo.
7. Any spillage of paint must be cleaned immediately with either a warm wet cloth or a razor blade.

Seal logo with light coat of cold water applied with tank sprayer. Seal logo until there is approximately ¼" ice above logo.



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Standard Operating Procedure Subject:	Marking Lines on ice	Standard Operating Procedure No.	R - 14	Page 1 of 2
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PURPOSE

To detail the proper procedures to be used when Marking Lines.

PROCEDURE

NOTE: Marking Lines can be installed by one staff person (two staff makes for easier and faster installation) Staff persons engaged in marking lines should be very sure footed as they are working on a slippery surface.

1. Scrape ice. Ensure you have at least 1/4" - 1/2" of ice. Ice must be level.
2. Clean edges and corners.
3. Measure distances for line markings. This varies with each rink. Double check established measurements.
4. Blue lines are usually done first but staff has individual preferences regarding the order in which lines and circles are marked when doing the complete job. Roll out marking tape making sure it is straight at all times. Line up tape with markings on the boards. Tack them down to the ice surface by moistening the ice intermittently under the tape. Double checks to ensure lines are straight.
5. Using a watering can or hand sprayer filled with cold water cover line completely.
6. Repeat # 3 to # 5 for other lines.
7. Repeat the same procedure for the goal creases. Use the measurements indicated in the diagram. These lines are marked with thin 2" tape.



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8. Circles must be measured and scribed. Sweep and apply tape. The ice surface must be moistened every few feet to hold the tape down. The tape must be crimped or gathered into place to form a circle.
9. Repeat step # 5
10. Dots are placed in the center of the circles using the center point left by the scribe as a guide. Repeat step # 5.
11. The penalty box and face off areas are marked next following the same procedure.
12. As the first person is cleaning up, the second person puts another coat of cold water on all the lines using a watering can.
13. The ice resurfer is then filled with hot water and the entire ice surface is flooded. Build up at least 1/4" of ice over the line markings
14. Continue flooding as normal.
15. Please note: the afternoon and possibly following shifts must keep the blade up on the ice conditioner until there is a sufficient buildup of ice.
16. Re-order line material, when necessary, but make sure you do not wait until there is none left before you order.



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Standard Operating Procedure Subject:	Mechanical Room Entry Procedure	Standard Operating Procedure No.	R - 15	Page 1 of 6
Effective Date:	December 9, 2024	Date Last Reviewed		

PURPOSE

To ensure that all staff have the necessary training and equipment to safely enter and work in a Mechanical Room, as defined by the C.S.A. - Mechanical Refrigeration Code B52-95, the Occupational Health and Safety Act and the Regulations for Industrial Establishments.

PROCEDURE

All staff entering and working in a Mechanical Room will comply with this procedure.

The Municipality of Arran-Elderslie will supply all necessary equipment and ongoing training as necessary, to ensure that workers are able to comply with the requirements, as set forth within this document.

EQUIPMENT & TRAINING:

All Mechanical Rooms are to be equipped with the following:

1. Toxic (ammonia) detector with the alarm/display panel, located outside the room.
2. Exhaust equipment must be either thermostatically, sensor or manually controlled or a combination of the above. A manual control switch will be located outside the room.
3. Emergency lighting.
4. Free and unobstructed means of entry and egress.
5. Fire Extinguisher(s), (multi-purpose) A.B.C. (located outside the Mechanical Room in Chesley and Paisley, inside Mechanical Room in Tara).



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6. Personal Protective Equipment: Hearing protection, eye protection, latex gloves and portable eyewash station.
7. Logbooks to record daily equipment readings, as required by the Operating Engineers Act.
8. Procedure manuals (updated as required).
9. An emergency notification list. Posted in a prominent location, next to all Municipality of Arran-Elderslie - Facilities operated telephones.
10. Room identification sign(s) and locked access.

Competent Person:

1. Is qualified because of knowledge, training and experience to organize the work and its performance,
2. Is familiar with this Act and the regulations that apply to the work,
3. Has knowledge of any potential or actual danger to health or safety in the workplace, and
4. Trained in confined space entry and its requirements.

PROCEDURE:

A. Daily Entry - Inspection Only

The intent of this entry is for the Operator to take equipment readings only!



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1. Prior to entry, check to ensure that the atmosphere in the room is safe. (Listen for alarm, read ammonia visual readout, look for activated light, or be aware of strong ammonia odour).
2. The Operator may now enter to perform equipment checks and monitoring, making the appropriate log entries. At NO time are valves or other controls to be touched.
3. If ammonia is detected (any level), leave the room immediately, secure entrance, turn on exhaust system and contact the Facility Lead Attendant IMMEDIATELY.
4. Contact the appropriate parties from the Emergency Notification List, in the event of a minor, moderate or major leak.

B Maintenance Entry

Under Maintenance Entry, the "Operator" is fully intending to perform regular operating procedures such as draining the chiller, adding oil, adjusting the suction/expansion valves and controls and any other daily routine maintenance tasks.

1. Prior to entry, check to ensure that the atmosphere in the room is safe. (Listen for alarm, read ammonia visual readout, look for activated red light, or be aware of strong ammonia odour).
2. If safe, the Operator may now enter to perform the necessary equipment adjustments, providing they have put on the required safety equipment, as required.
3. All Personal Protective equipment is to be inspected prior to being worn, to ensure that it is in good operating condition. Clean all equipment after use.



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Standard Operating Procedure Subject:	Mechanical Room Entry Procedure	Standard Operating Procedure No.	R - 15	Page 4 of 6
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4. Routine/daily tasks can now be carried out.
5. If ammonia leak is detected or occurs, leave the room immediately, secure entrance and turn on exhaust system.
6. Contact the appropriate parties from the Emergency Notification List, in the event of a minor, moderate or major leak.

VISUAL ALARM

The visual alarm in each facility does not indicate ammonia levels, should alarm be engaged. The visual alarm has four colour coded lights with the noted indications:

White – Power On
 Blue – Idle
 Yellow - Warning
 Red - Alarm

LEAK SITUATIONS

Minor - A leak is noticeable, but alarm has not activated.

1. Leave the room immediately, secure entrance, turn on exhaust system and contact the Facility Lead Attendant IMMEDIATELY. Explain the situation to the Facility Lead and determine if the Refrigeration Mechanic is required. If required, contact the appropriate parties from the Emergency Notification List.

Moderate - The alarm will be activated and the employee will be able to either hear or see the leak.

2. No employee will enter the room. Ensure that the entrance is secured, exhaust system and contact the Facility Lead Attendant IMMEDIATELY. Explain the situation to the Facility Lead and



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determine if the Refrigeration Mechanic is required. If required, contact the appropriate parties from the Emergency Notification List.

3. The Manager of Facilities, Parks and Recreation and the Refrigeration Mechanic must be notified of this leak situation immediately.
4. It is the responsibility of the Manager of Facilities, Parks and Recreation to contact the Ministry of Environment in the event of a major leak.
5. Monitor the situation to determine if building evacuation is required.
6. Additional information is available within the facility Fire Safety Plan. Fire Safety Plans are located in each facility Office, Mechanical Room and Fire Safety Plan Lockbox.

Major Leak - Examples of a major leak would include such situations as a blown seal, broken sight glass and pipe rupture.

1. The Operator will assess the situation. Steps to be followed are:
2. Contact Emergency Response Services (911)
3. Evacuate the premises and all people inside the facility
4. Ensure that entry is secured and exhaust system is turned on, if possible.
5. Assist emergency personnel, where possible, by providing information on valve shut-offs, room set-up etc.
6. Contact refrigeration mechanic immediately and explain the situation.



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7. Supervisory staff and the Refrigeration Mechanic must be notified of this leak immediately. It is the responsibility of the Manager of Facilities, Parks and Recreation to contact the Ministry of the Environment.
8. Additional information is available within the facility Fire Safety Plan. Fire Safety Plans are located in each facility Office, Mechanical Room and Fire Safety Plan Lockbox.



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Standard Operating Procedure Subject:	Facility Alarm Procedure	Standard Operating Procedure No.	R - 16	Page 1 of 1
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PURPOSE

To describe the specific actions in response to activating and deactivating a facility alarm.

PROCEDURE

1. The alarm room door keys are in the possession of the Lead Attendant, full-time, part time facility operators and the Facilities Foreman.
2. The Alarm panel is located inside the utility room in Chesley, in the skate sharpening tool room in Paisley and in the office in Tara. Use the key to unlock the applicable doors and proceed to the alarm panel.
3. On the touch pad, press the STAY Button & then 3039 the confidential code to deactivate.
4. When you are ready to reactivate the alarm when leaving the facility, check all doors to make sure that they are secure. If there are lights on the panel showing at a zone(s) then this means that there is a problem with a door being secure.
5. On the touch pad, press the AWAY Button & then 3039 the confidential code to reactivate.



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Standard Operating Procedure Subject:	Refrigeration Plant Start-Up	Standard Operating Procedure No.	R - 17	Page 1 of 1
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PURPOSE

To provide the arena Operator with detailed instruction related to the start-up of the refrigeration plant.

PROCEDURE

- Refrigeration Mechanic will start up refrigeration plant.
- Arena Operators will monitor and make valve adjustments, as required.
- Monitor head pressure (at or below 200 psi).
- Adjust suction valve based on head pressure.
- Open suction valve slowly while monitoring head pressure.
- Monitor oil in compressors for level and foaming.
- Monitor temperature of compressor. Feel crankcase for cold and look for frost. Listen for change in sounds from compressor.
- Monitor water temperatures. If water temperature gets too high, head pressure will rise, and compressor will shut down.
- Regular checks of all refrigeration components should be taken at least once per hour.
- If problems develop, do not leave the plant (only if not life threatening). Remain in the room and watch controls closely.
- If machines shut off for any reason before temperature is reached on the arena pad thermostats, this signals that something has malfunctioned.
- If you cannot determine and reset the system, call your immediate supervisor and the Refrigeration Mechanic.

DO NOT MAKE ANY ADJUSTMENTS TO REFRIGERATION EQUIPMENT WITHOUT THE APPROVAL OF THE REFRIGERATION MECHANIC RECREATION DIRECTOR OR LEAD ATTENDANT



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Standard Operating Procedure Subject:	Arena Logbooks	Standard Operating Procedure No.	R - 18	Page 1 of 1
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PURPOSE

To detail the proper procedure to be used for arena logbook entries

PROCEDURE

1. It is the duty of all Facility Operators to fill in the arena logbooks daily. There are two separate logbooks, the Refrigeration Logbook, which is always located in the compressor room, and the Inspection Maintenance Logbook, which is located in the garage arena operator's office.
2. The Refrigeration Log is to be filled in every two hours during each and every shift that the building is open. All books are the same and must be filled in correctly so that if any problems arise the reading taken before could help to pinpoint the problem.
3. The Inspection Maintenance Logbook is to be filled in daily. It tells the reader a story of each day at the facility with regard to risk management concerns, repairs done or needed, snow conditions re: shoveling or salting done or required, ice conditions and the condition of all public areas within the facility. The pages are laid out so that a weekly sheet shows up every seven days and a monthly sheet shows up every four weeks.
4. Refrigeration and inspection maintenance Logbooks are to be kept for a period of seven (7) years.



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Standard Operating Procedure Subject:	Adding oil to compressors	Standard Operating Procedure No.	R - 19	Page 1 of 2
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PURPOSE

To detail procedures required to be followed when adding oil to a compressor.

PROCEDURE

1. This procedure is to be completed during times when the minimum number of patrons may be in the facility (i.e. During the day – Monday thru Friday and NOT during the evening shift or on weekends)
2. This procedure requires 2 competent staff to complete. The first person completes the task, and the second person is for safety in case of an incident.
3. Wear personal protective equipment (gloves, safety goggles).
4. Ensure oil is in charging pail. If low, add oil to charging pail.
5. Ensure oil being added is new oil. Do not mix used machine oil.
6. Attach charging line to oil charging valve. Tighten by hand.
7. Add oil while compressor is running.
8. Open oil charging valve by turning counterclockwise.
9. Do not open all the way - three turns are sufficient.
10. Pump oil into compressor while monitoring level in the oil sight glass.



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11. Count the number of pumps required to bring oil to proper level (one pump consists of an upward and downward stroke).
12. Eight pumps equal one pint.
13. Close oil charging valve by turning clockwise.
14. Tighten by hand only.
15. Disconnect charging line.
16. Clean up any spilled oil.
17. Record number of pumps in the Refrigeration Logbook.



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Standard Operating Procedure Subject:	Refrigeration & Electrical Problems	Standard Operating Procedure No.	R - 20	Page 1 of 1
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PURPOSE

To detail the proper procedures to be used when refrigeration and electrical problems are encountered.

PROCEDURE

1. If a refrigeration problem happens call your refrigeration mechanic.
2. Report the problem to the Recreation Director/Lead Attendant immediately.



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Standard Operating Procedure Subject:	Power Failure	Standard Operating Procedure No.	R - 21	Page 1 of 2
Effective Date:	December 9, 2024	Date Last Reviewed		

PURPOSE

To provide detailed procedures in the event of a power failure.

PROCEDURE

1. Notify the Supervisor on duty by cell phone if possible.
2. Ensure emergency lights have been activated.
3. Retrieve a flashlight from the nearest location.
4. Have all patrons leave the ice surface and direct them to wait in the arena lobby or perimeter area around the ice pad.
5. Emergency lights are designed to maintain light levels for a minimum of thirty minutes.
6. Once fifteen minutes has elapsed, and power has not been restored, the building is to be evacuated as per the Evacuation Procedures.
7. The Attendant on duty will check all public areas to ensure everyone is safely evacuated.
8. The Attendant will ensure that all operations areas are secured to prevent access by the public.
9. Once the evacuation is complete, the Attendant will ensure that no one enters the facility until power is restore

Once power has been restored, normal operations may commence if the following conditions are present.



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Standard Operating Procedure Subject:	Power Failure	Standard Operating Procedure No.	R - 21	Page 2 of 2
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- The emergency lights will activate in the event of a second power failure.
- The Refrigeration Plant is operating properly.
- There has been no damage to ice conditions.

Note: The emergency lights are designed to maintain a minimal charge even after the lights have been operated to capacity. Once power to the facility is restored, the emergency lighting battery pack will start to recharge immediately.

Should a second power failure occur, the emergency lighting will not operate to its full capacity and the facility must be evacuated immediately.

Staff on duty will retrieve a flashlight and assist with the evacuation.



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Standard Operating Procedure Subject:	Dressing Room locks	Standard Operating Procedure No.	R - 22	Page 1 of 1
Effective Date:	December 9, 2024	Date Last Reviewed		

PURPOSE

To detail the proper procedures to be used in locking dressing rooms.

PROCEDURE

The following procedure related to dressing room locks **MUST** be adhered to at all times:

1. Dressing room doors are to be kept locked in either the open or closed position at all times.
2. Keys for dressing rooms will be distributed by arena staff from the office.
3. The arena operator or attendant will retrieve the key once the group has left the ice and return it to the office.

This procedure is very important. There have been individuals locked in dressing rooms while in the shower or in the washroom.



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Standard Operating Procedure Subject:	Unauthorized Personnel	Standard Operating Procedure No.	R - 23	Page 1 of 1
Effective Date:	December 9, 2024	Date Last Reviewed		

PURPOSE

To describe the responsibilities and requirements for arena operation staff with respect to unauthorized personnel.

PROCEDURE

It is the responsibility of the Lead Attendant or, in his/her absence, the arena Operator on duty, to ensure that no unauthorized personnel are permitted access to the following.

- Ice Resurfacers Room
- Refrigeration Plant
- Chemical Storage Areas
- Hot Water Heater Rooms
- Maintenance Rooms
- Or any other non-public room or storage area

UNAUTHORIZED PERSONNEL ARE NOT PERMITTED TO OPERATE ANY ARENA EQUIPMENT OR CONTROLS



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Standard Operating Procedure Subject:	Adding Brine to Refrigeration System	Standard Operating Procedure No.	R - 24	Page 1 of 1
Effective Date:	December 9, 2024	Date Last Reviewed		

PURPOSE

To provide detailed procedures related to the safe operation of adding brine to the refrigeration system.

PROCEDURE

The following procedures are to be used when adding brine to the refrigeration system.

1. This procedure is to be completed during times when the minimum number of patrons may be in the facility (i.e. During the day – Monday through Friday and NOT during the evening shift or on weekends).
2. This procedure requires 2 competent staff to complete. The first person completes the task, and the second person is for safety in case of an incident.
3. Wear personal protective equipment (gloves, safety goggles).
4. Fill brine mixing tank with approximately 35 gallons of water.
5. Slowly add approximately 150 lbs of calcium chloride to water.
6. Stir until well dissolved.



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Standard Operating Procedure Subject:	Removal of auger or elevator obstruction	Standard Operating Procedure No.	R - 25	Page 1 of 1
Effective Date:	December 9, 2024	Date Last Reviewed		

PURPOSE

To provide detailed procedures related to the safe operation of the removal of obstructions in the Ice Resurfacer auger or elevator.

PROCEDURE

1. **Remain calm, don't panic!** This will make the job easier and safer.
2. Remove machine from ice surface to an area where hot water is accessible.
3. Turn ignition off. Remove key.
4. Wear personal protective equipment (gloves, safety goggles).
5. Remove plates and wash horizontal and vertical augers thoroughly. Check for obstruction.
6. Replace plates, start machine and try auger.
7. If still not clear, turn the ignition off and remove key.
8. Remove vertical auger from housing.
9. Summon help and remove auger from tube. If the auger is jammed and will not move, try wiggling back and forth to loosen obstruction. Force may be necessary. Continue until auger is cleared, then reassemble.



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Standard Operating Procedure Subject:	Changing propane cylinder on the ice resurfacer	Standard Operating Procedure No.	R - 26	Page 1 of 2
Effective Date:	December 9, 2024	Date Last Reviewed		

PURPOSE

To provide detailed procedures related to the safe operation of the removal of a propane cylinder on an Ice Resurfacer.

PROCEDURE

1. The ice Resurfacer shall be moved to the designated area outside. The area must be well ventilated and in a safe location to prevent any source ignition.
2. The operator will close the fuel valve at the cylinder, leaving the machine running until it quits because of exhausting the fuel in the fuel lines.
3. The ignition is then turned off and the key removed
4. The propane fuel hose may now be disconnected from the propane fuel cylinder
5. Do not use any tool to loosen the coupling.
6. Unclip the safety straps on the outside tank
7. Remove the empty propane cylinder and mark with chalk (MT) and replace to outside storage cage. Ensure the cage is always locked.
8. A correctly filled propane cylinder may now be mounted
9. At this stage it is important to ensure that the propane fuel cylinder is mounted with the pressure relief valve in the correct position (12 o'clock if mounted horizontally and to the right-hand side if mounted vertically) and checks the sealing gasket on the coupling, for placement and foreign materials.



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Standard Operating Procedure Subject:	Changing propane cylinder on the ice resurfacers	Standard Operating Procedure No.	R - 26	Page 2 of 2
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10. Re-fasten the safety straps.
11. The propane fuel hose may now be re-connected to the propane fuel cylinder. Hand tightens only.
12. The valve on the propane cylinder may be opened slowly and a final check for leaks made using soapy water and checking for bubbles. If bubbles appear, turn the tank off and try recouping, then repeat this procedure.
13. Remember to always turn off tanks after each use and at the end of the shift.

Refueling operations must not be carried out within the facility, as this is extremely dangerous.



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Standard Operating Procedure Subject:	General Arena Cleaning Duties	Standard Operating Procedure No.	R - 27	Page 1 of 4
Effective Date:	December 9, 2024	Date Last Reviewed		

PURPOSE

To provide detailed procedures related to the safe operations of general arena cleaning duties.

PROCEDURE

Community Center:

Sweep

- entire floor area – make sure you get in the corners.

Mop

- wet mop entire floor area with a good sanitizer and floor cleaner.

Vacuum

- vacuum entire floor area that is carpet
- make sure you get in the corners along the baseboards.

Dust

- dust all shelves with a dust rag,
- dust off any trophy cases once a month
- dust any cobwebs from the ceiling and corners of the roof.

Windows

- spray windows down with window cleaner and wipe off any streaks both inside and out.

Kitchen

- wipe down any counter tops and cupboard fronts and any other visible surface areas with sanitizer.



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Standard Operating Procedure Subject:	General Arena Cleaning Duties	Standard Operating Procedure No.	R - 27	Page 2 of 4
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Washrooms

- spray the toilets and sinks with a sanitizer
- scrub toilet with a toilet brush and use toilet cleaner.

DRESSING ROOMS:

Shower

- spray on cleaner and wipe off
- make sure there are no spray streaks left on the walls, floor or showers

Toilets

- spray on cleaner and wipe off with paper towels, so that you don't spread germs from toilet to toilet.
- do the entire toilet.
- don't forget the top, sides and base.
- scrub toilet inside with a toilet cleaner and brush.

Sinks

- use sanitizer on the sinks and wipe off.
- if the sinks are extra dirty, use a heavy duty sink cleaner and rinse off.

Doors

- wipe down doors of the stalls to washrooms inside and out once a week.
- outer doors to the changerooms should be done at the same time.

Sweep

- sweep down any cobwebs from ceiling and walls.

Windows/mirrors

- spray on window cleaner and wipe off clean, with no streaks.



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Standard Operating Procedure Subject:	General Arena Cleaning Duties	Standard Operating Procedure No.	R - 27	Page 3 of 4
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KITCHEN:

Sinks

- sanitize and polish
- If the sinks are stained or rusted use a scrub pad and a good cleaner like Comet or Scrub Brite and rinse clean with water.

Counter tops

- sanitize and polish, by spraying on surface area and wipe off to a polish

Floors

- sweep out corners and floor area.
- mop with a clean
- mop so the floors don't streak.
- once a week you Should sanitize the floor with floor cleaner and bleach

Stove/oven

- wipe down the outside and scrub off all spills and grease.
- sanitize and polish making sure the entire stovetop, front, and sides are clean
- use oven cleaner to clean the inside of the oven when needed

Cupboards

- wipe down tops of cupboards once a month.
- wipe down the fronts of the cupboards each week and polish off any streaks.

Fridge

- clean out fridge once a month or when needed and sanitize
- clean the shelves and doors as required



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Standard Operating Procedure Subject:	General Arena Cleaning Duties	Standard Operating Procedure No.	R - 27	Page 4 of 4
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Windows

- clean with window cleaner and polish off any streaks

Doors

- wipe down front and back once a week

Light switches

- sanitize once a week

Door handles

- sanitize once a week

Walls

- clean the walls once a month for cobwebs and scrub down and clean off any streaks



The Corporation of the Municipality of Arran-Elderslie

Standard Operating Procedure Subject:	Score clock maintenance and Timekeepers booth	Standard Operating Procedure No.	R - 28	Page 1 of 2
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PURPOSE

To detail the proper procedure to be used when maintaining the Arena Score Clock and Timekeepers Booth.

PROCEDURE

The following procedures are to be used with respect to the operation and maintenance of the Arena Score Clocks and Timekeepers Booth:

1. Arena operators are responsible for checking the condition of bulbs on a weekly basis and replace burnt out bulbs as required. Each arena will have extra bulbs available for this purpose. Operator will test the score clock by operating its various features to ensure that it is functioning properly.
2. Timekeeper booths are to be inspected daily to ensure that the score clock console is properly protected and that all cables, connections and switches are properly secured and in good condition.
3. Music room booths should be kept locked when not in use. Keys will be issued by arena staff for groups who require use of this room.
4. Arena operator will make sure that those people who will be using the score clock are fully conversant with the proper operation of the score clock.
5. The equipment should be checked at the close of each operating day in order that any repairs can be carried out in the shortest possible time.



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6. After flooding procedures, the attendant will inspect the timekeeper's booth for damage and or litter. Report problems to the Facilities Foreman whenever necessary.