

MAKKOVIK TOWN COUNCIL

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SAFETY PLAN

Prepared by NOSCI International©

COPY

TOWN OF MAKKOVIK SAFETY PLAN

Town of Makkovik Safety Plan

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1.0 PURPOSE AND SCOPE

The purpose of this procedure is to describe how the Town of Makkovik intends to control and manage safety during all work that the Town is involved in.

2.0 INTRODUCTION

All work carried out by the town will be carried out with minimal risk to employees. The Town Manager will have the ultimate responsibility for the health and safety of all employees. He/She will carry out this responsibility through team management wherein all persons employed by the Town have the responsibility to ensure that all work is completed in a safe manner.

3.0 POLICY

Town of Makkovik SAFETY MANAGEMENT SYSTEM STATEMENT OF COMMITMENT

In keeping with the Town of Makkovik vision, we are committed to the safety of people and the environment. Our Safety Management System (SMS) ensures that environmental responsibility, safety and quality are paramount in our business.

We all share the responsibility to communicate, implement and live by our commitment to safety, quality and the environment. Each of us will be familiar with the principles embodied in the SMS.

All employees have the right and responsibility to work safely. We will follow safe work practices and procedures, ensuring full and proper training and the correct use of equipment and materials.

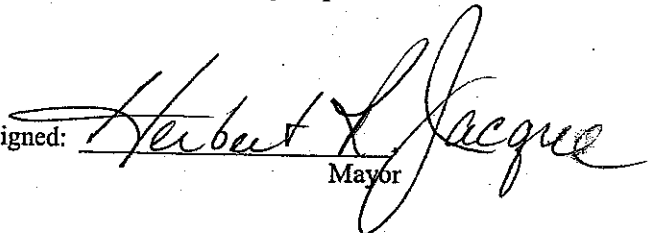
We will be pro-active in guiding, supporting and coaching each other on the responsibilities and objectives for safe, healthy and environmentally responsible work.

We will monitor and evaluate research to anticipate and better manage the way our activities affect safety and the environment. We will participate with government, industry and the community in developing and implementing quality standards and practices.

We will regularly review and measure our performance against this commitment.

Together we will practice and promote quality, safety and environmentally responsible work.

Signed:


Mayor

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4.0

DEFINITIONS

ACCIDENT

An uncontrolled event resulting in loss of human life, personal injury, damage to the environment or loss of assets or financial interests.

LOSS TIME ACCIDENT

A work related injury resulting in absence from work from the next planned shift.

NEAR MISS

An uncontrolled event that could lead to loss of human life, personal injury, damage to the environment or loss of assets or financial interests under slightly changed circumstances.

UNDESIRED INCIDENT

An accident or near miss.

RISK

The expression of the probability and the consequences of an undesired incident.

REGULATION

An ordinance, a law or a directive set by the government.

RULE

An internal directive that governs and controls action.

5.0

ACCEPTED CRITERIA

The risks for undesired incidents that may lead to loss of human life, personal injury, damage to the environment or loss of assets or financial interests shall be identified and kept as low as reasonably practical.

However, a certain risk for an incident may be accepted, but the actual occurrence of an undesired incident will not be accepted. Each and every accidental event or near miss will therefore be followed up in order to prevent reoccurrence.

The Occupational Health and Safety Act and Regulations shall always be considered as the minimum requirements.

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6.0 **PERFORMANCE INDICATORS**

The Town will use accident statistics to measure the safety performance. The following formulas will be used:

$$\text{Lost Time Accident Rate} = \frac{\text{No. of LTA's X 200,000}}{\text{Exposure Hours}}$$

$$\text{Medical Aid Accident Rate} = \frac{\text{No. of MA's X 200,000}}{\text{Exposure Hours}}$$

A monthly report, including status on the above and detailed safety statistics, shall be prepared and distributed as required.

7.0 **RESPONSIBILITIES**

7.1 **Line Management**

Line Management is responsible for implementing this safety plan.

Every Manager is responsible to ensure that all activities that are within his/her area of responsibility are performed in accordance with the safety procedures, rules and regulations. This responsibility also includes identification of risks and hazards and the implementation of preventative actions. Management will also ensure adherence to all safety requirements.

Management also has a responsibility to ensure that each individual employee is trained, qualified for and made familiar with the procedures and safe working standards for their assigned tasks.

7.1.1 **Town Manager**

The Town Manager is responsible for establishing the safety targets and the safety and emergency plans and procedures.

It is the responsibility of the Town Manager to ensure that all elements of the Safety Program are being properly implemented, and whenever necessary, he/she shall take the required action to bring about improvements.

The Town Manager will communicate the required safety standard through safety meetings and when available, participate in site inspections and incident investigations.

7.1.2 **Managers**

Each Manager is responsible for the safety standard of his/her area of responsibility on a daily basis. He/she will communicate the required safety standard to his/her team members and monitor that necessary actions are taken.

Each Manager will be responsible for implementation of the Safety Inspection Program.

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7.1.3 The Foreman(Lead Hand)

They are responsible for the Safety Program as it applies to their crew. They shall continuously monitor the workplace to ensure a safe work performance. Unsafe acts and unsafe conditions shall be corrected immediately.

They are responsible to hold and document a minimum of one Safety Contract Meeting with their entire crew each week.

They are responsible to ensure that each worker is properly trained and qualified to conduct the assigned tasks.

They are also responsible to conduct and document Site Specific Orientation with all new hires assigned to their crew.

7.2 The Employees

All employees have an individual responsibility to ensure that their own work is carried out in a safe manner and in accordance with the safety rules and regulations.

7.3 The Designated Safety Person

The Designated Safety Person will act as an advisor for the Line Management and the Employees. Further, the Designated Safety Person will monitor the implementation of the Safety Plan and Procedures, and keep Management updated on the Safety Performance.

The Designated Safety Person will assist the Line Management in the implementation of promotional systems and training programs.

7.4 The OH&S Committee

The OH&S Committee shall provide an opportunity for open discussions between Management and Employees in Occupational Health and Safety matters.

8.0 OBJECTIVES

All injuries and loss-causing incidents are assumed to be preventable, and the primary objective is to avoid any incidents affecting human life or health, the external environment or material assets.

However, the safety performance of the Town of Makkovik will be measured against the following targets:

1. Zero fatalities, serious injuries or high financial losses.
2. Zero diseases caused by the working environment.
3. Zero unplanned discharges to the external environment.
4. The highest achievable level of housekeeping in all areas at all times.

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9.0 STRATEGY TO MEET THE OBJECTIVES

9.1 Hiring And Placement

It is the policy of the Town to ensure that all employees have relevant background and qualifications to perform the essential duties of their position in a safe manner.

All new employees are also required to attend a safety orientation shortly after hiring where they will be informed of their responsibility for safe working.

9.2 Verification Of Contractors

Contractors safety system and previous safety performance shall be verified prior to awarding contract. In principle, all safety requirements for the Town shall apply to onsite Contractors. Safety inspections and safety audits will take place to monitor the Contractor's safety performance.

9.3 Safety Rules and Regulations

The safety rules will be printed in a booklet format and issued to every worker. The Safety Handbook also describes the safety policy, the emergency procedures and the safe work permit system.

The employees will be informed that adherence to the safety rules and regulations will be a condition of employment.

9.4 Safety Inspections

Formal safety inspections shall be pre-planned, organized, performed and documented regularly.

All Line Managers have a duty to perform formal safety inspections to ensure proper practice of site safety rules and to identify and prevent unsafe acts and conditions within their area of responsibility.

9.5 Risk Assessment

Potential risks and hazards shall be identified, classified and prevented.

Risk assessment and control is a Line Management responsibility.

9.6 Incident Reporting And Investigation

All undesired incidents shall be reported to and investigated by the Line Management to ensure that all the root causes are identified and corrected.

However, the investigation of an incident will be proportionate with the degree of loss potential.

All incident reports shall be submitted to the Designated Safety Person who will develop statistical information.

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9.7 Safety Statistics And Records

Safety statistics will be prepared by the Designated Safety Person and issued monthly. The statistics shall give information about the nature, type and severity of the incidents and the incident frequency rate based on total man-hour exposure.

9.8 Personal Protective Equipment (PPE)

CSA approved hard hats, safety glasses and safety footwear shall be worn by all personnel as required.

All PPE will be maintained and inspected at the time of issue. However, each employee will be held responsible for keeping her/his PPE in a proper condition at all times.

For specific PPE requirements, refer to the section Personal Protective equipment.

9.9 Safety Meetings

9.9.1 Occupational Health and Safety Committee

The OH&S Committee shall consist of members elected among the workers and members appointed by the management. The committee will meet regularly each month, and the main health and safety matters will be discussed, and recommendations to promote health and safety at the work site will be made whenever found necessary.

9.9.2 Safety Contact Meetings

Line Managers will hold safety contact meetings with their crews to promote safety in general and to discuss safety matters related to specific tasks. In these meetings, contributions from each employee will be expected.

9.9.3 Management Safety Meetings

A Management Safety meeting will be held periodically or as required to follow up the safety performance and the implementation of the safety plan.

Additionally, safety will be put first on the agenda of all Town meetings.

9.10 Safety Promotion

All employees will be encouraged to act safely, and the following promotional systems will be put in place:

1. Safety Literature
2. Suggestion System
3. Posters and Displays

9.11 Purchasing And Engineering Control

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9.11.1 Purchasing

The Manager or his/her Designate will be responsible for implementing necessary control routines to ensure that purchased materials confirm with legislative requirements and industry standards. Any purchase of potentially hazardous materials shall confirm with the Workplace Hazardous Materials Information System (WHMIS) regulations. If possible a substitute material of less hazardous nature shall be preferred.

9.12 **Work Permit System**

A Work Permit System will be implemented to ensure that the work is planned and controlled in order to comply with legislated and internal requirements. The following work operations may not commence without a WORK PERMIT:

- Any kind of work at a system or equipment which has potential for electrical hazard.
- Hot work in an environment where there is a risk for fire or explosion.
- Entry of confined spaces.
- Pressure testing
- Use of hazardous chemicals
- Other work where special hazards require control and monitoring.

For further details, refer to Permit To Work Procedure.

9.13 **Health Control**

A first aid kit will be readily available and supervisors will be responsible to ensure that the kit is fully stocked. All injuries have to be reported to a supervisor and appropriate treatment will be provided.

For further details, refer to Emergency Response Plan.

9.14 **Work Environment Control**

Health hazards arising in the working environment must be identified, monitored and controlled by the management.

Safety inspections shall be carried out regularly by the line management and the environment coordinator to identify environmental hazards.

Proper labels and Material Safety Data Sheets (MSDS) shall be provided for all hazardous chemicals, and workers shall be trained to handle the products in a safe manner. Requirements for monitoring of fumes, gases, etc. shall be established.

Physical hazards in the working environment, such as radiation, noise, dusts, extreme temperature, etc. will be monitored in order to avoid harmful exposure to workers. Where the hazards cannot be controlled by other means, appropriate PPE will be requested.

Ergonomic hazards control shall include training and worker rotation to avoid work related injuries from improper lifting techniques, repetitive work, improper body positioning, etc.

For further details, refer to Working Environment Control Program.

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9.15 Safety Training

9.15.1 Employee Training

All employees will attend safety orientation and training program prior to commencement of work. This training may include, but not be limited to:

- Safety Rules and Regulations
- Emergency Procedures
- Workplace Hazardous Material Information Systems (WHMIS)
- Work Permit System
- Transportation of Dangerous Goods
- Confined Space Training

9.15.2 Management Training

The Line Management and OH&S Committee members will be given specific Safety training where applicable. This training will include, but not be limited to the following:

- Responsibilities
- Safety Inspections
- Risk Assessment
- Accident Investigation

9.15.3 Emergency Response Training

Emergency Response Volunteers and key personnel will be trained and drilled in emergency services, such as fire fighting, rescue and first aid.

9.16 Emergency Response

Emergency Response Plans will be prepared and implemented. Emergency response personnel will be trained and drilled as required, and necessary emergency response equipment will be located strategically.

9.17 Safety Audits

Internal Safety Audits will be performed to ensure that the safety system and safety plan have been properly implemented.

For further information refer to the Quality Procedure.