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HEALTH AND SAFETY MANUAL

ELITE Safety Consulting Ltd.

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Disclaimer

The information presented in this publication is intended for use by **ELITE Safety** offices/work sites. It may not apply to every circumstance and is not a definitive guide to government regulations. As such, it does not relieve persons using this publication from their responsibilities under applicable legislation.

The information presented does not take precedence over applicable Occupational Health and Safety Regulations. All employees should be familiar with the Occupational Health and Safety Regulations.

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Purpose

This Health, and Safety Manual is intended to be used by all personnel involved with activities under the direction of **ELITE Safety** including, but not limited to employees, other employers, self-employed persons, visitors, and external work site parties that are present, or affected by **ELITE Safety** work activities. It is a component of our management system designed to manage the Health and Safety of all personnel and subcontractors.

Relevant Legislative Documents

We do not expect our workers to have memorized all legislation word for word that may affect the day- to-day work processes, but we do expect that you are familiar with any that apply to the work you perform and know where to look for more information. Safety legislation is designed to protect workers, the public, and the environment. Compliance with the appropriate legislation is necessary to prevent fines, stop work orders, legal action, injury/illness, and death.

A copy of the Occupational Health and Safety Act, Codes and Regulations are in the office and are available for viewing during regular office hours. Also available are any standards or codes of practices adopted in the regulations that address work practices or procedures and that apply to the place of employment or to any work done there. A bulletin board is also used to post information on health and safety related information.

The following list of legislation that affects **ELITE Safety** to ensure compliance may include, but is not limited to:

- Alberta Occupational Health and Safety
 - SK
 - BC
- Alberta Labour Code
 - SK
 - BC
- Environmental Protection & Enhancement Act
 - SK
 - BC
- Canadian Human Rights Act
- Employment Standards Act
 - SK
 - BC
- Emergency Management Act
 - SK
 - BC
- Dangerous Goods Transportation & Handling Act
- Safety Codes Act
 - SK
 - BC
- Traffic Safety Act
 - SK
 - BC
- Vehicle Equipment Regulation
 - SK
 - BC
- Vehicle Inspection Regulation
 - SK
 - BC
- Workplace Hazardous Materials Information System (WHMIS)
- Workers Compensation
 - SK
 - BC
- Canadian Standards Association (CSA)

*****The safety information in this HSMS does not take precedence over any applicable legislation with which all employees shall be familiar*****

SECTION 1: LEADERSHIP AND ORGANIZATIONAL COMMITMENT

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Health and Safety Policy

ELITE Safety is committed to provide continuous development and implementation of an ongoing health and safety management system that protects our workers, others (i.e., contracted employers, suppliers, visitors) who enter onto our property, including the general public. As one of the Core Values, safety is our highest priority. Our objective is to maintain a safe and productive work environment, and to minimize the number of injuries, illnesses, and damage to property through consultation and cooperation with our workers. This policy is put into action through the implementation of our Health and Safety Management System.

Commitment

At **ELITE Safety**, we are committed to conducting business in a safe and environmentally responsible manner by providing a safe, respectful, and healthy working environment for all employees, contractors and other parties sharing or using our work sites. Health, safety, and the environment are an integral part of the way we conduct and manage our business.

Adherence to workplace safety rules is a condition of employment for all employees and failure to follow safety rules will result in disciplinary action up to and including termination. No operation is so important that it must be done in a manner that permits undue hazard to personnel, the public or property. All employees will be held accountable for their responsibilities. All instances of non-compliance with this policy shall be reported to the Health, Safety & Environment Department.

The employer will ensure:

- Focus on the protection and maintenance of employee's health and safety, including physical, psychological, and social well-being.
- Provide our employees with the training, guidance, and resources necessary to meet their safety responsibilities.
- Comply with all relevant legislation, regulations, industry practices and other requirements.
- *All levels of Management will ensure:*
- The health, safety, and well-being of other persons at or near the work site who may be affected by hazards originating from the work site.

Supervisors will ensure:

- The workers under their supervision work in accordance with procedures and measures required by the OHS Act, Regulations and Code.
- To advise every worker under their supervision of all known or reasonably foreseeable hazards to health and safety in the area where the worker is performing work.

All workers will ensure:

- Comply with health and safety responsibilities, procedures and OHS Act, Regulation and Code.
- Report all hazards, near misses, incidents, injuries, work refusals and occupational illnesses promptly.
- Refrain from causing or participating in harassment or violence.
- *Others (Subcontractors, self-employed persons, visitors, public) will ensure:*
- Obtain an orientation from a supervisor or designate prior to entering the work site.
- Comply with all health and safety expectations and responsibilities.
- Report all hazards, near misses, incidents, injuries, work refusals and occupational illnesses promptly.

Senior Management Name/Title

Date

Health and Safety Roles and Responsibilities

Employees and contractors at all levels of the organization must be aware of their individual safety responsibilities. Responsibilities will be referred to in new employee indoctrination, during in-house training, facility tours, program audits and during performance reviews. Management must ensure that employees and contractors are aware of their responsibilities, continuously reinforce performance requirements and motivate employees and contractors to become involved in the health and safety program.

Although specific responsibilities are identified in each element of the safety program, the following identifies the more general responsibilities for employees and contractors at all levels within the company.

Health and Safety responsibilities assigned to levels of positions that are not present in the company, automatically become the responsibility of the next appropriate designate, i.e., managers will assume all responsibilities applicable to supervisor, referenced throughout this manual.

Current applicable employee levels within the Organizational structure of ELITE Safety include:

- ✓ **Senior Management**
- ✓ **Middle Management**
- ✓ **Supervisors**
- ✓ **Workers**
- ✓ **Contractors/Self-Employed Persons**

Senior Management

- Insist on safe performance throughout operations by ensuring contractors and employees are competent to do their work properly.
- Have an effective safety program.
- Ensure the safety program and operations comply with contractual and regulatory requirements.
- Ensure contractors and employees know the operating company's expectations.
- Provide enough time for contractors and employees to do their jobs properly.
- Hire, as employees and contractors, only individuals who have good safety records.
- Will provide external parties, contractors, self-employers, and other workers with details regarding hazards of work sites, company policies, orientations etc.

Managers

Managers protect employees and the company by:

- Insisting on performance and behaviour that meet the standards of the company's safety program.
- Encouraging employee involvement in safety by demonstrating management's commitment to safety.
- Ensuring company, contractor and subcontractor operations comply with government safety requirements.
- Providing adequate supervision at every work site.
- Ensuring accidents and incidents are reported and investigated and corrective actions are taken.
- Providing appropriate, well-maintained safety and other equipment required for each job.
- Ensuring workers are adequately qualified to perform their work.
- Ensuring training needs are identified and met.

Supervisors

Supervisors maintain a safe work site by ensuring:

- Workers know what is expected of them.
- Training needs are identified and met.
- Unsafe conditions and behaviour are corrected immediately.
- Only safe work practices are used.
- Appropriate equipment is available and well maintained.
- Regulatory requirements are met.
- Hazards are identified and removed where possible.
- Workers know and are prepared to deal with the hazards of their work and any specific hazards on the work site.
- Personal protective equipment is available, properly used, stored, maintained, and replaced when necessary.
- All accidents and incidents are reported.

Workers

Workers protect themselves, fellow workers, the public and the environment by:

- Becoming thoroughly familiar with the safety program.
- Actively participating in safety program development and maintenance.
- Following safety standards and safe work procedures set out by the employer, employees, and regulatory requirements.
- Refusing to perform work when unsafe conditions exist (as defined in provincial occupational health and safety legislation) and refusing to perform work they are not competent to perform.
- Reporting potential hazards to supervisors.
- Immediately reporting to supervisors all accidents, incidents, injuries, and illnesses.
- Participating in all training offered by the employer, either on or off the work site (e.g., first aid training and H2S training).
- Using required personal protective and safety equipment.
- Checking tools and equipment, including personal protective and safety equipment for hazards before using them.
- Knowing the location, type, and operation of emergency equipment.

Health and Safety Manager or Representative

HSE Managers are responsible for monitoring regulatory compliance and the safety performance.

Their responsibilities are to:

- Advise management of regulatory matters and safety performance.
- Incorporate corporate standards that meet or exceed legislative requirements.
- Implement safety policies and procedures.
- Communicate the safety program and monitor compliance.
- Maintain an Incident Reporting System.
- Assist with implementing corrective actions.
- Incident and accident investigations and claims handling.
- Support worker training and certification.
- Monitor corrective action plans.
- Lead by example.

Other Employers, Self-Employed Persons, and Visitors

- Other Employers, Self-Employed Persons, and Visitor responsibilities are to:
- Have effective safety programs.

- Ensure employees and self-employed persons meet the contracting company's and operating company's safety expectations.
- Ensure their programs and operations comply with contractual and regulatory requirements.
- Provide the time and resources required to enable employees and self-employed persons to do their work properly.
- Follow the instructions of the site supervisor or personal escort.
- Wear personal protective equipment when required.
- Never walk about a work site unescorted.

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Health and Safety Rights

All workers have the right to refuse or stop any task or operation where concerns or questions regarding the control of health and safety hazards exist. A worker may refuse to perform any activity, or work in any area, without reprimand, if the worker has reasonable cause to believe that performing the activity or working in the area constitutes a danger to the worker.

ELITE Safety will educate workers on their right to refuse unsafe work, and the procedures for refusing unsafe work. Training may be performed in-house or by a Third Party.

Workers who exercise their right to refuse work must immediately report the work refusal to their supervisor.

ELITE Safety will ensure that work is stopped, and does not resume, until the unsafe work concern has been addressed.

Management shall not tolerate any form of retribution or intimidation directed at any individual for exercising their right to refuse unsafe work provided that the individual follows required procedures.

All work refusal occurrences shall be documented for lessons learned and corrective measures to be put into place.

To Know	Your employer must notify you of any hazards in the workplace that they know or should know of and provide you (the employee) with the training, health and safety rights, awareness, instruction, supervision, and equipment that you need to work safely.
To Participate	You (the employee) must participate in workplace health and safety.
To Refuse Unsafe Work	You (the employee) must refuse work you reasonably believe may endanger yourself or others.

Intent

In accordance with Section 35 of the Occupational Health and Safety Act, if an employee encounters unsafe working conditions, or where the required equipment, tools or machinery present a serious health and safety concern, the employee shall have the right to refuse any work that they believe to be unsafe.

The Work Refusal Policy applies to **ELITE Safety**, its employees, vendors, visitors, and client(s) who are on the Company's premises or always acting on behalf of the Company and without exception.

As of June 1, 2018, workers in Alberta have 3 basic rights:

1. The right to refuse dangerous work.
2. The right to know.
3. The right to participate.

Policy

Any employee can refuse to work if they have a reasonable belief that one or more of the following situations exist:

- Machinery, equipment, or tools required in the performance of job duties present a safety hazard and their use may cause an injury to the worker or those nearby.
- The working conditions are unsafe and may cause an injury to the worker or those nearby.
- The workplace conditions or machinery, equipment or tools represent a violation of the Alberta Occupational Health and Safety Act regulations and represent a physical danger the health and safety of the worker or those nearby.
- The worker has a reasonable expectation that the work would place them in danger of physical violence.

Right to refuse dangerous work

Workers have the right to refuse dangerous work and are protected from reprisal for exercising this right:

- Workers must continue to be paid while a work refusal is being investigated.
- Employers must ensure workers understand the hazards at the workplace, know what needs to be reported and have the support to exercise their right.
- Employers must investigate the matter in cooperation with the joint work site health and safety committee or health and safety representative, if applicable.
- Employers cannot take or threaten discriminatory action against a worker for exercising their rights and duties under the legislation.
- Other workers may be assigned to the work if they are advised of the refusal, reason for it and are made aware of their own right to refuse work after the employer determines there is not a risk.

Right to know

Workers have the right to know of potential hazards and have access to basic health and safety information in the workplace:

- All employers must inform workers about potential hazards.
- All work site parties must ensure information on health and safety hazards is available onsite.

Right to participate

Workers have the right to be:

- Involved in health and safety discussions.
- Participate in health and safety committees.

Definitions

Imminent Danger: is defined in relation to any occupation as:

- A danger that is not normal for that occupation.
- A danger under which a person engaged in that occupation would not normally carry out the person's work.

Work Refusal Procedure

In the event of work being refused or stopped, the following actions are required of employers and employees, as per the guidelines stated by the Alberta Ministry of Labour.

Employees

1. Inform your supervisor or manager of the work refusal immediately and provide an explanation detailing the rationale behind the refusal.
2. Stay nearby in a safe place until an investigation has been completed.
3. If you are unsatisfied with the results of the investigation, you may continue to refuse the work provided where you have reasonable grounds to base the continued refusal on.

Management/Supervisors

1. Management or supervisors shall investigate the situation immediately after learning of the refusal shall work to find an effective, safe, and mutually agreeable resolution to the issue in the presence of the worker and one of the following:
 - Joint committee member that represents the workers.
 - Health and safety representative.
 - Another worker that has been chosen by his peers (or union) to represent the workers.
2. If an employee is unsatisfied with the resolution and continues to refuse the work, management or supervisors must contact an Alberta Labour inspector and notify them of the situation, and request that they provide assistance.
3. While awaiting the arrival and findings of the Alberta Labour inspector, management or supervisors may assign other reasonable work during normal work hours for the employee that has refused work.
4. The Alberta Labour inspector will investigate to determine if the work is either safe, or unsafe and presents a danger to the health and safety of the employee. The findings of the investigation must be provided in writing, to both the employee, management or supervisor, and the health and safety representative. If the work is determined to be safe, the employee shall be expected to return to work.

Continuing Work That Has Been Refused

1. If work has been refused, management or a supervisor has investigated the situation, provided a resolution to the issue, and the worker continues to refuse the work, then the management or supervisors may ask another worker to perform the refused work while waiting for the inspector to investigate and give a decision on the continued refusal.
2. Where a second worker is asked to perform work that has been refused, the second worker must be informed of the initial work refusal, and the reasons for the refusal. This information must be provided in the presence of a union representative (where applicable), or a health and safety representative.
3. The second worker also has the right to refuse the work.