



# City of Pitt Meadows Occupational Health & Safety (Safety Orientation)

March, 2022



# SAFETY POLICY & PROGRAM

## SAFETY POLICY

EVERYONE IS RESPONSIBLE FOR SAFETY.

## EMPLOYEE'S HEALTH & SAFETY RESPONSIBILITIES:

- Know and follow health and safety requirements affecting your job.
- Take responsibility for their own safety and for fellow workers.
- Understand and follow all safety rules.
- Wear required personal protective equipment before undertaking any task.
- Report Immediately all unsafe acts and/or conditions, incidents or near misses.

# EMPLOYEE'S HEALTH & SAFETY RESPONSIBILITIES

- Correct any unsafe conditions or acts and immediately report them to your supervisor.
- Report immediately any injury to the first aid attendant and supervisor.
- Take initiative. Make suggestions to improve health and safety and set a good example.
- Never walk past an unsafe act

Protect the environment, property and equipment from damage.

# SUPERVISOR RESPONSIBILITIES

- Take all reasonable measures to ensure compliance with our HS&E Program, WorksafeBC Regulations and other applicable regulations.
- Instruct all workers under your direction and control and ensure their work is performed without undue risk.
- Inform workers of job hazards and ensure they are trained to do their jobs safely.
- Ensure new employees, sub-contractors and visitors have adequate training and a safety orientation before they begin work.
- Report serious or near miss incidents to the OHS Advisor on a timely basis.
- Take the initiative to ensure all Company responsibilities are met.
- Demonstrate visible and professional HS&E leadership at all times

# MANAGEMENT RESPONSIBILITIES

- Establish and maintain a comprehensive occupational health and safety program and provide a safe work environment for employees.
- Support supervisors, safety coordinator and workers in their health and safety activities.
- Take action immediately when a worker or supervisor tells you about a potentially hazardous situation. (Reporting these to the OH&S)
- Ensure that workers are adequately trained.
- Initiate an immediate investigation into accidents.
- Report serious accidents to the WorkSafeBC's Prevention Division.
- Provide adequate first aid facilities and services.
- Provide personal protective equipment where required.
- Make available to all workers a copy of the Occupational Health and Safety Regulation

# WORKER RIGHTS

- THE RIGHT TO KNOW
- THE RIGHT TO PARTICIPATE
- THE RIGHT TO REFUSE

# GENERAL SAFETY RULES

- Report all accidents, injuries and near misses to your supervisor immediately, no matter how slight.
- Report all unsafe acts or conditions to your supervisor immediately.
- Complete tasks in a manner that does not create a hazard to oneself or others.
- Follow safe work practices and procedures.
- Obey all warning signs.
- Complete a walk-around inspection of a vehicle prior to moving it.
- Adhere to the “**first move forward policy**”, when operating vehicles / equipment.
- Identify, store and handle hazardous materials in accordance with the Workplace Hazardous Materials Information System (WHMIS) regulations.

# FIT FOR DUTY

- All employees, contractors and visitors are to report to their workplace in a fit for duty condition
- No person shall show up or be permitted to remain in workplace while his or her ability to work is affected by any substance which could endanger his or her health or safety or that of any other person. Additionally, no person shall enter or be permitted to remain in a workplace or city facility while in possession of or using a substance likely to have an effect on any person's safety.
- Any known occurrence of a substance, legal or illegal may result in termination.
- All personnel must manage their fatigue (e.g. sleep) and be in a fit state to conduct their work.

# EMERGENCY EQUIPMENT LOCATIONS

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Ensure to identify the location of the following emergency equipment in city vehicles and offices:

- First aid kits,
- Fire extinguishers,
- OHS Manuals & SWP,
- SDS binder,
- WorkSafeBC OHS Regulations

# SAFETY BULLETIN BOARD

Safety bulletin boards are available at all City Work Locations. The following information can be found there:

- OH&S Policy
- Inspections Report
- JOSH Committee Minutes
- JOSH Committee Members' Contact
- First Aid Attendants' Contact
- Safety Information & Newsletters.

# REPORTING PROCEDURES

## REPORTING INJURIES, INCIDENTS, NEAR MISSES, HAZARDS

- REPORT ALL INJURIES TO YOUR SUPERVISOR IMMEDIATELY, NO MATTER HOW SLIGHT!
- All incidents including near misses must be documented no matter how minor you think it is.
- Report any unsafe acts or conditions you observe, or know of, to your Supervisor immediately.

## ACCIDENTS / INCIDENTS

- Investigations will be completed by supervisors and OHS on all incidents, accidents (First aids, medical treatment, and property damage) and near misses, to prevent similar accidents from occurring in the future.

# INSPECTIONS

## WORK-SITE INSPECTIONS

- Inspections are a reliable way to detect, correct and prevent injuries and accidents on the work-site, as well as ensure that the city is providing a safe work environment.

Formal documented workplace inspections are conducted on a

- Monthly/quarterly basis at Worksite/Offices.

# SAFE WORK PRACTICES

## LADDERS

- The ladder should be set at the proper angle of one (1) horizontal to every four (4) vertical.
- Before using a ladder, make sure it is secured against movement.
- When in position, the ladder should protrude one (1) metre above the intended landing point.
- Workers shall not work from the top two rungs of a ladder.
- Don't overreach while on a ladder; it is easier and safer to climb down and move the ladder over a few feet to a new position.
- Don't carry tools and equipment up or down a ladder.
- Always face the ladder when using it, grip it firmly and use the three-point contact method

# ERGONOMICS

- Musculoskeletal injuries are defined as soft tissue injuries include muscles, tendons, and ligaments. It is important to recognize early signs or symptoms of MSI so treatment can be started right away.
- A sign can be observed, such as swelling, redness or difficulty moving. A symptom can be felt but cannot be observed, such as numbness, tingling or pain. Report these symptoms to your supervisor and first aid attendant.

# MANUAL LIFTING (SAFE LIFTING PROCEDURE)

If you are going to lift something manually, use the following safe lifting practice:

- ***Plan the lift:***

- Clear a path where you will be carrying the load, watch for trip/slip hazards and eliminate where possible.

- ***Make the lift:***

- Rule of Thumb “**Look up as you lift**”, this ensures that you are lifting with your legs and not your back. Crouch down to the load facing it, look up (This forces you to keep your back straight), tighten the abdominal muscles, ensure you have a firm grip on the load, and lift smoothly with the legs.

- ***Move the lift:***

- Keep the load close to the body and avoid twisting and side bending.

# WHMIS

## Workplace Hazardous Material Information System

Employers are required to ensure that workers who handle or who work around controlled products are trained in WHMIS safety requirements.

### 4 Questions You Need to Know the Answer to

- 1. What are the hazards of the product?
- 2. How do I protect myself?
- 3. What should I do in case of an emergency?
- 4. Where can I get more information?

<https://vimeo.com/2150301><https://vimeo.com/215030100> safe beginning

starts with you safe **beginning starts with you**

THANK YOU