

SAFETY POLICY

Maintenance, Golf Course, Recycle Centre, Snow Removal Employees

- Employees are responsible for wearing any personal protective equipment and clothing required by the Resort Village of Mistusinne. Employees are also required to wear CSA approved footwear and reflective clothing.
- The Resort Village of Mistusinne provides, but is not limited to, safety glasses, gloves, reflective vests, disposable ear plugs, disposable hand wear and hard hats.

Workplace Health and Safety (WHS) Policy & Procedure

Policy

At the Village of Mistusinne we firmly believe that safety procedures must be part of performing each task and that they can prevent all accidents. We also believe that the health and safety of our employees, visitors, residents and taxpayers is closely linked to the success of the Resort Village of Mistusinne.

Our health and safety philosophy can be summarized as follows:

- All risks can be avoided or controlled to prevent workplace illnesses and injuries.
- The Resort Village of Mistusinne is responsible for providing a safe work environment and for ensuring that employees are adequately trained in work methods and the use of protective equipment.
- Each employee is responsible to use safety equipment, wear personal protective clothing and work safely both for himself or herself and co-workers.
- Continuous improvement of workplace health and safety performance is very critical; therefore, shared responsibilities, support and active participation from all staff are required.

As part of its commitment to workplace health and safety, the Resort Village of Mistusinne commits to respecting the following principles:

- Commitment to a safe workplace.
- Information for new employees on potential risks in the workplace, safe working procedures and emergency procedures.

- Individual responsibility for health and safety.
- Employee participation.
- Hazard management (prevention).
- Health and safety training.

Procedures

1. Health and safety training

- **New employee orientation.** New employees receive information on safe practices and personal protective equipment during orientation.
- **Safety toed footwear** is required for ALL maintenance and golf course staff, and the Resort Village will provide an annual “boot allowance” of up to \$100 for each maintenance/golf employee when they submit a receipt for their purchase.

2. Health and safety information meetings.

Information meetings on safe practices, available courses, operation of new equipment, or feedback on incidents/accidents are held on an annual basis or as they occur. All employee training records will be kept in their personnel file. These meetings will:

1. Develop and implement programs to protect the health and safety of employees.
2. Deal with complaints and suggestions from employees concerning health and safety.
3. Ensure the proper handling and follow-up of records related to injuries and hazards.
4. Investigate and follow-up on reports of dangerous situations and recommend corrective measures.
5. Establish and promote programs to improve employee training and education.
6. Participate in all inquiries and requests for information concerning workplace health and safety.
7. Consult technical experts and professionals.
8. Contribute to settling “refusals to work” and work stoppages because of hazards.
9. Make recommendations to the Administrator, who will bring forward to Council, about accident prevention and activities related to safety programs.

- 10. Monitor the effectiveness of safety programs and procedures.
- 11. Meet each spring at the beginning of the seasonal start up with the Administrator and/or the Administrative Assistant

3. Confined spaces

Two (2) employees **must** be present when working in confined spaces.

4. The right to refuse dangerous work

All employees have the right to refuse to perform work that they believe will endanger their health or safety, or that of another person. An employee who has doubts about safety shall:

Step 1

Make a report to the Immediate Supervisor. If the question is settled, return to work, otherwise:

Step 2

The Administrator calls a representative of the provincial Occupational Health and Safety (OHS) Commission and explains the situation. The employee shall only go back to work when the situation is no longer dangerous.

In all cases, the employee shall remain at work until the end of the shift.

5. Workers Compensation

The Resort Village of Mistusinne pays premiums to the Saskatchewan Workers' Compensation Board (WCB) in the event that regrettable circumstances cause injury to an employee in the course of duty.

An injured employee may communicate directly with Saskatchewan Workers' Compensation Board (WCB) to find out what services are offered.

6. Medical emergency

When an accident occurs in the workplace and/or job site that could have serious consequences for the health of an employee or anyone else:

Immediate Supervisor must:

- 1. Take control of the situation and remain calm.
- 2. Secure the scene.

3. Ask unneeded persons to leave.
4. Assess the situation to determine whether emergency call to 911 is required.
5. If needed, call 911 to report the accident.
6. Administer first aid, if qualified, or ensure that a qualified person has been called to the accident site.
7. Stay with the person until medical help arrives.

7. Reporting accidents/incidents and investigation

It is mandatory that all types of accidents/incidents, even minor ones, be reported to the CAO, including damage to equipment or property.

The objective of this procedure is to determine as quickly as possible the cause(s) of accidents/incidents in order to put in place corrective measures that will prevent a reoccurrence.

8. Accident/incident investigation procedure

The Administrator is responsible for the investigation of an accident/incident that has occurred on the premises or worksite of the Resort Village of Mistusinne. The Administrator must ensure that all corrective measures are taken as soon as possible.

1. If the accident results in severe injury or death, the town employee shall immediately seal off the scene of the accident before the start of the investigation. **Disturbing an accident site before a law enforcement officer arrives is against the law.**
2. Accidents/incidents having any of the following consequences will be the subject of a mandatory investigation:
 - Lost time
 - First aid
 - Medical assistance
 - An event that could have resulted in an accident
 - Damage to property or equipment
 - Death

3. The Administrator has an obligation to notify Saskatchewan Worker's Compensation Board (WCB) in writing about any accident that has caused a disability or required medical treatment.
4. The Administrator is responsible for monitoring corrective measures until the situation is safe again.

Responsibilities of employees

Each employee is responsible to cooperate fully in investigations as well as:

- Actively participate in all activities related to workplace health and safety.
 1. Be responsible for his or her own health and safety.
 2. Protect the health and safety of co-workers.
 3. Cooperate with the immediate supervisor and with co-workers in seeking safer work methods.
 4. Use equipment appropriately, according to specifications.
 5. Ensure that all equipment is in good condition and operational.
 6. Report unsafe situations.
 7. Take all Workers' Health & Safety (WHS) training offered by the Resort Village of Mistusinne.
 8. Undergo required medical examinations, if required.
 9. Behave safely at all times.
 10. Keep the workplace and worksites clean in order to help prevent accidents.