

Worker Name: \_\_\_\_\_ Orientation Date: \_\_\_\_\_

| <b>General Safety</b> (Mark <input checked="" type="checkbox"/> items that were addressed) |  |               |             |   |               |
|--|--|---------------|-------------|---|---------------|
| Guide Ref.#  | Item                                   | Item reviewed | Guide Ref.# | Item  | Item reviewed |
| 1  | Safety Policy, Employee Responsibility |               | 12          | Workplace housekeeping practices                |               |
| 2  | Safety rules                           |               | 13          | Waste management (Storage & disposal)           |               |
| 3  | Alcohol & drugs in the workplace       |               | 14          | Working alone                                   |               |
| 4  | Smoking restrictions in the workplace  |               | 15          | Reporting of near misses, incidents & accidents |               |
| 5  | Use of MP3 player, radios & phones     |               | 16          | Emergency procedures                            |               |
| 6  | Work clothing                          |               | 17          | Fire prevention, protection & control           |               |
| 7  | Personal Protective Equipment          |               | 18          | Emergency spill response                        |               |
| 8  | WHMIS training & location of MSDS      |               | 19          | Reporting or sign in/out procedures             |               |
| 9  | Vehicle & equipment operation          |               | 20          | Facility security                               |               |
| 10   | Machine safety & guarding              |               |             |   |               |
| 11   | Safe Work Procedures                   |               |             |   |               |

**Personal Protective Equipment Given at Time of Orientation:**

- |   |  |
|---|--|
| <input type="checkbox"/> Dust Masks     | <input type="checkbox"/> Hearing Protection (muffs & reusable) |
| <input type="checkbox"/> Safety Glasses | <input type="checkbox"/> High Vis Vest                         |
| <input type="checkbox"/> Work Gloves    | <input type="checkbox"/> Protective Footwear                   |

**Orientation/training resource reference used:**

I acknowledge that I have received instruction in the item(s) identified and understand the expectations to comply with the Pembina Trails School Division practices, policies and procedures reviewed. I acknowledge that the management of Pembina Trails is to be notified of any safety concerns, problems or incidents/accidents that may arise. I understand that we must comply with and have a general knowledge of the Workplace Safety & Health Legislation.

**Worker Representative**

 Print name: \_\_\_\_\_  
 Signature: \_\_\_\_\_  
 Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
 (Month) (Day) (Year)

**Pembina Trails School Division**

 Print name: \_\_\_\_\_  
 Signature: \_\_\_\_\_  
 Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
 (Month) (Day) (Year)

**Separate sheet for each worker**

The following guide has been developed to communicate responsibilities & expectations of workers while conducting work at Pembina Trails School Division.

|   |
|---|
| <p><b>Safety Policy:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Establishes the companies comitment to the safety &amp; health of workers. See Attached.</li> </ul>  |
| <p><b>Worker Responsibilities:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Workers rights &amp; responsibilities under the WS&amp;H Act. (See attached)</li> </ul>  |
| <p><b>General Safety rules:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> (See attached)</li> </ul>   |
| <p><b>Alcohol &amp; drugs in the workplace:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> No possession, sale or consumption of drugs or alcohol allowed while at work</li> </ul>   |
| <p><b>Smoking restrictions in the workplace:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> No smoking is allowed on PTSD property.</li> <li><input type="checkbox"/> Specific restrictions may apply at the office – Check with the site supervisor</li> </ul>  |
| <p><b>Use of iPod's, MP3 Players, cell phones &amp; radios:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> No use of iPods or MP3 players while at work</li> <li><input type="checkbox"/> Cell phones are not to be used when driving</li> <li><input type="checkbox"/> Vehicle radio volume levels are not to interfere with the operator's ability to know what is happening around him/her</li> <li><input type="checkbox"/> Where 2 way radios are used – only work related communication is allowed</li> </ul>  |
| <p><b>Work clothing:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Workers are expected to wear clothing that is suitable for the work environment and provide protection (long pants &amp; shirts)</li> <li><input type="checkbox"/> Specialty clothing shall be worn provided for by the employer when exposure to hazards exist (i.e. Fire retardant, chemical, asbestos, corrosive, bio hazardous protective clothing, etc supplied by PTSD)</li> </ul>   |
| <p><b>Personal Protective Equipment:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Footwear must be Class 1 – Suitable for the work environment (i.e. high top for locations where injury to the ankle can occur). Shoes are to be tied up.</li> <li><input type="checkbox"/> Gloves are to be worn when hand protection is required</li> <li><input type="checkbox"/> Eye protection is required whenever the potential for injury exists</li> <li><input type="checkbox"/> Hearing protection is to be worn whenever the work environment has noise (&gt; 80dBA) where you need to raise your voice to speak to someone next to you</li> <li><input type="checkbox"/> High visibility clothing is required at all times</li> <li><input type="checkbox"/> Respirators of approved design must be worn where respiratory protection is warranted (Please see the S&amp;H Officer)</li> </ul>   |
| <p><b>WHMIS training &amp; location of MSDS:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> All personnel who work with or around WHMIS products must be trained.</li> <li><input type="checkbox"/> All product containers must be labeled in accordance with legislated requirements</li> <li><input type="checkbox"/> Any WHMIS controlled product on site must have a Material Safety Data Sheet(s) available</li> <li><input type="checkbox"/> MSDS sheets are available at each school and facilities building.</li> </ul>  |
| <p><b>Vehicle &amp; equipment operation:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Vehicle &amp; equipment are to operated in a safe manner</li> <li><input type="checkbox"/> Only qualified &amp; licenced operators can operate equipment on a public roadway</li> <li><input type="checkbox"/> Speed limits are to be observed</li> <li><input type="checkbox"/> Where equipment requires certification to operate – proof of certification must be on the operator at all times (forklifts, tele-handlers, cranes, boom trucks, etc.)</li> </ul>  |
| <p><b>Machine safety &amp; guarding:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> No equipment or tools are to be used without appropriate guards in place.</li> <li><input type="checkbox"/> If guards or protective devices are missing the equipment or tool must be taken out of service &amp; tag out or lock out to prevent use</li> <li><input type="checkbox"/> Personal tools &amp; equipment are subject to inspection and corrective action if a hazard is identified.</li> </ul>   |
| <p><b>Safe Work Procedures:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Workers are required to follow all safe work procedures for operating equipment and performing tasks.</li> <li><input type="checkbox"/> Safe work procedures for all tasks that are conducting on PTSD property.</li> </ul>   |
| <p><b>Workplace housekeeping practices:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Workers are responsible for their own clean up. This is to be done on an ongoing basis.</li> <li><input type="checkbox"/> Storage &amp; disposal must be arranged with the site supervisor</li> </ul>   |
| <p><b>Waste management (Storage &amp; disposal):</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Workers are responsible to manage &amp; dispose waste in accordance with federal, provincial and local waste regulations &amp; bylaws.</li> <li><input type="checkbox"/> Waste is hazardous waste must be disposed of through Miller Environmental or Tervita</li> </ul>   |
| <p><b>Working alone:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Where a worker is required to work alone or when a worker is required to perform potentially dangerous work by him or herself, the Pembina Trails Working alone plan must be adhered to. If the working alone situation is not outlined in the plan then the worker and the supervisor must prepare and implement a plan to ensure employee safety and to provide help should an accident occur.</li> <li><input type="checkbox"/> In the event that a student is required to work alone during the day they must , at a minimum, every day: <ul style="list-style-type: none"> <li>- check in with their supervisor prior to work starting.</li> <li>- carry a means of communication with them at all times (cell phone/radio)</li> <li>- keep in communication with their supervisor throughout the day</li> <li>- check in with their supervisor at the end of the day prior to going home.</li> </ul> </li> </ul> |

**Reporting of near misses, incidents & accidents:**

- Report near misses, incidents & accidents to your supervisor
- Complete records of incident & accident activities and submit to the PTSD S&H Officer  
At a minimum this requires:
  - Report the accident to your supervisor
  - Western Financial Accident report
  - WCB Green card
  - If the worker is seeking medical attention – WCB worker accident report and Occupational Health Assessment Form
- Cause(s) & corrective action that will be taken must be disclosed.

**Emergency procedures:**

- The workers emergency contact numbers and cell phone numbers shall be made available to the site supervisor
- Workers will be given a list of emergency contact numbers from PTSD to assist them in the event of an emergency
- In the event of an emergency evacuation at 165 Henlow Bay, workers must report to their supervisor for attendance. The muster site is located on the boulevard in front of Winnipeg Technical Center.
- Supervisors must have a list of contact numbers for their staff.

**Fire prevention, protection & control:**

- Maintain good housekeeping
- Store flammables in proper containers & areas away from sun, sparks, welding, other sources of ignition
- No smoking is allowed on PTSD property.
- Shut off ignition sources when fuelling vehicles and equipment.
- Fire extinguishers are provided where flammable products are to be used.
- Employees must be trained in the use fire extinguishers. Review the PASS system
  - P – pull the pin
  - A – Aim the fire extinguisher at the base of the fire
  - S – squeeze the trigger to dispense the extinguishant
  - S – Sweep the fire extinguisher from side to side to extinguish the fire.

**Emergency spill response:**

- Workers need to follow spill procedures in the event of an emergency spill or release of a hazardous product.
- Procedures include: **1)** Precautionary measures required if spill occurs (i.e. flammable products, PPE, hazards of contact or exposure) **2)** Action to take to contain spills **3)** Location of equipment **4)** Clean up procedures (use of absorbents and how to disposed of spilled chemical)
- Please follow the safe work procedure for spill clean-up.

**Storage of materials or equipment while on site:**

- Workers must be made aware of what materials & equipment can be brought onto site
- Arrangements need to be made for storage with their supervisor (i.e. vehicles, machines, chemicals, flammables, explosives, cylinders).

**Reporting in/out procedures:**

- Workers are to report to and communicate with their supervisor every morning.
- Staff entering schools are required to check in at the office when they arrive and out when they leave.
- Workers should be informed of when they start work and when work ends and where to park their vehicles.

**Facility security:**

- Site and facility security controls must be complied with. Alarms are deactivated by staff at 6am and reactivated by XL – Alarms at 6pm
- Workers should be instructed when the facility closes (5pm) and when alarms are activated.

**Access to S&H Information:**

- All safety & health information can be accessed on the Pembina Trails website at [www.pembinatrails.ca](http://www.pembinatrails.ca)
- Click on the staff tab at the top of the page
- Click on the Workplace Safety & Health Tab along the bottom left hand side of the page.
- Click on any safety and health tab to access the information you require.

## **PEMBINA TRAILS SAFETY & HEALTH POLICY**

The Pembina Trails School Division is committed to providing all staff, students, contractors, and visitors to its facilities, a safe and healthy environment in which to work and to learn. The Division recognizes the rights, roles and responsibilities of all employees with respect to workplace safety and health; and accepts an overall responsibility to maintain a comprehensive workplace safety and health program. The Division is committed to the prevention of occupational injuries, illnesses and violence within the workplace; to the promotion of safety and health consciousness; and to the ongoing education of all employees with respect to relevant provincial legislation.

Pembina Trails School Division endeavours to meet its responsibilities for the health and safety of the members of its community by complying with relevant health and safety standards and legislative requirements, and by assigning general and specific responsibilities for workplace health and safety. The Division shall give priority to ensuring a safe working environment when planning, budgeting, directing, and implementing policies and activities.

In carrying out its responsibility and commitment to provide a safe and healthy environment, the School Division has established a Safety and Health Committee at each school. The committees were established to ensure the requirements of the Workplace Safety & Health Act have been met and to serve as a resource for every person at the Division.

Pembina Trails School division is committed to the belief that:

- Safety & health are core values linked to every part of our Division;
- Active management commitment and employee involvement are key to ensuring an injury-free and healthy workplace;
- Each task can be performed without injury;
- Operating without injuries is the foundation of operational excellence.

The Division recognizes that safety and health is a shared responsibility between management, supervisors, employees, students and visitors – for providing and maintaining a safe environment by conducting activities in a safe manner, by observing safety rules, reporting unsafe conditions and by always practicing safe behavior. In order to achieve our goal all employees must work together and contribute to a safe and healthy environment.

## **Responsibility And Accountability For Safety And Health**

### **Employee's Responsibilities**

- ❑ Familiarize themselves and comply with safety legislation and regulations.
- ❑ Familiarize themselves and comply with all general safety rules.
- ❑ Familiarize themselves and comply with specific safe work procedures.
- ❑ Take reasonable care to protect themselves and others who may be affected by their actions.
- ❑ Proper use of safety equipment, clothing, and devices.
- ❑ Participate in Safety Meetings and other safety related meetings.
- ❑ Correct and report unsafe acts or where the safety of themselves or others is in danger.
- ❑ Cooperate with, or participate in, accident and incident investigations.
- ❑ Report any anticipated loss of work time as soon as possible following an injury.
- ❑ Maintain good housekeeping in the work area.
- ❑ Set a good example.
- ❑ Worker rights:
  - **The right to know** - about hazards in the workplace, and what precautions must be taken to prevent injuries or illness from these hazards.
  - **The right to participate** - in safety and health activities at the workplace, including involvement in the joint workplace safety and health committee, or as a worker representative
  - **The right to refuse** - dangerous work or any task that the worker has reasonable grounds to believe is dangerous to his/her safety and health or the safety and health of other persons.
  - **The right to a workplace free from harassment & violence** - if you feel that you are being harassed or subject to violence please report the issue to your supervisor.

## **SAFETY RULES**

### **Introduction**

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General and specific safety rules are an integral part of a safety program. The following fundamental rules and practices will reduce injuries to workers and damage to property.

### **Rules**

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1. Every individual is responsible for safety.
2. Approved hard hats and safety footwear shall be worn at jobsites as designated.
3. Horseplay, fighting, etc. are forbidden on all jobsites.
4. Report all injuries or damage to property and equipment no matter how slight to supervisor/foreman.
5. Walk carefully at all times. Run only in an emergency.
6. Wearing rings/jewelry is dangerous and should be avoided to prevent accidents or injuries. Any item or hair that could become caught in a moving component must be removed or secured.
7. Consumption of alcohol and illegal drugs or coming to work under the influence is strictly prohibited.
8. Use proper lifting techniques.
9. Perform all work in accordance to safe work practices, procedures and safety regulations.
10. Only qualified personnel are allowed to operate machinery and mobile equipment.
11. Only qualified/authorized personnel shall operate powder-actuated tools.
12. Consult the supervisor/foreman before operating a tool or machine that is new or unfamiliar.
13. All employees shall ensure safety devices (guards, seat belts) are in good working condition and properly installed before using equipment and machinery. While in use all devices must be used.
14. Do not use any tool or equipment with defective or missing safety devices (tag out of service and return it for repair).
15. Report all unsafe acts or conditions to your supervisor/foreman.
16. Use only approved supports and planks for platforms and scaffolds.
17. Remove protruding nails from boards or ensure nails are embedded into the wood.
18. Maintain good housekeeping on all jobsites.
19. Do not use compressed air or gas to blow off or clean clothes.
20. Food or beverages must not be stored or consumed in an area exposed to hazardous materials. Hazardous products can contaminate the food or drink to be consumed.
21. Safety glasses or a face shield shall be worn when concrete breaking, metal chipping, grinding or any other operation where the potential for foreign objects may exist.
22. No employee shall ride any equipment unless it is specifically designed for passengers.

## **PERSONAL PROTECTIVE EQUIPMENT (PPE)**

It is the responsibility of all personnel to wear the items of personal protective equipment as required, both in general, and as each job may dictate. It is the responsibility of the individual to assure the protective equipment to be used is in good condition and if not, to replace it and send the defected equipment back to the main shop to be repaired. All protective equipment that is defective will be replaced at no charge to the employee. No alterations are to be made to any PPE provided by the company. **No work will proceed without the use of proper personal protective equipment.**

### **APPLICATION**

- ❑ **Hard Hats** – may be required for summer students depending on the area they will be working in. They must be in good condition and worn according to the manufacturer’s design requirements. ANSI and/or CSA approved hard hats will be worn on all projects under the following conditions:
- ❑ **Footwear** – CSA Construction Grade 1 approved footwear will be worn on all projects at all times. The type of footwear to be worn is to provide adequate protection for the work environment and the work task.
- ❑ **Respiratory Protective Equipment** – The proper type must be worn when performing any task in an environment where airborne respiratory hazard(s) exist. Those hazards can include exposure to: dusts, toxic fumes, mist or vapors. If you are required to wear a respirator for work, you may need to be fit tested first. See the S&H Officer.
- ❑ **Eye and Face Protection** – CSA approved safety glasses with side shields or goggles must be worn whenever the nature of the job presents an eye hazard, such as drilling, using power tools, or posed job areas and equipment. When grinding a face shield must be worn in addition to the eye protection.  
Note: prescription glasses are not considered safety eyewear
- ❑ **Hearing Protection** – CSA approved hearing protection must be worn when the noise level in the work area exceeds the permissible occupational exposure limit. (80 dBA).
- ❑ **Hand Protection** – Appropriate gloves must be worn when handling rough, sharp, hot caustics, acids, solvents, concrete or chemicals.
- ❑ **Clothing** – It is mandatory that shirts with at least a four-inch sleeve or long sleeves and long pants be worn at all times. Shorts are not to be worn on site at any time.
- ❑ **Hi-Visibility Clothing** – When working around heavy equipment, in an area where there is vehicle traffic and whenever weather or light conditions make visibility poor, clothing with reflective qualities sufficient for conditions must be worn. For Students, high vis vests are to be worn at all times.
- ❑ **Fall Protection** – When required by provincial legislation, workers working at heights (3 meters in Manitoba) must use an approved form of Fall Protection. The Fall Protection System used must meet Provincial Legislation requirements. All workers require fall protection training prior to using any type of fall protection equipment. Workers must be trained in fall protection prior to using any fall protection equipment. See the Safety Officer