

Municipal Corporation of the  
Township of Ryerson



Occupational Health and Safety Program

August 2023

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**SECTION 1**

**OCCUPATIONAL HEALTH & SAFETY POLICY**

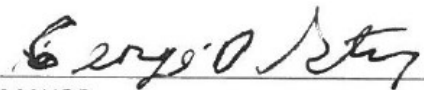
**POLICY STATEMENT**

The Council of the Township of Ryerson has a goal of maintaining a safe and healthy work environment and strongly believe proactively managing safe work practices will eliminate the risks and minimize the hazards that cause workplace accidents, injuries, and illnesses. To meet the obligations of the Occupational Health and Safety Act, all workplace parties; Councillors, managers, supervisors, and workers, must fulfill their roles and responsibilities. The managers of the Township of Ryerson, with the cooperation of the Municipal Health and Safety Committee, will establish a safety culture to ensure safe work practices are promoted, maintained, and revised to continue with the objective of eliminating risks and reducing hazards.

Every worker must protect his or her own health and safety by working in compliance with the law and following the safe practices established by the Township. Management also recognizes that every worker has a right to participate in developing, implementing, and maintaining safe work practices.

Management strongly believes that accident prevention and efficient operations go hand-in-hand and therefore, high standards for each go together. Working safely is not an extra part of the job, but an integral component of each person's responsibility, let's work together to build and maintain a safer, healthier workplace.

JAN 26 2023  
DATE

  
MAYOR

  
CAO/CLERK/DEPUTY TREASURER

**SECTION 2- See By-Law 39-22 Schedule "A" for the full Violence and Harassment Program**

**TOWNSHIP OF RYERSON**

**WORKPLACE HARASSMENT POLICY**

The Corporation of the Township of Ryerson is committed to providing a work environment in which all individuals are treated with respect and dignity.

Workplace harassment will not be tolerated from any person in the workplace, including, but not limited to, ratepayers/the public, members of Council, other employers, supervisors and workers. Everyone in the workplace must be dedicated to preventing workplace harassment.

**Workplace harassment** means engaging in a course of vexatious comment or conduct against a worker in a workplace, which is known or ought reasonably to be known to be unwelcome, or workplace sexual harassment. **Workplace Sexual Harassment** means:

- a) Engaging in a course of vexatious comment or conduct against a worker in a workplace because of sex, sexual orientation, gender identity or gender expression, where the course of comment or conduct is known or ought reasonably to be known to be unwelcome, or
- b) Making a sexual solicitation or advance where the person making the solicitation or advance is in a position to confer, grant or deny a benefit or advancement to the worker and the person knows or ought reasonably to know that the solicitation or advance is unwelcome.

Reasonable action taken by the employer or supervisor relating to the management and direction of workers or the workplace is not workplace harassment.

Workers are encouraged to report any incidents of workplace harassment to the appropriate person, as outlined in the Workplace Violence and Harassment Policy and Program.

Management will investigate and deal with all complaints, or incidents of workplace harassment in a fair and timely manner. Information provided about an incident or about a complaint will not be disclosed except as necessary to protect workers, to investigate the complaint or incident, to take corrective action or as otherwise required by law.

Managers, supervisors and workers are expected to adhere to this policy, and will be held responsible by the employer for not following it. Workers are not to be penalized or disciplined for reporting an incident or for participating in an investigation involving workplace harassment.

This Policy will be posted in all buildings owned or operated by the Township of Ryerson.

More detail is available in the full Violence and Harassment Program/Policy Document.

Signed: George D. Stuy (Mayor) Date: January 26, 2023

**SECTION 3- See By-Law 39-22 Schedule “A” for the full Violence and Harassment Program**

**TOWNSHIP OF RYERSON  
WORKPLACE VIOLENCE POLICY**

The Corporation of the Township of Ryerson is committed to the prevention of workplace violence and is ultimately responsible for worker health and safety. We will take whatever steps are reasonable to protect our workers from workplace violence from all sources, which could include but not limited to: the public, members of Council, supervisors and workers.

**Workplace violence means:** a) the exercise of physical force by a person against a worker in a workplace that causes or could cause physical injury to the worker; b) an attempt to exercise physical force against a worker in a workplace that could cause physical injury to the worker; and c) and a statement or behavior that a worker could reasonably interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker.

Violent behavior in the workplace is unacceptable from anyone. This policy applies to the Township of Ryerson’s employees and volunteers. Everyone is expected to uphold this policy and to work together to prevent workplace violence.

The Workplace Violence and Harassment Program and Policy implements this policy. It includes measures and procedures to protect workers from workplace violence, a means of summoning immediate assistance and a process for workers to report incidents, or raise concerns.

The Township of Ryerson, as the employer, will ensure that this policy and the supporting program are implemented and maintained. All workers and supervisors will receive appropriate information and instruction on the contents of the policy and program.

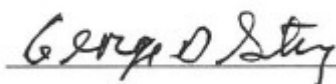
Supervisors will adhere to this policy and the supporting program. Supervisors are responsible for ensuring the measures and procedures are followed by workers and that workers have the information they need to protect themselves.

Every worker must work in compliance with this policy and the supporting program. All workers are encouraged to raise any concerns about workplace violence and to report any violent incidents or threats. Information on how to report incidents and more information on this topic will be found in the Township of Ryerson’s Workplace Violence and Harassment Program and Policy.

Management pledges to investigate and deal with all incidents and complaints of workplace violence in a timely and fair manner, respecting the privacy of all concerned to the extent possible.

This Policy will be posted in all buildings owned or operated by the Township of Ryerson.

More detail is available in the full Violence and Harassment Program/Policy Document.

Signed:  (Mayor) Date: January 26, 2023

## SECTION 4 ROLES AND RESPONSIBILITIES OF WORKPLACE PARTIES

### PURPOSE

To provide a guideline which outlines the legislated health and safety responsibilities of various workplace parties as outlined in the *Occupational Health and Safety Act*.

### SCOPE

The responsibilities reflect the requirements set out in the *Occupational Health and Safety Act* (OHS) and apply to all workplace parties, Managers, Supervisors, and Workers but also includes contractors, subcontractors, visitors and volunteers.

### RESPONSIBILITY

The Township of Ryerson in its capacity as the employer is responsible for carrying out the duties outlined through the delegation of these functions to individuals in the corporation. All individuals in the workplace, at all levels and functions, are responsible for understanding and carrying out the responsibilities and duties outlined.

All employees; managers, supervisors and workers are required to adhere to the following requirements:

- Identify and report any hazard(s) in their workplace;
- Report any accidents/injuries requiring first aid, health care, lost time injuries, occupational diseases or incidents;
- Use equipment, materials and machinery only as authorized;
- Follow procedures and wear personal protective equipment as prescribed; and
- Participate in annual safety training and orientation.

### PROCEDURE

The CAO or Designate in consultation with the Health and Safety Representative will review roles within the organizational structure to identify responsibilities and accountabilities for each individual role.

### DEFINITIONS UNDER THE *OCCUPATIONAL HEALTH AND SAFETY ACT*

“**Competent Person**” means a person who,

- is qualified because of knowledge, training and experience to organize the work and its performance;
- is familiar with the *OHS* and the regulations that apply to the work; and
- has knowledge of any potential or actual danger to health or safety in the workplace.

“**Constructor**” under the *OHS* means a person who undertakes a project for an owner and includes an owner who undertakes all or part of a project by himself or by more than one employer. A project meaning a construction project as defined in the *OHS*.

“**Employer**” means a person or corporation who employs one or more workers or contracts for services of one or more workers and includes a contractor or subcontractor who performs work or supplies services and a contractor or subcontractor who undertakes with an owner, constructor, contractor or subcontractor to perform work or supply services.

“**Prescribed**” refers to a section of the *Occupational Health and Safety Act* and Regulation for Industrial Establishments.

“**Supervisor**” means a person who has charge of a workplace or authority over a worker.

**“Worker”** is any of the following:

- A person who performs work or supplies services for monetary compensation.
- A secondary school student who performs work or supplies services for no monetary compensation under a work experience program authorized by the school board that operates the school in which the student is enrolled.
- A person who performs work or supplies services for no monetary compensation under a program approved by a college of applied arts and technology, university or other post-secondary institution.
- A person who receives training from an employer, but who, under the [Employment Standards Act, 2000](#) (ESA), is not an employee for the purposes of that act because the conditions set out in subsection 1 (2) of that act have been met.
- Other persons who work or provide services to an employer for no money, who may be prescribed by regulation. (At this time, no such persons have been prescribed as a “worker” under the OHSA.)
- The definition of “worker” does not include a volunteer who works for no monetary payment of any kind.

**“Workplace”** means land, premises, location or thing at, upon, in or near which a worker works.

## ROLES AND RESPONSIBILITIES

Responsibility is defined as an individual’s obligation to carry out assigned duties.

- Responsibility and authority can be delegated to subordinates, giving them the right to act for their supervisors.
- The supervisor remains accountable for seeing that they are carried out.

### Councillors

Councillor responsibilities, as found in section 32 of the Act:

- That the corporation complies with this Act and the regulations;
- That the corporation complies with orders and requirements of inspectors and directors; and
- That the corporation complies with orders of the Minister.

### Management (Employer)

Management responsibilities, as found in sections 25 and 26 of the OHSA:

- Equipment, materials and protective devices as prescribed are provided.
- Equipment, materials and protective devices are maintained in good condition.
- Prescribed measures and procedures are carried out.
- Equipment, materials and protective devices are used as prescribed.
- All areas of the workplace capable of supporting all loads to which it may be subjected without causing the materials therein to be stressed beyond the allowable unit stresses established under *The Building Code Act*.
- Provide information, instruction and supervision to a worker to protect the health and safety of the worker.
- When appointing a supervisor, appoint a competent person.

- Acquaint a worker, or person in authority over a worker with any hazard in the work and in the handling, storage, use, disposal and transport of any article, device, equipment or a biological, chemical or physical agent.
- Afford assistance and co-operation to a committee and a health and safety representative in the carrying out by the committee and the health and safety representative of any of their functions.
- Only employ in or about the workplace a person over such age as may be employed.
- Not knowingly permit a person who is under such age as may be prescribed in or about a workplace.
- Take every precaution reasonable in the circumstances for worker protection.
- Post in the workplace, a copy of the *Occupational Health and Safety Act* and any explanatory material prepared by the Ministry, both in English and the majority language of the workplace, outlining the rights, responsibilities and duties of workers.
- Keep and maintain accurate records of the handling, storage, use and disposal of biological, chemical or physical agents as prescribed.
- Accurately keep and maintain and make available to the worker affected such records of the exposure of a worker to biological, chemical or physical agents as may be prescribed.
- Notify a director of the use or introduction into a workplace of such biological, chemical or physical agents as may be prescribed.
- Monitor at such time or times or at such an interval or intervals the levels of biological, chemical or physical agents in the workplace and keep and post accurate records thereof as prescribed.
- Comply with a standard limiting the exposure of a worker to biological, chemical or physical agents as prescribed.
- Where so prescribed, only permit a worker to work or be in a workplace that has undergone such medical examinations, tests or x-rays as prescribed and who is found to be physically fit to do the work in the workplace.
- Where so prescribed, provide a worker with written instructions as to the methods and procedures to be taken for protection of the worker.

### **Supervisors**

Supervisor responsibilities, as found in section 27 of the OHSA:

- Works in the manner and with the protective devices, measures and procedures required by this Act and the regulations; and
- Uses or wears the equipment, protective devices or clothing that the worker's employer requires to be used or worn.
- Advise a worker of the existence of any potential or actual danger to the health or safety of the worker of which the supervisor is aware;
- Where so prescribed, provide a worker with written instructions as to the measures and procedures to be taken for protection of the worker; and
- Take every precaution reasonable in the circumstances for the protection of a worker. R.S.O. 1990, c. O.1, s. 27.



**Workers**

Worker responsibilities, as found in section 28 of the OHSA:

- Work in compliance with the provision of the Act and regulations.
- Use and wear the equipment, protective devices or clothing that the worker's employer requires to be used or worn.
- report to his or her employer or supervisor the absence of or defect in any equipment or protective device of which the worker is aware and which may endanger himself/herself or another worker.
- Report to his or her employer or supervisor, any contravention of the Act.

**A worker shall not:**

- Remove or make ineffective any protective device.
- Use or operate any equipment, machine, device or thing or work in a manner that may endanger himself/herself or any other worker.
- Engage in any pranks.

**Contractors and Sub-Contractors**

- This classification is external to the Township of Ryerson and includes all those individuals or organizations working on a contract for the Township.
- The health and safety responsibilities attached to this classification include the following:
- Demonstrate the establishment and maintenance of a health and safety program, with objectives and standards and provide qualified workers to meet all applicable legislation.
- Are held accountable for their health and safety performance.
- Provide a WSIB clearance certificate or equivalent insurance.
- Ensure the workers in their employ are aware of the hazardous substances that may be in use at the workplace and wear the appropriate personal protective equipment required for the area.

**Health & Safety Representative**

- Establish and coordinate the implementation of policies and procedures to ensure compliance with provincial legislation.
- Coordinate health and safety risk assessments.
- Act as a resource to management and workers.
- Act as an advisor to the health & safety committee and coordinate activities.
- Act as management representative for the Township of Ryerson when meeting with MOL.
- Coordinate and/or deliver safety training and education for workers.
- Assist managers in conducting accident/incident investigations.

**Visitors and General Public and Volunteers**

- This classification is external to the Township of Ryerson and includes all those individuals or organizations not identified in the above classifications.

- Where appropriate, signs will be posted at entrances to inform visitors and the general public about restricted access or the requirement to report to a receptionist before proceeding further.
- Visitors and general public will not be allowed to wander unescorted, through areas that are normally restricted to employees.
- In the event that a visitor is required to enter a work area that is normally restricted to employees:
- The supervisor will be responsible for ensuring that the visitor is aware of the relevant workplace safety rules and is under the supervision of a regular employee.
- Any and all required personal protective equipment will be used by the visitor.

### **COMMUNICATION**

All employees will be made aware of the health and safety program through:

- Orientation Training
- Staff Meetings
- Health & Safety Representative and
- Copies posted on the health and safety bulletin board.

### **TRAINING**

All workplace parties will receive health and safety roles and responsibilities training at orientation.

Training records and signatures will be maintained by human resources.

### **EVALUATION**

A review of the policy will be done during the annual health and safety program audit to ensure compliance and requirements are met.

### **REFERENCE MATERIALS**

- OHSA, Sections 25, 26, 27, 28 and 32.

## **SECTION 5 POSTED DOCUMENTS**

### **PURPOSE**

To ensure legal requirements are met regarding required posted documents and to reduce injuries and occupational disease at the Township of Ryerson by providing access to health, safety, and wellness information for all staff.

### **SCOPE**

The posted documents are required in all Township facilities that are considered to be workplace.

### **ROLES & RESPONSIBILITIES**

It is the responsibility of the Health and Safety Representative to ensure the following health and safety material is posted, kept current and available in the Township facilities.

### **STANDARD**

The following documents must be posted in a conspicuous high traffic location.

- Health and Safety Policy Statement
- Occupational Health and Safety Act
- Violence and Harassment Policy Statement
- All applicable regulations that apply to the work performed within the department
- Applicable Designated Substance Regulations
- WSIB Form 82 (In Case of Injury at Work poster)
- First Aid Regulations (WSIB Reg., 1101)
- Emergency telephone numbers
- Ministry of Labour Orders
- Health and Safety assessments (noise levels, interior air quality)
- Workplace incident/accident report summaries
- Safe at Work (Prevention Starts Here poster)

**SECTION 6****ORIENTATION****PURPOSE:**

This orientation activity is designed to ensure employees are informed of the required levels of safe and productive performance within the department to which they are hired. The process of introducing new, inexperienced and transferred workers to the organization, their supervisors, co-workers, work areas and duties is crucial for a worker to develop the knowledge, skills and abilities necessary to work in a safe and healthy manner. Orientation will cover the following topics in the time frames defined:

- **Corporate Orientation** – Human Resources and Payroll
- **General Orientation** – Health and Safety Program & Corporate Policies
- **Job Specific Orientation** – Introduction to department and SOP's  
Licencing and/or certification for specific machines/equipment should be scheduled for completion within the first six months of employment

**SCOPE:**

This policy applies to all employees of the Township; newly hired employees, employees returning from extended absences, employees hired on a contract basis, student employees, temporary employees, employees who have been promoted from a worker to a supervisory position and employees transferred from one job to another regardless of their duration or nature, are provided with the necessary information regarding health and safety in the workplace.

**RESPONSIBILITY****Employer**

- Ensure the development, implementation and maintenance of the orientation activity,
- Annually review the adequacy of the orientation activity.

**Human Resources**

- Develop and implement the orientation program in consultation with department supervisors and the Health and Safety Representative;
- Ensure that orientation procedures are up to date for all jobs within the organization;
- Provide orientation package to ensure all employees receive consistent orientation, and;
- Conduct corporate orientation.

**Supervisors**

- Each supervisor will maintain an index and a copy of all relevant operating controls to support the orientation activity,
- Will ensure that the employees affected by the orientation activity are trained as required,
- Maintain a record that orientations have been done,
- Will forward completed forms and certificates to the Human Resources Department for filing.

**Workers**

- Will perform work as outlined in all operating controls and orientation process,
- Report immediately any new hazard to their immediate supervisor so that the hazard can be corrected and any operating controls can be reviewed/ revised,

- Participate in the orientation activity as required by the scope of the orientation standard.

## **PROCEDURE**

- New employees will receive orientation as in the schedule set out.
- The orientation of new employees will be determined through interviews and the use of appropriate checklists.
- Employees returning to work after an absence of 6 months or greater will review training as appropriate.

### **Corporate Orientation Activities**

- Offer of Employment – Position Description
- Organizational structure and departmental relationships
- Corporate Policies
- Compensation and benefits
- Employee performance system
- Payroll forms
- Attendance, vacation and sick time

### **General Orientation Activities**

- Introduction to Ryerson Township Health and Safety Program
- Safe at Work Awareness Program to be completed
- Hazardous Substance Information system
- Workplace Violence and Harassment Policies
- Monitoring and reporting of hazards, incidents and injuries

### **Job Specific Orientation Activities**

- Departmental introductions and workplace tour
- Information bulletin boards & departmental communication methods
- Specific Operating procedures
- Specific duties, responsibilities, and expectations
- Training program & plan

## **TRAINING**

Departmental Supervisors will receive training on the use of the orientation procedure and checklists. Orientation checklists will be maintained in the personnel files.

Job specific licensing and certification will be arranged within the first 6 months of employment and original records will be filed within the employee personnel file.

## **EVALUATION**

The Health and Safety Representative will annually review the completed orientation checklists and employee orientation requirements to measure and evaluate compliance to the orientation standard.

## **FORMS**

- Corporate Orientation – Overview & Payroll
- General Orientation – Introduction to Health and Safety Program

- Job Specific Orientation – Training log

## SECTION 7 ACCIDENT AND INCIDENT INVESTIGATION

### PURPOSE

The purpose of this policy to provide a system to record and communicate a description of an accident or incident after a workplace injury, illness, near miss or property damage occurs. Information gathered will help determine the contributing factors and root causes. Evaluating the causes and implementing corrective actions will eliminate the hazard. It is not to find fault or lay blame but to improve the Township's health and safety program and to facilitate timely and accurate reporting to the appropriate departments and agencies.

### SCOPE

Management, Administration, workers and contractors of the Township of Ryerson are required to report all accidents and incidents, no matter how slight.

### DEFINITIONS

- **Near Miss** - An incident occurring where there is a potential for loss, but there is no property damage, no loss to materials or process and there is no injury or pain reported.
- **Property Damage** – An accident resulting in loss sustained to material, equipment or property, including harm to the natural environment, such as a spill.
- **Personal Injury** – Four categories defined as personal injury;
- **First Aid** – An injury to a person resulting in no off-site medical aid. Some injuries may be classified as first aid even though there was no first aid whatsoever i.e. a bruised or pinched hand where first aid would not be helpful; a report of pain without the provision of medical attention.
- **Medical Aid** – An injury to a person resulting in medical attention provided by any professional medical practitioner, and usually off site. The attention may be for observation only (with no actual first aid provided), but as soon as a visit to the medical practitioner is made, a WSIB Form 7 must be filed.
- **Critical Injury** – An injury of a serious nature that places life in jeopardy, produces unconsciousness or a substantial loss of blood. Injuries involving the fracture of a leg or arm, the amputation of a leg, arm, hand, or foot, consists of burns to major portions of the body or the loss of sight in an eye, are also classified as critical injuries.
- **Fatality** – Loss of life. In the event of a fatal injury, do not fill out any forms until given direction by the most senior Management Representatives on site.
- **Lost Time** – An injury to a person resulting in the need for medical attention provided by a professional medical practitioner and the practitioner authorizing the injured worker to miss time from work beyond the day of the injury.

### ROLES & RESPONSIBILITIES

The Employer is responsible for:

- Ensuring that follow-up to accident/incident investigations are appropriately addressed to prevent recurrence;
- Ensuring that the Accident Investigation Policy is implemented and maintained;
- Ensuring that all accidents are reported to the appropriate government authority in a timely manner.
- Ensuring that the Departmental Managers are trained in the details of this procedure;
- Ensuring that all employees are aware of their responsibility to report all accidents and incidents.
- Reviewing recommendations for corrective actions and implementing action plans.

Departmental Managers are responsible for:

- Ensuring that all accidents and incidents are investigated and root causes determined to prevent recurrence;
- Ensuring that appropriate personnel are contacted to conduct accident and incident investigations.
- Following all details of this working instruction;
- Reporting all accidents and incidents no matter how slight.

Workers are responsible for:

- Reporting work related accidents, no matter how slight, to their supervisor;
- Assisting in the investigation and corrective action; and
- Working in accordance to the Occupational Health and Safety Act and applicable regulations.

## REPORTING PROCEDURES

In the event of a **FIRST AID INJURY**:

- The supervisor will record the details on the shift log;
- Review the “First Aid Requirements” for further details.

In the event of a **MEDICAL AID INJURY**:

- The Supervisor will arrange transportation of the injured worker to a medical facility of the worker’s choice and will record the details on the shift log.
- When arranging transportation assess injured worker before determining the mode of transportation, i.e. is there a chance that the injured worker may become unconscious? Should an ambulance be contacted?
- The Supervisor will ensure that the attending medical practitioner receives the WSIB “Functional Abilities Form” with the first section filled in.
- Assess the scene, taking notes, photos or sketches if appropriate.
- Interview witnesses, to ensure that information is fresh in the minds of the persons being interviewed.
- Separate potential witnesses pending the interview, to prevent discussion.
- Reassure interviewees that you wish to determine facts, not lay blame. Find out what happened, not who was at fault. Do not settle for easy answers; look for root causes, not just immediate causes. Keep asking why this happened instead of what happened.
- The Supervisor will ensure that all forms and investigations are complete and the paperwork delivered to the CAO or Designate within 24 hours for processing.
- Required documentation will be sent to the WSIB.

In the event of a **CRITICAL INJURY**:

- Once the injured work receives the necessary first aid/medical aid the Supervisor will immediately contact the CAO or Designate and follow all details of sections 4.2.
- The Supervisor will also contact the Ministry of Labour (MOL) representative as directed by the CAO or Designate.
- The scene of the accident will be secured other than to provide immediate medical attention for the injured worker and to prevent further damage.
- Caution tape and signs are recommended to ensure no one will disturb the scene before the Ministry of Labour has investigated.
- The CAO or Designate or their designate will contact the injured worker's family if necessary.
- The CAO or Designate will furnish details of the injury to the MOL as required by the Regulation 851, Section 5 (1) (R.R.O. 1990, as amended) of the Regulations for Industrial Establishments.

In the event of a **FATAL INJURY**:

- The Supervisor will contact the CAO or Designate who will contact the Owner, the Ontario Provincial Police and the Ministry of Labour.
- The Supervisor will ensure that the worksite is not disturbed, except to relieve human suffering, until it has been released by a MOL Official.
- The CAO or Designate and the Supervisor will conduct interviews with any and all personnel who have knowledge of the fatality and document all pertinent details.
- The Mayor of the Township of Ryerson will contact the worker's family.
- Be alert for signs that witnesses may need help for traumatic stress reactions. Advise management if concerns are identified.
- No forms will be filled out until an action plan has been reached by the Owner.

## **COMMUNICATION**

Supervisors, Administrators and Managers will continuously communicate to workers the importance of reporting accidents and incidents. All Workplace Safety and Insurance Board notices will be posted on the safety board. An Accident Reporting Chart will also be posted.

## **TRAINING/IMPLEMENTATION**

An annual review of the Accident Investigation Procedure and Package will be required for the CAO or Designate and Supervisor. "Effective Accident Investigations" training will be scheduled every three years.

Workers will review the requirements of Accident Investigation and reporting during the Annual Health and Safety Program Refresher.

## **EVALUATION**

The CAO or Designate along with the Health and Safety Representative, will review the Accident Investigation Procedure and Package. Recommendations for revisions will be presented to the Township of Ryerson's Council.



**FORMS/RECORDS**

- Accident/Incident Investigation Report Form
- Accident Investigation Checklist
- Accident Reporting Chart
- Functional Abilities Form

**REFERENCES MATERIALS**

- Occupational Health and Safety Act
- Ontario Natural Resources Safety Association
- Workplace Safety and Insurance Board

## ACCIDENT/INCIDENT INVESTIGATION REPORT

<b>1. DEPARTMENT</b>		<b>2. ACCIDENT LOCATION</b>	
<b>3.</b> NEAR MISS <input type="checkbox"/> Move to "describe the event"	PERSONAL INJURY <input type="checkbox"/> Move to "personal injury" information	PROPERTY DAMAGE <input type="checkbox"/> Move "property damage" information	FATAL <input type="checkbox"/> Move to "personal injury" information
<b>4. DATE OF OCCURENCE</b>		<b>5. TIME</b> <input type="checkbox"/> AM <input type="checkbox"/> PM	
<b>6. DATE REPORTED</b>		<b>7. TIME</b> <input type="checkbox"/> AM <input type="checkbox"/> PM	
<b>8. PERSONAL INJURY</b>		<b>18. PROPERTY DAMAGE</b>	
<b>9. INJURED WORKER'S NAME</b>		<b>19. PROPERTY DAMAGED</b>	
<b>10. CLOCK #</b>			
<b>11. CONTACT NUMBER</b>			
<b>12. OCCUPATION</b>		<b>20. COST OF DAMAGE</b> <input type="checkbox"/> estimate <input type="checkbox"/> actual	
<b>13. EXPERIENCE</b> years		<b>21. NATURE OF DAMAGE</b>	
<b>14. PART OF BODY</b> <input type="checkbox"/> left <input type="checkbox"/> right		<b>22. PERSON WITH MOST CONTROL OF</b>	
<b>15. NATURE OF INJURY</b>		<b>23. DATE DAMAGE REPORTED</b> If different than date of incident causing damage	
<b>16. Nature of injury</b> <input type="checkbox"/> struck by <input type="checkbox"/> struck against <input type="checkbox"/> caught in <input type="checkbox"/> caught on <input type="checkbox"/> slip <input type="checkbox"/> caught between <input type="checkbox"/> fall on same level <input type="checkbox"/> fall to a lower level <input type="checkbox"/> overexertion <input type="checkbox"/> twisted <input type="checkbox"/> pinched <input type="checkbox"/> cut		<b>24. Object/equipment/substance inflicting damage</b> Size Weight Damage description	
<b>17. INJURY REPORTED TO</b>		<b>25. INCIDENT REPORTED TO</b>	
<b>26. EVALUATION OF LOSS POTENTIAL</b>		<b>PROBABILITY OF RECURRENCE</b>	
LOSS SEVERITY POTENTIAL <input type="checkbox"/> MAJOR <input type="checkbox"/> SERIOUS <input type="checkbox"/> MINOR		<input type="checkbox"/> FREQUENT <input type="checkbox"/> OCCASIONAL <input type="checkbox"/> RARE	
<b>27. DESCRIBE HOW THE EVENT OCCURRED</b> ..... ..... .....			
<b>28. LIST THE EVENTS OR CONDITIONS CONTRIBUTING TO THIS ACCIDENT</b> ..... ..... .....			
<b>29. WHAT ARE THE UNDERLYING REASONS FOR THESE EVENTS OR CONDITIONS</b> ..... .....			

**30. SKETCH OF ACCIDENT SCENE (if necessary)**

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**31. REMEDIAL ACTIONS, WHAT HAS BEEN/WILL BE TAKEN TO PREVENT RECURRENCE**

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**32. INVESTIGATORS COMMENTS**

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**33. GENERAL COMMENTS**

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**34. LIST AND INTERVIEW WITNESSES**

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SIGNATURE OF INVESTIGATOR

DATE

SIGNATURE OF WORKER

DATE

**JHSC FOLLOW UP**

APPROPRIATE ACTION COMPLETED TO SATISFACTION    YES    NO   SIGNATURE

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**NOTE: IF THE RECOMMENDATIONS ARE NOT COMPLETED TO SATISFACTION AND THERE IS NO IMMEDIATE DANGER TO WORKERS, THE ISSUES WILL BE DISCUSSED AT THE NEXT JHSC MEETING**

## ACCIDENT INVESTIGATION CHECKLIST GUIDELINE

**OBJECTIVE:** Use the following as a guideline when performing an accident investigation to ensure it results in a clear understanding of what happened.

### HAVE YOU CLEARLY IDENTIFIED:

#### Who?

- Who was involved in the accident?
- Who else witnessed the accident?
- Who wasn't there, that might have further information?
- Who saw what happened?
- Who heard what happened?
- Who reported the accident?

#### What?

- What job was the person doing at the time of the accident?
- What specifically was the person doing at the time of the accident?
- What equipment was involved and was there anything not working as designed?
- What was it being used for at the time?
- What materials were involved and were they being used as designed?
- What known hazards do these materials have (i.e. toxicity, radiation etc?)
- What procedures were in place and were they being followed?
- What was the condition of the worksite at the time (i.e. housekeeping, lighting, layout, noise)
- What were the environmental conditions (hot/cold/wet/bright/windy) etc.

#### Where?

- Where was the injured at the time of the accident? (be specific)
- Where did the accident happen?
- Where were other people at the time of the accident?

#### When?

- When did the accident occur (day, time, and year)?
- When was the accident reported (day, time, and year)?
- When did the person receive training or refresher training for the job?

#### How?

- How did the accident happen?
- How accurate/reliable are the witness accounts of what happened?
- How can you find out more information?
- How can you use the answers to these questions to produce a detailed description?
- How were the materials being used/handled if hazards existed?
- How well was the equipment guarded?
- How was the equipment being used if it was not used as it should be?

**ACCIDENT REPORTING QUICK REFERENCE CHART**

ACCIDENT CATEGORY	CONTACT PERSONNEL	WHEN TO CONTACT	FORMS TO PREPARE
<b>NEAR MISS</b> No injury, no property damage but high potential for loss.	Department Representative to assist in investigation	As soon as possible	Accident Investigation Report
<b>PROPERTY DAMAGE</b> Loss to property, material or environment.	Department Representative to assist in investigation Others according to the extent of loss	As soon as possible	Accident Investigation Report
<b>FIRST AID INJURY</b> An injury not requiring professional medical attention.	N/A	N/A	Record details in first aid log book
<b>MEDICAL AID INJURY</b> An injury resulting in professional medical attention but does not require time away from work beyond the date of injury.	Department Representative to assist in investigation	As soon as possible	Modified Work Form Accident Investigation Report
	CAO or Designate	Within 24 hours	Accident Investigation Report Modified Work
<b>LOST TIME INJURY</b> An injury requiring professional medical attention and time away from work beyond the day of injury.	Department Representative to assist in investigation	As soon as possible	Modified Work and Accident Investigation Report
	CAO or Designate	Within 24 hours	Accident Investigation Report Modified Work
<b>CRITICAL INJURY</b> An injury that results in unconsciousness, loss of sight in an eye, fracture or amputation of a leg or arm, amputation of a hand or foot, substantial loss of blood, burns to a major portion of the body or an injury that places life in jeopardy.	Department Representative must be available for investigation	Immediately	Accident Investigation Report
	CAO or Designate	Immediately	Accident Investigation Report Modified Work
	Mayor via Accident Investigation Report	Immediately	Accident Investigation Report Modified Work
	Ministry of Labour If directed to do so.	Immediately by phone & written report by H.R. within 48 hours.	Critical Injury Forms with assistance from the Human Resources
<b>FATALITY</b> A work-related death occurring on the work-site	Department Representative CAO or Designate, Mayor, Ministry of Labour, Ontario Provincial Police, Owners	<b>Immediately</b>	ACTION PLAN TO BE DEVELOPED BY MAYOR & CAO or Designate

## SECTION 9 RETURN TO WORK POLICY STATEMENT

“The Township of Ryerson will make every reasonable effort to provide suitable return to work opportunities for every employee who is unable to perform his or her regular duties following an injury or illness.”

### PURPOSE

The purpose of this policy is to ensure that as a municipality we are committed and able to supply modified/accommodated duties to all employees, where possible, without undue hardship.

The goal of the Return to Work Program is to return workers to their pre-injury/illness position in a timely manner. This may be accomplished through temporary modification to the tasks, work environment or working hours. Where modifications to the pre-injury/illness position are not possible or appropriate, alternate duties may be sought and used to facilitate the worker’s early and safe return to work.

### SCOPE

This procedure applies to all employees with an injury, illness or disability regardless of its cause, type or nature which results in an absence from work.

### DEFINITIONS

**Early & Safe Return to Work** is any job, task, function or combination thereof that a worker, who suffers from a diminished capacity, may perform safely without risk of re-injury;

- The work should be productive and the result of work must have value; and
- The work must be seen as temporary and is intended to assist the employee in returning to his / her regular duties. Each department will try to accommodate any employee to perform their regular duties in their respective department.

**Functional Abilities Form (FAF)** for Early Return to Work is a form that the health care practitioner completes stating the worker’s current limitations and capabilities.

**Temporary modified work** is where the worker’s regular job is modified for a designated time period to assist in rehabilitation following an injury or illness. The worker is able to perform the essential duties of the job, but some of the other duties are modified to suit the worker’s limitations/capabilities.

**Temporary alternative work** is other suitable work that is provided to a worker for a designated time period to assist in rehabilitation following an injury or illness.

**Permanent impairment** is a disability that a health care practitioner advises is not likely to improve significantly over time.

**Suitable alternative work** is work that the worker can do which is consistent with his/her limitations and capabilities and which can be performed without aggravating the injury/illness.

**RESPONSIBILITY****Employer shall:**

- Develop knowledge and understanding of the program and disability management.
- Ensure that all workers understand the early intervention and modified work program with the expectation that the worker participating in the program will fully participate and cooperate with the objective to return to regular duties.
- Participate in the promotion and provision of modified work; provide continued support and encouragement to worker participating in the program.
- Participate in program meetings as required.

**Supervisor shall:**

- Advise the employee (injured worker) of the availability of transitional work and provide the required forms.
- Assist in the creation of, and support the employee's Return to Work plan.
- Maintain communication with the employee on modified duties and monitor their progress and the effectiveness of the plan.
- Communicate and assist in the evaluation of the plan's effectiveness through regular meetings scheduled with the employee and document the communication.

**Worker shall:**

- Report the injury to supervisor or employer.
- Get proper medical treatment immediately following a work-related injury or illness and follow the recommendations of the health professional.
- Participate and cooperate in the program by maintaining regular personal contact with the supervisor regarding the ability to work, physical capabilities and treatment plans.
- Take an active role in developing their return to work plan.
- Follow the treatment plan outlined by the health care practitioner.
- Communicate any concerns to the supervisor so that potential problems or concerns are openly addressed in a timely manner.
- Obtain the necessary forms from the treating health care professional, as may be required, by the employer.
- Ensure that appointments with health care professional are continued while on modified duty.
- These appointments are to be arranged whenever possible during non-work hours.
- Co-operate with all requests for documentation as required by the WSIB and the employer.

**RETURN TO WORK PROCESS****Duties:**

The Supervisor and Health and Safety Representative will:

- Meet with the worker as soon as possible to set program goals and objectives based upon the Functional Abilities Form (FAF) document.
- Determine what, if any, outside professionals are needed.
- Organize the placement of injured workers in modified jobs.
- Document the agreement for the return to work in a letter to the worker.

The duties of the injured or ill employee are to:

- Obtain clearance from the treating physician for the early & safe return to work and return the complete Functional Abilities Form to the employer as soon as possible.
- Maintain regular contact with your Supervisor according to the agreement schedule as indicated in the letter to the worker.
- Notify the relevant WSIB personnel about the availability of Early and Safe Return to Work program.
- Take an active role in developing his/her Early & Safe Return to Work program.

**Following an Injury:**

- The injured employee will be provided a Functional Abilities Form (FAF) and will give the form to the attending medical professional.
- The FAF will indicate that the Township has an Early & Safe Return Work program and will request the medical professional to identify the c
- Capabilities and restrictions of the employee.
- The employee will have a FAF completed with each subsequent visit to the medical professional, until such time as he / she returns to full duties.

Regular contact between the employee and the Supervisor is to be maintained throughout the employee's recovery period, with scheduled meetings to review progress and to determine any revisions to the return to work agreement.

**Early & Safe Return to Work Implementation:**

After the medical professional has listed the abilities and restrictions on the FAF, the Supervisor and the employee will meet to discuss what work options are available by looking at temporary modified work, temporary alternative work or suitable alternative work.

**Program Monitoring:**

The injured employee will be monitored closely while on an Early & Safe Return to Work program and will be expected to report any difficulties he / she has been reporting and will be evaluated by the Supervisor.

When monitoring an injured worker's participation, the following factors should be considered:

- Attendance
- Productivity
- Accuracy
- Ability to increase speed
- Ability to improve efficiency

**COMMUNICATION**

- Managers will continuously communicate to workers the importance of reporting accidents and incidents.
- Part IV and V of the Workplace Safety and Insurance Act will be posted on the Safety Board as information.



## **TRAINING**

At least every two years, the Health and Safety Program Refresher will include information on the Early and Safe Return to Work Program to make workers aware of their rights and responsibilities.

Senior Management in conjunction with the Health and Safety Representative will annually review the Early and Safe Return to Work Program. Improvements and modified work options will be continuously monitored.

## **EVALUATION**

The Early & Safe Return to Work program will be analyzed for effectiveness on an annual basis by the Health & Safety Coordinator and revised accordingly.

## **REFERENCE MATERIALS**

- Workplace Safety and Insurance Act (WSIA)
- Occupational Health and Safety Act (OHSA)

**TOWNSHIP OF RYERSON REPORTING FORM-EMPLOYEE**

<b>Part 1 - Employee Information (to be completed by employee)</b>		
Name	Department	
Date and time of incident		
Date and time incident reported		
Incident reported to:		
<b>Location of incident (please circle)</b>		
Inside Workplace Building	Outside Workplace Building (specify)	On Workplace Property (specify)
In Parking lot (specify)	Community location (specify)	Residential (specify)
Work location, if off-site		
Were the emergency response procedures initiated? <span style="float:right">Yes      No</span>		
<b>Please circle the classification of the incident (please refer to explanation provided)</b>		
<input type="checkbox"/> Type I (Criminal Intent)	Perpetrator has no relationship to the workplace	
<input type="checkbox"/> Type II (Client)	Perpetrator is a ratepayer, visitor or family member of an employee at the workplace who becomes violent toward a worker or another ratepayer	
<input type="checkbox"/> Type III (Worker-to-worker)	Perpetrator is an employee or past employee of the workplace	
<input type="checkbox"/> Type IV (Personal Relationship)	Perpetrator has/had a relationship with an employee (e.g., domestic violence in the workplace)	
Does the person(s) involved have a history of previous incidents that you are aware of? (please circle) <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't know		
Describe the event including persons involved, and what if known precipitated the event:		
<b>Incident Type</b>		
<input type="checkbox"/> Threat	<input type="checkbox"/> Physical assault	<input type="checkbox"/> Verbal abuse
<input type="checkbox"/> Discrimination	<input type="checkbox"/> Robbery, arson, vandalism	<input type="checkbox"/> Carrying a weapon
<input type="checkbox"/> Harassment	<input type="checkbox"/> Sexual Harassment	<input type="checkbox"/> Other
<b>Injury Type</b>		
<input type="checkbox"/> Strain or sprain	<input type="checkbox"/> Cut or laceration	<input type="checkbox"/> Contusion
<input type="checkbox"/> Bitten	<input type="checkbox"/> Pinched	<input type="checkbox"/> Psychological
Other (Specify)		
Was medical attention or first aid required? (Circle) <span style="float:right">Yes      No</span>		
If yes, Provide details:		

**Actions taken**

Please indicate concerns, issues and actions taken (e.g., initiated emergency response procedure, contacted Coordinator, police or security, emergency service personnel, Health & Safety Rep., Human Resources Department, etc.)

**Witness(es)**

Name	Contact information
1.	
2.	
3.	
4.	

**Other Information:**

Are you aware of any similar incidents in the past?	Yes No
If yes, provide details:	
Are you aware of any controls, measures or procedures to prevent a similar incident?	Yes No

Please provide any other information you think may be relevant, including any recommendations that you think would be helpful:

**Reporting**

Reported to Supervisor/Councillor?	Yes No
If yes, name of Supervisor/Councillor;	
Reported to police?	Yes No
If yes, police report number	
Reported to Other? (Specify)	Yes No

Signature of worker

**TOWNSHIP OF RYERSON REPORTING FORM-SUPERVISOR**

Part 2 - Supervisor Report (to be completed by Supervisor)	
Name:	Department:
Date reported:	Date of investigation:
Police contacted? Details:      Yes      No	
If yes, by whom?	
Health & Safety Representative contacted?      Yes      No	
If yes, by whom?	
Human Resources Department contacted?      Yes      No	
If yes, by whom?	
Persons participating in investigation:	
Description of findings (Identify immediate cause, underlying cause)	
Witnesses and statements	
Corrective action taken or recommendations for corrective action:	
Post-crisis Intervention    Yes      No	
Referral to employee assistance program or other community resource?    Yes      No	
Advised to consult a physician for treatment or referral?      Yes      No	
Follow-up	
Signature of Supervisor	

## TOWNSHIP OF RYERSON - INVESTIGATION RESULTS AND CORRECTIVE ACTIONS

### Substantiated Evidence Following Investigation

- (a) Ryerson Township will take appropriate corrective measures, regardless of the respondent's seniority or position.
- (b) Council will determine what action should be taken as a result of the investigation.
- (c) Corrective measure may include but aren't limited to:
  - A demotion or denial of promotion
  - Reassignment
  - Discipline, such as a verbal warning, written warning, suspension or termination  
Referral for mandatory counselling (i.e. anger management or sensitivity training)
  - Other disciplinary action deemed appropriate under the circumstance

**RISK ASSESSMENT**

A risk assessment summary for each of the following township facilities. Supervisors and Workers have assessed the work location with regard for the potential of workers to encounter violence or threats of violence. Based on the risks identified preventative measures to mitigate risk have been established.

**ADMINISTRATION & OPERATIONS**

**Municipal Office**

Staffing	1 Supervisor – CAO 3 Full time Workers – Clerk, Deputy Clerk, and Administrative Assistant 1 Part time Administrative Assistant
Risk Factors	<ul style="list-style-type: none"> <li>→ Cash is handled daily with peak receipt periods at tax time</li> <li>→ Workers arrive and leave alone on occasion</li> <li>→ Schedules are generally known to the public</li> <li>→ Office is central complaint area for all departments</li> <li>→ Negative perception of government workers</li> <li>→ Public access to work area is not completely restricted</li> <li>→ Frequent direct contact with general public</li> </ul>
Controls	<ul style="list-style-type: none"> <li>→ Landline telephones at each workstation and throughout the building</li> <li>→ Many large windows throughout the building</li> <li>→ Good perimeter lighting (exterior)</li> <li>→ Public access to the building limited to one entrance/exit</li> <li>→ Physical barrier between workers and public in-service area</li> <li>→ Indoor lighting and open blinds for overnight visibility from outside to facilitate police patrol</li> <li>→ Arrive and leave with a buddy whenever possible</li> <li>→ Communicating late working hours with other staff and individuals at home</li> <li>→ Parking lot visible from road and from inside the municipal building</li> <li>→ Introduced electronic payment system to reduce the amount of cash available</li> <li>→ Minimizing cash in register through regular deposits</li> <li>→ Arranging furniture in a manner to prevent workers from being confined</li> </ul>

### Council Chambers/Meeting Room

Staffing	1 Supervisor – CAO 2 Staff- Clerk, Deputy Clerk and/or Administrative Assistant 5 members of Council – Ryerson Council Various Delegates – Residents, contractors, representatives
Risk Factors	→ Leaving meeting after dark → Meeting schedules are generally known to the public
Risk Factors	→ Building is accessible by members of the public throughout the meeting
Controls	→ Landline telephone in council chambers → Good perimeter lighting (exterior) → Open well-lit parking lot → Access to other parts of the office are restricted in off hours → Building locked prior to and immediately after the meeting → Arrive and leave with a buddy whenever possible → Internal lights on, blinds open during meeting and overnight → Communicating of late working hours with other staff and individuals at home

### Parks throughout Municipality

Staffing	Contractual Service Worker for seasonal maintenance Public Works maybe assigned general maintenance
Risk Factors	→ Work is at remote locations throughout the municipality → Work is done independently → Seasonally contracted workers may or may not have cellular phones → Availability of Health and Safety Resources → Contact with public and maintaining municipal bylaws/policies
Controls	→ Public Works Staff communicate through radio contact or cellular phone → Seasonally contracted workers asked to provide contact information → Seasonally contracted workers are advised to contact municipal office when property damage is observed → Minimize confrontation with public, report all incidents to the municipal administration for corrective action → Work is performed during daylight hours where possible

### Entry onto Private Property throughout the Municipality

Staffing	Fire Chief, Fire Prevention Officer, Firefighters Roads Supervisor, Public Works Staff By law Enforcement Officer
Risk Factors	<ul style="list-style-type: none"> <li>→ Individuals work alone</li> <li>→ Dealing with unknown personalities</li> <li>→ May involve interaction with persons who have history of infractions leading up to strict enforcement situations</li> <li>→ Enforcement situations have potential to become volatile</li> <li>→ Working in remote locations</li> <li>→ Animal control encounters additional risk of injury</li> </ul>
Controls	<ul style="list-style-type: none"> <li>→ Communicating with other municipal staff when visiting private property</li> <li>→ Availability of police escort if required</li> <li>→ Availability of other authorized staff to escort if required</li> <li>→ Only individuals with appropriate authority enter premises</li> <li>→ Visits are scheduled during daylight hours only</li> <li>→ Cell phones and 2-way radios are provided for communication</li> <li>→ Specific safety plan for working alone</li> </ul>

### Travel for Training

Staffing	Ryerson Township Staff Ryerson Township Volunteers Ryerson Township Council
Risk Factors	<ul style="list-style-type: none"> <li>→ Travel to unfamiliar destinations</li> <li>→ Travel may be after work hours or on weekends</li> <li>→ Reliability of personal vehicle</li> <li>→ effective means of communication for workers to contact persons capable of responding</li> </ul>
Controls	<ul style="list-style-type: none"> <li>→ Municipal cell phone provided when a personal cell phone is not available</li> <li>→ Destination, venue and travel itinerary provided to administrative office</li> <li>→ Only reputable training sponsors are used</li> </ul>

### Public Works Yard, Office and Garage – Safety Plan – Roads Department

Staffing	1 Supervisor – Roads Supervisor 4 Full Time workers – Equipment Operators
Risk Factors	<ul style="list-style-type: none"> <li>→ Work is largely independent</li> <li>→ Tools of significant value are used and stored on premises</li> <li>→ Nature of work is significant source of complaints</li> <li>→ Direct contact with public and unknown persons</li> <li>→ Remote work location</li> </ul>



Controls	<ul style="list-style-type: none"> <li>→ Landline Telephone in main office</li> <li>→ 2-way Radios in all equipment</li> <li>→ Entrance to office is visible from road</li> <li>→ Frequent communication with supervisor throughout work day</li> <li>→ Pairing of workers where possible</li> </ul>
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**Public Works Equipment & Vehicles for Road Maintenance**

Staffing	<p>1 supervisor – Roads Supervisor                  4 Full Time workers – Equipment Operators</p>
Risk Factors	<ul style="list-style-type: none"> <li>→ Work is largely independent</li> <li>→ Workers may be called in at irregular hours</li> <li>→ Supervisor may patrol alone during inclement weather</li> <li>→ Tools of significant value are used and stored on premises</li> <li>→ Direct contact with public and unknown persons</li> <li>→ Remote work location</li> </ul>
Controls	<ul style="list-style-type: none"> <li>→ 2-way Radios in all equipment</li> <li>→ Frequent communication with supervisor throughout work day</li> <li>→ Pairing of workers where possible</li> <li>→ Equipment maintained in good repair</li> <li>→ Direct public communication through municipal office.</li> </ul>

## SECTION 12 WORKPLACE INSPECTIONS

### PURPOSE

The purpose of the workplace inspection is to identify hazards that could endanger the health or safety of anyone in the workplace and identify actions to be taken to control or remove the hazard in order to prevent work-related accidents, disease or injury. This procedure provides a format for ensuring that workplace inspections are conducted consistently.

### SCOPE

The Workplace Inspection Policy applies to all Municipal employees and managers, supervisors and directors, as well as the Health and Safety Representative.

### DEFINITIONS

**Hazard** – Any real or potential condition, practice, behaviour, act or thing that can be a source of potential harm to a worker or damage to or loss of equipment, property or the environment.

**Risk** – The chance of injury or loss as measured by a combination of the likelihood of the occurrence and the severity of an adverse effect to health, property, the environment or other things of value as a result of the occurrence.

**Workplace** – Any land, premises, location or thing at, upon, in or near which a worker works.

**Workplace Inspection** – A systematic appraisal of the workplace and all applicable work practices.

### STANDARDS

A health and safety representative shall inspect the physical condition of the workplace at least once a month. Where it is not practical to inspect the entire workplace monthly, the physical condition of the workplace can be inspected on a yearly basis, with at least part of the workplace being inspected monthly. Occupational Health and Safety Act R.S.O. 1990, c. O.1, s. 8 (6, 7).

### ROLES & RESPONSIBILITY

The Township of Ryerson understands that a workplace with less than 20 workers is not required to have a Joint Health and Safety Committee; however a proactive approach to hazard recognition and the continuous improvement of safe work practices will reduce the risk of injury or illness. For this reason, the Township of Ryerson has established a Municipal Health and Safety Representative to promote occupational health and safety and to promote the prevention of workplace injuries and illnesses.

### EMPLOYER

- Implement the workplace safety inspection process and ensure inspections are being completed as prescribed.
- provide the designated representative with the required information and assistance they may require for the purpose of carrying out an inspection of the workplace.
- Ensure all inspection reports are reviewed by senior management and that hazards identified are corrected and controlled.
- Designate a Health and Safety Representative to organize and implement the health and safety activities.
- Annually review, the audit completed on the Workplace Inspection Program.
- Maintain records of inspections and actions taken to correct sub-standard conditions.

- Provide resources and training for supervisors and health and safety representatives to ensure inspections are performed consistently.
- Compile an annual report on inspections and findings.

#### **SUPERVISORS**

- Conduct planned and unplanned workplace inspections and ensure corrective action is taken to address any hazards identified.
- Cooperate with any persons performing a workplace inspection.
- Where possible, participate in the inspection with the Health and Safety Representative.
- Review and ensure all items identified on the Workplace Inspection Forms are addressed in a timely manner by initiating the appropriate corrective action.
- Discuss the results of the inspection and the corrective action taken with workers.
- Ensure that workers have completed pre-use inspections in accordance with designated departmental written procedures.
- The monthly workplace inspection will not relieve the departmental supervisor of duties required of the employer.
- Daily Fire Department inspections and road patrols will be completed by the departmental supervisors or their designate and findings will be recorded on the appropriate documentation.
- Participate in an annual audit of the program.

#### **WORKERS**

- Advise supervisor of situations that may be a source of danger or hazard to workers.
- Cooperate with the Health and Safety Representative, and assist with inspection when necessary.
- Designate a member representing workers to inspect the physical condition of the workplace.

#### **HEALTH AND SAFETY REPRESENTATIVE**

- Prepare for inspection by reviewing previous reports;
- Be familiar with the work processes and work areas;
- Obtain an inspection package and proceed with inspection;
- Wear the required Personal Protective Equipment (PPE);
- To properly identify hazards, the person(s) conducting the inspection should have the appropriate training and the necessary information;
- A floor plan will be helpful for recording findings;
- Review results of previous inspections, accident data, and maintenance reports. All substandard or unsatisfactory conditions noted during the inspection will be written on the workplace inspection corrective measures form;
- Check to see if previous actions are complete;
- Take corrective action immediately when possible / necessary;

Recognition of good practices and adherence to procedures should also be noted;

- At the conclusion of the inspection, the supervisor and health and safety representative shall apply a hazard/risk ratings to each item. It is necessary to review all the information collected and rank each issue in terms of its importance. All identified hazards should be classified H, M, L as follows:

**CLASS A HAZARD = High Risk (H)** – A condition or practice likely to cause permanent disability, loss of life or body part, and / or extensive loss of structure, equipment or material, and requires immediate attention.

**CLASS B HAZARD = Medium Risk (M)** – A condition or practice likely to cause serious injury or illness, resulting in temporary disability or property damage that is disruptive but not extensive, and requires attention within 48 hours.

**CLASS C HAZARD = Low Risk (L)** – A condition or practice likely to cause minor, non-disabling injury or illness, or non-disruptive property damage that requires attention.

- The inspector will sign the Inspection Checklist and Corrective Measures form in the appropriate area and submit the forms to the supervisor.
- The supervisor will review the Workplace Inspection Form and Corrective Measures to initiate/plan appropriate corrective action where necessary.
- The original signed Workplace Inspection Form and Corrective Measures form will be kept on file with the department head and retained according to the Municipal Records Retention Schedule.

## COMMUNICATION

This inspection procedure is located in the Health and Safety Manual and will be communicated to all employees at new worker orientation. Any changes to the inspection procedure will be communicated to employees at staff training sessions and/or staff meetings.

## TRAINING

- Supervisors or Health and Safety Representatives can request to attend Workplace Inspection training and provide resources to the employees regarding “How to conduct an inspection”.
- Training records and acknowledgement forms will be completed at the end of training sessions and kept on file in the personnel file.

## EVALUATION

The Health and Safety Representative will review the Workplace Inspection Procedure annually to ensure legislative compliance. Recommendations for revision will be reviewed with the CAO/Clerk or designate. The results of inspections are indicators of the success or “room for improvement” of the policies and practices. The information obtained from regular inspections should also be reviewed to identify trends and to monitor the effectiveness of the overall safety program.

## FORMS

- Workplace Inspection Checklist (Office, Roads)
- Workplace Inspection Corrective Measures

**REFERENCE MATERIALS**

- Occupational Health and Safety Act
- Municipal Health and Safety Manual

**SECTION 13 TOWNSHIP OF RYERSON – WORKING ALONE POLICY****PURPOSE**

To ensure appropriate supervisory diligence and to promote safe work procedures for the health and safety of persons working alone.

**SCOPE**

The Working Alone Policy applies to all employees, managers and, supervisors.

**DEFINITIONS**

**Accident** – an incident that results in a personal injury or property damage.

**Critical injury** – an injury of a serious nature that places life in jeopardy, produces unconsciousness, results in substantial loss of blood, involves fractures or amputations, burns to major portions of the body or loss of sight.

**Hazard** – any real or potential condition, practice, behaviour, act or thing that can be a source of potential harm to a worker or damage to or loss of equipment, property or the environment.

**Incident** – an unplanned event.

**Risk** – the chance of injury or loss as measured by a combination of the likelihood of the occurrence and the severity of an adverse effect to health, property, the environment or other things of value as a result of the occurrence.

**Safety plan** – a documented plan of prescribed safe work procedures to prevent accidents and minimize misfortune.

**Worker** – includes employees, students, and persons in an unpaid status who are performing authorized work under the supervision of a Township employee.

**Working alone** – those work situations where an employee is not directly supervised and, in the event of critical injury, health impairment, victimization, or other foreseeable life-threatening emergency, assistance is not readily available. A worker who is working far enough from others that he/she or the equipment being operated, cannot be heard or seen by others.

**Workplace** – Any land, premises, location or thing at, upon, in or near which a worker works.

**ROLES & RESPONSIBILITIES****DUTIES OF EMPLOYER, OHS SECTION 25**

- Provide information, instruction and supervision to a worker to protect the health or safety of the worker;

- Acquaint a worker or a person in authority over a worker with any hazard in the work and in the handling, storage, use, disposal and transport of any article, device, equipment or a biological, chemical or physical agent; and,
- Take every precaution reasonable in the circumstances for the protection of a worker.

#### **DUTIES OF SUPERVISORS, OHS SECTION 27**

- Advise a worker of the existence of any potential or actual danger to the health or safety of the worker of which the supervisor is aware:
- Where so prescribed, provide a worker with written instructions as to the measures and procedures to be taken for protection of the worker; and
- Take every precaution reasonable in the circumstances for the protection of a worker.

#### **DUTIES OF WORKER, OHS SECTION 28**

- Work in compliance with the provisions of this Act and the regulations;
- Participate in the hazard evaluation and risk management decisions with the supervisor concerning working alone;
- Follow safe work practices as prescribed; and,
- Maintain regular communication with supervisors;

#### **STANDARDS/GUIDELINES**

Many jobs have working alone situations. Employees and their supervisors must work together to develop safe work procedures. It is essential that the working conditions or circumstances that present high foreseeable personal safety risks be assessed so the probability of misfortune can be minimized.

Supervisors and employees must evaluate together work alone assignments on a case-by-case basis and must consider the following risk factors for working alone:

- a) Tasks and associated hazards involved in the work to be performed;
- b) Consequences resulting from a “worst case” scenario;
- c) Likelihood for other persons to be in the area;
- d) Possibility that a critical injury or incident could prevent the employee from calling for help or leaving the workplace;
- e) Emergency response time;
- f) Worker`s training and experience;
- g) Worker`s physical handicaps or medical conditions;
- h) Effects of implementing appropriate safeguards;
- i) Frequency of job supervision;
- j) The time or shift when the job is to be done;
- k) Whether the worker is accustomed to working alone.

Supervisors shall provide written working alone safety plans for the safety and security of persons working alone. Safety plans shall include:

- a) Identification of the risks or hazards associated with the work to be performed or the environment where the work is to be done;

- b) Procedures to eliminate or minimize the identified risks;
- c) Methods of communication by which the workers can secure emergency assistance and how emergency assistance will be provided in the event of incidents or accidents;
- d) The length of time a worker may be out of contact with a supervisor (i.e. the frequency of regular communications);
- e) Confirmation where and when working alone is permitted.

### **SAFETY SUGGESTIONS**

The following suggestions will promote personal safety for work alone situations:

- a) Schedule potentially hazardous work for times when supervisors and appropriate help will be available.
- b) Provide adequate staffing for hazardous tasks performed at off-hours or remote locations.
- c) Coordinate work so that working alone situations are minimized and controlled and have employees check in and out with one another.
- d) Minimize work involving hazardous tasks or environment, or off hours.
- e) Consider the advantages of alternate communication systems: cellular telephones, two-way radios, wire-based telephones, motion sensors, panic alarms, emergency locator transmitters.
- f) Promote dialogue about working-alone and personal safety issues.

### **COMMUNICATION**

This policy is located in the Health and Safety Manual and will be communicated to all employees at new worker orientation, staff training sessions and/or meetings. As hazards are identified and as safety plans change, the departmental supervisor shall review with the affected employees.

### **TRAINING/IMPLEMENTATION**

An annual review of the Working Alone Policy will be required to ensure compliance with the Occupational Health and Safety Act and applicable regulations.

### **EVALUATION**

The Health and Safety Representative will review reported accidents/incidents to ensure the effectiveness of the Working Alone Policy. Recommendations for revisions will be presented to the CAO or Designate.

### **FORMS/RECORDS**

- SAFETY PLAN – ROADS DEPARTMENT
- SAFETY PLAN – BY LAW DEPARTMENT
- SAFETY PLAN- FIRE DEPARTMENT (see internal plan at the Fire Hall)
- SAFETY PLAN – OFFICE & ADMINISTRATION DEPARTMENT

### **REFERENCES MATERIALS**

- Occupational Health and Safety Act

## **SECTION 14 TOWNSHIP OF RYERSON – SAFETY PLAN – Office & Administration Department**

### **Purpose**

To ensure the safety of any and all workers whose regular duties require that they work alone.

Precautions should be used when workers are alone and working away from the office. Unexpected events in unfamiliar environments can increase the risk of violence to the employee. Occupations in this category include:

- Office workers
- Office cleaners
- Enforcement officers

### **Workplace**

The Township of Ryerson's office is located at: 28 Midlothian Road,  
Burk's Falls, ON P0A 1C0  
Tel: 705-382-3232  
Fax: 705-382-3286

The Township of Ryerson is a Municipal Government.

### **Office Workers**

#### **Possible risks when working alone**

- Public, potential risk of violence.
- Cash handling duties and deposits, potential for violence and robbery.

#### **Steps to attain a safe environment when working alone**

- Endeavor never to leave an office worker alone.
- If an office worker is left alone in the office, ensure that there is a means of communication available to the worker connected to other employees or the OPP.
- Ensure that the interior door to be locked when working alone during regular business hours; lock the exterior door when working alone after hours.
- Ensure that office workers have the proper training to assess and diffuse a potentially dangerous situation.
- Ensure that office workers have the proper training and instructions to handle a robbery.
- Have a varying schedule when making bank deposits.

### **Office Cleaners**

#### **Possible risks when working alone**

- Potential for violence and robbery.

#### **Steps to attain a safe environment when working alone**

- Always ensure that all entry points to the office are locked.
- Ensure that office cleaners have the proper training and instructions to handle a robbery.



### **By-Law Enforcement Officers**

#### **Possible risks when working alone**

- Public, potential risk of violence.
- Animal encounters, potential risk of injury.

#### **Steps to attain a safe environment when working alone**

- Always ensure that an office worker or/and your supervisor knows where you are at all times.
- Prepare a daily plan with your schedule on it and check in with the office after every scheduled inspection is done.
- Wear comfortable, professional clothing and practical shoes which will enable you to leave quickly if necessary.
- If you feel uncomfortable or threatened in any way, leave the premises and call for help.
- Carry only what is necessary. Any excess baggage will impede a quick departure.
- Always take your cell phone with you and keep it in a place you can access quickly.
- Be alert and make mental notes of your surroundings when you arrive at a new location.
- Maintain a 'reactionary gap' between yourself and the client (e.g., out of reach of the average person's kicking distance).
- Ask another enforcement officer or employee to come with you if something makes you feel uneasy. Tell your supervisor about any feelings of discomfort or apprehension about an up-coming meeting.
- Keep records and indicate if the client is known to be aggressive, hostile or potentially violent. Do not leave out incidents that make you feel apprehensive.
- Ensure that enforcement officers have the proper training to assess and diffuse a potentially dangerous situation.
- Ensure that enforcement officers have the proper training and instructions to know how and when to avoid a confrontation.

#### **Do Not:**

- Enter any situation or location where you feel threatened or unsafe.

## **TOWNSHIP OF RYERSON - Safety Plan – Roads Department**

### **Purpose**

To ensure the safety of any and all workers whose regular duties might require that they work alone.

Precautions should be used when workers are alone and working away from the garage.

Unexpected events in unfamiliar environments can increase the risk of violence to the employee. Occupations in this category include:

- Equipment Operators

### **Workplace**

The Township of Ryerson is a Municipal Government.

The Township of Ryerson's Garage is located at: 28 Midlothian Road  
Burk's Falls ON P0A 1C0  
Tel: 705-783-0064

### **Workers**

#### **Possible risks when working alone**

- Public, potential risk of violence.
- Animal encounters, potential risk of injury
- Mobile equipment operation, hazardous work environment
- Location, remote worksites
- Contact with hydro wires

#### **Steps to attain a safe environment and avoid working alone**

- Provide 2-way radio communication for worker and/or cellular phone if required.
- If you feel uncomfortable or threatened in any way, call a co-worker or supervisor for assistance, if situation is critical call 911
- Maintain a 'reactionary gap' between yourself and the threatening party (e.g., out of reach of the average person's kicking distance).
- Provide the proper training to assess and diffuse a potentially dangerous situation, human or animal

#### **Steps to follow when unexpected events result in a worker being alone**

- During an event where a worker finds themselves alone on site, mobile equipment operation will be minimized
- Make periodic radio or cellular contact with supervisor and/or other employee (once every hour)
- Use all PPE as required
- Obey all safety precautions as outlined in the applicable SOP and equipment's operator's manual
- Never take equipment off travelled portion of roadway without a second worker or supervisor present.
- If in doubt, cease all work and seek clarification or instructions before proceeding with task

**SECTION 15****TOWNSHIP OF RYERSON – WORK REFUSAL****PURPOSE**

This policy is intended to provide a consistent process for responding appropriately to work refusals.

**Section 43** of the *Occupational Health and Safety Act* provides each worker the right to refuse work or to do particular work where he or she has reason to believe that:

- Any equipment, machine, device or thing the worker is to use or operate is likely to endanger himself/herself or another worker.
- The physical condition of the workplace or part thereof in which he or she works or is to work is likely to endanger himself or herself.
- Workplace violence is likely to endanger himself or herself, or
- Any equipment, machine, device or thing he or she is to use or operate or the physical condition of the workplace or the part thereof in which he or she works or is to work is in contravention of this act or the regulations, and such contravention is likely to endanger himself, herself or another worker.

**SCOPE**

The Township of Ryerson recognizes and respects the right to refuse unsafe work and the scope of this policy applies to all Township employees.

**ROLES & RESPONSIBILITIES**

**Section 28(c) and (d)** of the *Occupational Health and Safety Act* requires that a worker shall:

- a report to his or her employer or supervisor the absence of, or defect in, any equipment or protective device of which the worker is aware and which may endanger himself, herself or another worker; and
- b report to his or her supervisor any contravention of the Act or the regulations of the existence of any hazard of which he or she knows.

**Section 27(2)(c)** states that a supervisor shall take every precaution reasonable in the circumstances for the protection of a worker.

- c Therefore, prior to refusing work, a worker who identifies a concern with respect to a potential safety hazard must immediately bring it to the attention of his or her supervisor and together they should try to resolve the concern, utilizing the principles of the Internal Responsibility System. If the worker and the supervisor are unable to resolve the concern, then the worker can exercise his or her right to refuse work under **Section 43** of the *Act* and the procedures outlined below should be followed.

**STANDARDS/PROCEDURES****Stage 1**

- a. The worker must advise his or her supervisor or employer that he/she is refusing to work under the Occupational Health and Safety Act and state the reasons for the work refusal.
- b. The supervisor must immediately:
  - Notify a worker and the occupational Health and Safety Representative of the refusal
  - Initiate the investigation
- c. Until the investigation by the supervisor, worker and OHS Representative begins, the refusing worker is not to be assigned alternate work. No other workers are to be assigned to that work.
- d. The refusing worker is to be a direct participant in all stages of the investigation and therefore remain near where the investigation will take place.
- e. If, during the investigation, a potential measure is identified that requires additional resources (e.g. occupational hygiene assessment, engineering assessment) and time is needed to access these resources, the refusing worker may be reassigned alternate, safe, non-refused work pending the results. This assumes the agreement of the parties involved in the investigation (i.e. supervisor, worker and OHS Representative)
- f. If this investigation results in resolution of the refusal issue, the investigation will be documented and signed off by the supervisor and worker/OHS Representative that participated in the investigation. The Health and Safety Representatives may complete a separate report if they wish.
- g. If the worker is not satisfied with the proposed resolution and has reasonable grounds to believe the work refusal is still justified, proceed to Stage 2 of this procedure.

**Stage 2**

- a. The supervisor or the Health and Safety Representative will immediately notify the Ministry of Labour of the work refusal.
- b. The Ministry of Labour inspector will conduct an investigation. If the investigation by the Ministry is delayed, the supervisor will notify the parties involved in the Stage 1 investigation of the pending Ministry visit.
- c. While the investigation is ongoing and pending the decision from the Ministry of Labour, the worker will:
  - Remain, during his or her normal working hours, in a safe place that is as near as reasonably possible to his or her work station and available to the inspector for the purposes of the investigation or
  - Be assigned, if any, to reasonable alternative work or given other directions.
- d. While the investigation is ongoing and pending the decision from the Ministry of Labour, another worker may be asked to perform the refused work as long as he or she is fully advised of the reasons for the work refusal and the status of the investigation, in the presence of the worker member of the OH&S representative.
- e. Following the investigation, the Ministry of Labour inspector will provide a decision on whether the circumstance on which the refusal was based is likely to endanger the worker or another person. Copies of

the decision will be posted in the appropriate workplace(s) and distributed to all people who were involved in the investigation, the OH&S representative.

- f. Based on the Ministry's decision, the worker returns to work, either immediately or after the employer has complied with any order(s) to provide a safe workplace.
- g. The Ministry of Labour report, along with any internal report signed by the Health and Safety Representative should be tabled at the next health and safety committee meeting. Any Ministry of Labour report should be posted in a prominent location in the workplace, as required. A copy of all reports should be forwarded to the Health and Safety Representative.
- h. The Ministry's decision can be appealed in accordance with **Section 61** of the *Occupational Health and Safety Act*.
- i. The *Occupational Health and Safety Act* and this policy prohibit reprisals against employees for exercising their right to refuse unsafe work.

## COMMUNICATION

The Work Refusal Flowchart will be posted to ensure workers are aware of the procedure. A tailgate meeting will be held to refresh workers on the company policy at least annually.

## TRAINING/IMPLEMENTATION

The CAO or Designate will review the policy at the first meeting of the committee each year.

## EVALUATION

Reports of refusal will be reviewed during the Annual Health and Safety Audit to ensure the policy and procedure have been followed. Reports of defects will be investigated and followed through during the process of refusal.

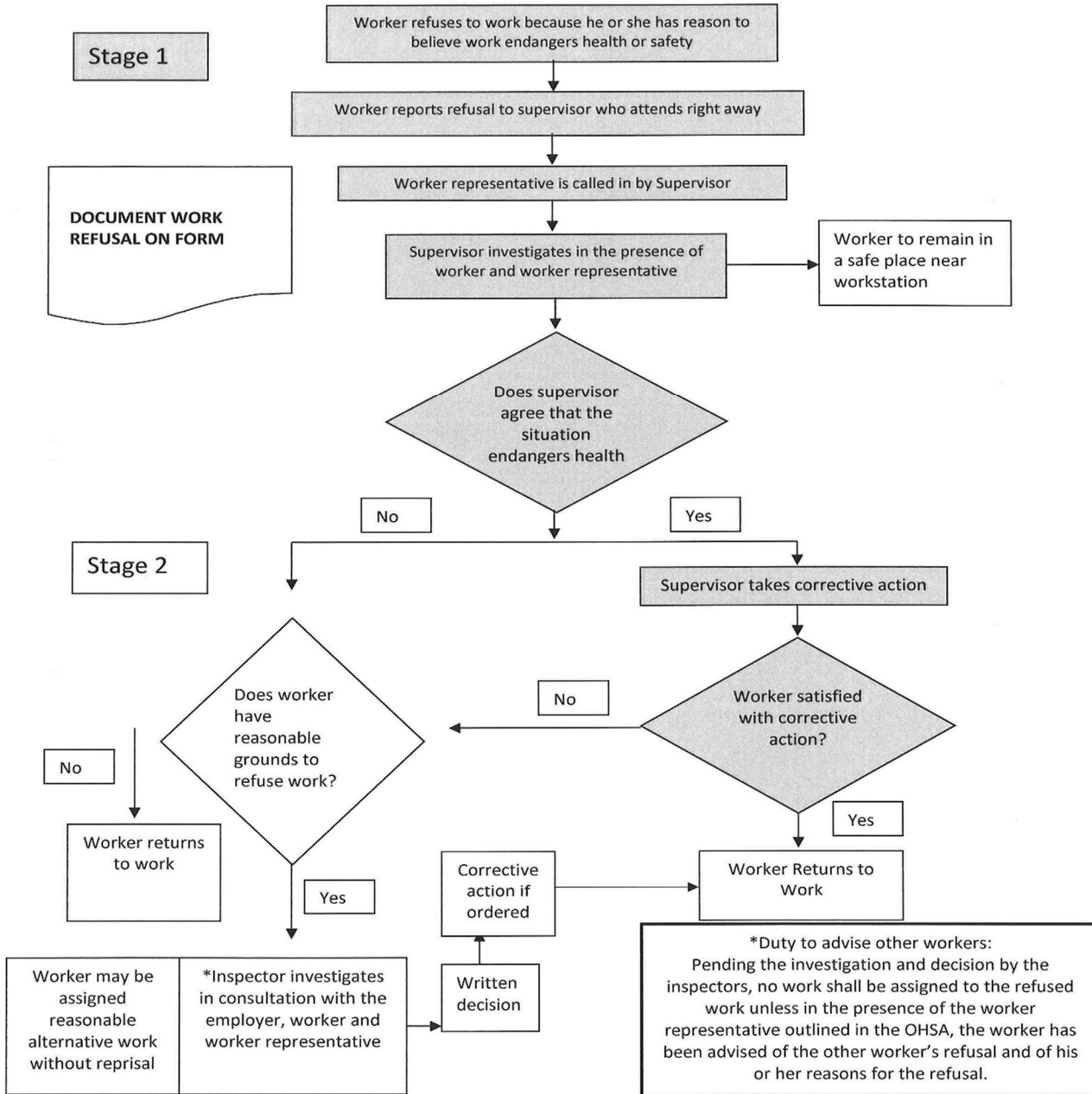
## FORMS/RECORDS

- Ministry of Labour reports (if any)
- Work Refusal Flowchart
- Work Refusal Form

## REFERENCES MATERIALS

- Occupational Health & Safety Act

**Work Refusal Flowchart**



## Work Refusal Form

Please forward the completed and signed form to the Health & Safety Coordinator

### SECTION A: PARTIES INVOLVED

Name of Complainant:		Supervisor:
Employee Number:		Worker Member of the Municipal Health & Safety Committee (MHSC):
Date:	Time:	

### SECTION B: DETAILS OF WORK REFUSAL

Worker's reason for work refusal (please provide specific details):	
Is this the first time the problem was identified?    Yes ___    No ___	
If No, explain:	
If Yes:	
Names of persons notified:	Dates and times notified:
Action taken if any:	
What are the existing conditions (Supervisor to describe):	
Has the Supervisor been previously aware of the issue?    Yes ___    No ___	
If yes specify, and what action was taken:	

### SECTION C: RESOLUTION OF WORK REFUSAL

Can action be taken to resolve the complaint without need for further investigation: Yes    No ___		
<i>If no, proceed to Section C(ii)</i>		
(i) If Yes, what action was taken and in what timeframe:		
<b>COMPLAINT RESOLVED</b>		
Worker Signature:	Worker Member of MHSC:	
Supervisor Signature:		
(ii) If No, explain why:		
Sign below and contact a Ministry of Labour (MOL) Inspector		
<b>COMPLAINT CANNOT BE RESOLVED</b>		
Worker Signature:	Worker Member of CHSC:	
Supervisor Signature:	Union Representative (if applicable):	
Time MOL contacted:	Time MOL Inspector arrived:	Time MOL Inspector departed:

**SECTION 16****RYERSON TOWNSHIP - HEAT STRESS**

Heat stress at its simplest is the stress placed on the body by heat. Heat stress can be as minor as heat rash or as critical as heat stroke.

If the general humidex measurement is not representative of heat load – for example, when someone is working on top of a furnace or in a confined space – the supervisor shall ask the Municipal Health and Safety Rep to assist in assessing environment factors and determine the appropriate work/rest regimen under the circumstances.

When an area air quality advisory is issued (via weather advisory) or when work is to be done in special high heat load conditions, supervision shall take the following actions:

- In the job assignment discussion, emphasize heat stress management both on and off the job. Individual actions off the job are listed below.
- Initiate a buddy system so that no worker is out of contact (visually or via radio) with workmate(s).
- Emphasize water intake and rest periods. Recognize individual tolerances to heat and allow rest breaks accordingly.

Supervision should consider other preventative measures.

- Emphasize the use of mechanical power when necessary to reduce physical demands.
- Increase air movement to allow evaporation.
- Provide shade for personnel working in direct sunlight; provide shielding from radiant heat.
- Schedule physically demanding or hot jobs for cooler times of day.
- Wearing fire-retardant clothing or chemical suits can increase the possibility of heat stress. Extra caution is necessary when assessing risk and determining workload.
- Increase the number of workers or have workers work at slower pace.
- Allow unacclimatized workers to become acclimatized gradually over a period of several days.

In addition to actions by supervisors, workers should take individual action on humid days.

- Consult with doctor if a medical condition is hampered by hot environments.
- Ensure good nutrition and proper rest at night.
- Avoid using alcohol or tobacco on humid days.
- Salt food well (workers on reduced-salt diets should consult their doctors)



**SECTION 17**

**TOWNSHIP OF RYERSON - HYGIENE**

Proper hygiene is essential to a healthy and fit lifestyle. All workers are encouraged to follow proper hygiene not only at work, but at home as well.

Worker's handling any material which could be potentially harmful must follow proper hand hygiene, especially prior to consuming food. Hand hygiene removes visible dirt from your hands and reduces the number of germs on your hands. This makes it less likely that germs will spread from your hands to your food, wounds, and to surfaces that others may touch. For example, handling cash, smoking a cigarette, using toilet, or operating machinery are all examples of situations where hand hygiene is required, especially prior to consuming food.

Workers are to be aware of the facilities available to them for the storage of their food, especially during the warmer months.

Workers are reminded that prior to consuming food, hands should be washed in the appropriate manner.

**SECTION 18 TOWNSHIP OF RYERSON- PERSONAL PROTECTIVE EQUIPMENT****PURPOSE**

When eliminating the hazard through engineering controls is neither feasible nor result in completely eliminating the hazard, Personal Protective Equipment (PPE) will be used to minimize the risk of workplace injuries and illnesses.

**SCOPE**

This program applies to all Township of Ryerson Employees. When travelling between areas or to review personal protective equipment prescribed for a specific task refer to the PPE Requirements Chart, posted within the Department.

**ROLES & RESPONSIBILITIES**

The employer shall ensure that:

- The equipment, materials and protective devices as prescribed are provided;
- The equipment, materials and protective devices provided by the employer are maintained in good condition;
- The measures and procedures prescribed are carried out in the workplace;
- The equipment, materials and protective devices provided by the employer are used as prescribed;
- Safety infractions regarding personal protective equipment are dealt with according to the township's disciplinary procedures.

The Supervisor shall:

- Ensure that a worker works in the manner and with the protective devices, measures and procedures required by this Act and the regulations;
- Ensure that a worker uses or wears the equipment, protective devices or clothing that the worker's employer requires to be used or worn;
- Provide the appropriate PPE and ensure workers are aware of the proper use and care;
- Ensure defective or damaged equipment is replaced;
- Communicate with workers to ensure minor safety infractions are addressed, and report to the Department Head when further corrective action is required. In extreme cases of gross misconduct, where a worker has endangered themselves or others, direct the worker to leave the premises and report the incident immediately.

A worker shall:

- Use or wear the equipment, protective devices or clothing that the employer requires be used or worn;
- Attend and participate in Personal Protective Equipment training;
- Care for, clean and maintain PPE as required;
- Inform the supervisor of the need to repair or replace PPE; and
- Work in compliance with the Industrial Establishments Regulation 851 section 79 "Protective Equipment".

## STANDARDS/PROCEDURES

All personal protective clothing and equipment will be of safe design and construction for the work to be performed and shall be maintained in reliable condition. Personal Protective Equipment and clothing must conform to the updated CSA standards which are as follows:

- **Eye Protection CSA Z94.3.1-02**
    - Prevention of eye injuries requires that all persons who may be in eye hazard areas wear protective eyewear. Wearers of contact lenses must also wear appropriate eye protection. Each employee who wears prescription lenses while engaged in operations that involve eye hazards shall wear eye protection that meets Z94.3.1-02.
  - **Emergency Eyewash Stations**
    - An emergency eyewash station will be provided where the eyes of workers may be exposed to foreign particles.
  - **Head Protection CSA Z94.1**
    - Staff working around and loading trucks will be provided with a CSA approved hard hat.
  - **Foot Protection Z195-02**
    - Workers are required to wear safety footwear that comply with CSA Z195-02 (Green Patch), while at work.
  - **Hand Protection**
    - No standard, however selection must be based on the performance characteristics of the glove in relation to the tasks to be performed.
  - **High Visibility Safety Vests/Clothing Z96-09**
    - No standard, however the reflective cross or equivalent is recognized internationally. Vests, shirts and jackets of various materials are available.
- 1.1. At least annually workers will review the Personal Protective Equipment Program and items eligible for equipment allowance on the Safety Equipment List. Once reviewed a "Safety Equipment Sign-Off Sheet" will be signed and dated.
  - 1.5. Employees will have access to the purchase order system established with SPI Health and Safety Inc., catalogue and online purchases must be approved by the Department head.
  - 1.6. All Personal Protective Equipment purchased by an employee, other than foot protection, must be selected from the Township Catalogue.

## COMMUNICATION

The Personal Protective Equipment Requirements Chart will be posted to ensure workers are aware of the requirements. Warning signs will be posted in areas where specific equipment is required. A tailgate meeting will be held to refresh workers on the company policy at least annually.

## TRAINING/IMPLEMENTATION

Annually, all employees will review the requirements of the *Personal Protective Equipment Procedure*". New hires will review the requirements during orientation

## **EVALUATION**

Quarterly PPE audits will be performed and documented. Daily visual inspections and corrective actions will also be recorded in the Supervisor's shift reports. The Health and Safety Representative will review the procedure to ensure legislative compliance.

## **FORMS**

- Safety Equipment Sign Off List
- Personal Protective

## **REFERENCES MATERIALS**

- Occupational Health and Safety Act, O Reg. 851
- WSPS Safety Group Network
- Workplace Safety and Insurance Board Fact Sheet

**SAFETY EQUIPMENT SIGN OFF LIST**

I, \_\_\_\_\_ acknowledge that I understand the requirements for Personal Protective Equipment (PPE) and have been issued and/or made aware of access to the following items, as indicated below. I also understand that certain items are to be provided by me, and that I will receive a reimbursement upon purchase of same, as per the Ryerson Township Policy of Employment.

<b>PPE Items</b>	<b>Eligible Allowance offered by Employer</b>	<b>Provided by Employer</b>
Sunscreen/Bug Spray		X
Safety Work Boots/Work Shoes	X	
Work Pants (high visibility)	X	
Safety Shirts		X
Safety Traffic Vest		X
Cold Weather Safety Jacket		X
Work Gloves		X
Safety Glasses/Safety Sunglasses		X
Task Specific Eye Protection		X
Task Specific Hearing Protection		X
Hard Hat		X
Protection		X
Life Jacket		X
Chainsaw Safety Protection		X
Safety Rain Wear		X

\_\_\_\_\_  
**Employee Signature**

\_\_\_\_\_  
**Date**

**SECTION 19****TOWNSHIP OF RYERSON – SAFE MOBILE EQUIPMENT****PURPOSE**

The Safe Mobile Equipment Operation standard will establish guidelines for the safe and effective use of the mobile equipment owned by the Corporation of the Township of Ryerson. This standard will promote safe operation and also minimize the risk of injury & illness to workers by specifying the essential elements of a safety program and prescribing requirements with respect to design and construction, maintenance and inspection, safe operation and operator training.

**SCOPE**

This Standard Operating Procedure applies to the Administration and Council of the Corporation of the Township of Ryerson. No worker may be permitted to operate mobile equipment unless the parameters of a “competent worker” as defined by the OHSA and applicable regulations are met.

Definition – Competent Worker

Means a worker who;

- a) Is qualified because of knowledge, training and experience to perform the work,
- b) Is familiar with the Occupational Health and Safety Act and the provisions of the regulations that apply to the work; and
- c) Has knowledge of all potential or actual danger to health and safety in the work.

**ROLES & RESPONSIBILITIES**

An Employer shall ensure that:

- The equipment, materials and protective devices are prescribed are provided by the employer are maintained in good conditions;
- Training requirements are reviewed as part of the budgetary control process;
- The equipment, materials and protective devices provided by the employer are used as prescribed;
- Information, instruction and supervision are provided to a worker to protect the health or safety of the worker;
- Acquaint a worker or a person in authority over a worker with any hazard in the work and in the handling, storage, use, disposal and transport of any article, device, equipment or a biological, chemical or physical agent;
- Take every precaution reasonable in the circumstances for the protection of a worker;
- Post, in the workplace, a copy of the act. The measures and procedures prescribed are carried out in the workplace, and safe work procedures have been established as a standard of operation for each piece of equipment within the fleet;

**A supervisor/manager shall:**

- Ensure that a worker works in the manner and with the protective devices, measures and procedures required by the act and the regulations;
- Ensure that a worker uses or wears the equipment, protective devices or clothing that the worker's employer requires to be used or worn;
- Ensure that a worker meets the definition of a competent worker before operating the mobile equipment owned by the corporation;
- Advise a worker of the existence of any potential or actual danger to the health or safety of the worker of which the supervisor is aware;
- Where so prescribed, provide a worker with written instructions as to the measures and procedures to be taken for protection of the worker;
- When on a project, ensure that all applicable manuals are readily available to the operators;
- Assist in the creation of safe operating procedures for the equipment in their departmental fleet; and
- Take every precaution reasonable in the circumstances for the protection of a worker.

**A worker shall:**

- Work in compliance with the provisions of the act and the regulations; Use or wear the equipment, protective devices or clothing that the worker's employer requires to be used or worn;
- Report to his or her employer or supervisor the absence of or defect in any equipment or protective device of which the worker is aware and which may endanger himself/herself or another worker;
- Report to his/her supervisor any contravention of the act or the regulations or the existence of any hazard of which he/she is aware; and
- Follow the standards and guidelines established for the safe operation of the mobile equipment for the corporation of the Township of Ryerson.

**A worker shall not:**

- Remove or make ineffective any protective device required by the regulations or by his or her employer;
- Use or operate any equipment, machine device or thing or work in a manner that may endanger himself, herself or any other worker; or
- Engage in any prank, contest, feat of strength, unnecessary running or rough and boisterous conduct.

**STANDARDS/PROCEDURES**

The Corporation will maintain a list of mobile equipment for each department;

- A review of the operations will determine the need for established policies in regard to the equipment listed within each department;
- Training requirements, standards of operation and potential hazards will be reviewed and prioritized;
- Develop and implement standards and guidelines; and
- Evaluate the system and report on departmental requirements and anomalous conditions.

## **COMMUNICATION**

The need to develop and implement standards of operation will be reviewed with departmental managers. Training opportunities will be shared between departments through the Health and Safety Representative for Ryerson Township. Progress of standards will be reviewed with the Corporation quarterly through the regularly scheduled council meetings.

## **TRAINING/IMPLEMENTATION**

The *Safe Mobile Equipment Operation* program will be reviewed with councilors, administrators and departmental managers. Core Competencies of departmental managers will be assessed, and training requirements will be identified. The assessment will determine where the need for further training and skills development are required to ensure the staff meets the OHSa definition of a “competent person” and have the ability to assist in the development, implementation and enforcement of the *Safe Mobile Equipment Operation Program*.

## **EVALUATION**

The Health and Safety Representative will review the progress of implementation on a quarterly basis, reporting to the Clerk Administrator. Evaluation of this policy will be assessed as it is implemented.

## **FORMS/RECORDS**

- Equipment List & Policy

## **REFERENCES MATERIALS**

- Occupational Health and Safety Act
- Workplace Safety & Insurance Board Program Assessment Tool



**SECTION 20****TOWNSHIP OF RYERSON – SAFE FUEL HANDLING****PURPOSE**

To establish the requirement for a Standard Operating Procedure to regulate the safe handling of fuel within the Departments of the Township of Ryerson.

**SCOPE**

This policy applies to all Workers, Supervisors, and Management, and includes the members of council. It applies to all locations in which fuel dispensing activities are conducted.

**ROLES & RESPONSIBILITIES****The employer shall;**

- Ensure that safe work procedures have been established as a standard of operation;
- Ensure training requirements are reviewed as part of the budgetary control process;
- Ensure the equipment, materials and protective devices provided by the employer are used as prescribed;
- Provide information, instruction and supervision to a worker to protect the health or safety of the worker;
- Acquaint a worker or a person in authority over a worker with any hazard in the work and in the handling, storage, use, disposal and transport of any article, device, equipment or biological, chemical or physical agent; and
- Take every precaution reasonable in the circumstances for the protection of a worker.

**The supervisor shall;**

- Ensure that a worker works in the manner and with the protective devices, measures and procedures required by the act and the regulations;
- Ensure that a worker uses or wears the equipment, protective devices or clothing that the worker's employer requires to be used or worn;
- Establish and maintain an Emergency Spill Action Plan for their department;
- Ensure that all employees who receive and dispense fuel are trained in the use of emergency procedures and shall ensure that a record of training signed by the employee involved be completed; and
- Take every precaution reasonable in the circumstances for the protection of a worker.

**The worker shall;**

- Work in compliance with the provisions of the act and the regulations;
- Use or wear the equipment, protective devices or clothing that the worker's employer requires to be used or worn;
- Report to his or her employer or supervisor the absence of or defect in any equipment or protective device of which the worker is aware and which may endanger them or another worker;
- Follow the standards and guidelines established for the safe handling of fuel; and
- Ensure the safety of those in the vicinity where fuel is being dispensed.

## **STANDARDS/PROCEDURES**

- All fuel handling and dispensing activities must conform to the TSSA's (Technical Standard & Safety Authority) Liquid Fuels Handling Code standards and Occupational Health and Safety Legislation. All operational staff, who have fuel-dispensing duties, must be trained under the health and safety legislation, Industrial Establishment Regulations, and WHMIS Regulations.
- Since all fuel is flammable/combustible, potentially explosive, and could result in injury or death, all policies and procedures must be strictly adhered to without exception.
- Non-compliance with this policy by the driver/operator may result in disciplinary action.
- Fuel shall only be dispensed to Township-owned or Township-leased vehicles and equipment. It is an offence, leading to dismissal, should any employee be caught dispensing fuel improperly or inappropriately. Non-compliance with this policy by the driver/operator may result in disciplinary action.

## **COMMUNICATION**

This policy is located in the Health and Safety Manual and will be communicated to all employees at new worker orientation, staff training sessions and/or meetings. As hazards are identified and as safety plans change, the departmental supervisor shall review with the affected employees.

## **TRAINING/IMPLEMENTATION**

- All worker training records are to be kept in the personnel files.
- All workers who use or are in the vicinity when fuelling operations are being carried out shall be given workplace specific training on safe fuel handling within a reasonable period of time from when they are employed by the municipality.

## **EVALUATION**

The Health and Safety Representative will review reported accidents/incidents to ensure the effectiveness of the Safe Fuel Handling Policy. Recommendations for revisions will be presented to the Township of Ryerson's Municipal Health & Safety Committee.

## **FORMS/RECORDS**

- Emergency Spill Action Plan – Roads

## **REFERENCES MATERIALS**

Occupational Health and Safety Act/ Technical Safety Standards Authority

**SECTION 21 RYERSON TOWNSHIP - ROAD DEPARTMENT GARAGE SAFETY BASICS**

Good housekeeping helps prevent injuries and increases workshop efficiency. Winter is a busy time in workshops. Good shop management prevents injuries and improves the efficiency of repair operations.

**KEEP IT CLEAN**

Many injuries result from poor housekeeping, loose parts, scattered tools and equipment, or oil spills can cause injury. Debris should be swept up and disposed of in designated areas. Parts should be kept on work benches. Tools should be placed where they cannot fall and cause damage or injury. Oil spills should be covered with absorbent material and cleaned up.

**LIGHTING, HEATING AND VENTILATION**

Enough windows and overhead lights are required for a good level of overall illumination. Additional lighting should be available over benches and stationary tools.

Supplemental heating is required for winter workshop operations. The heating unit should be located to provide adequate, even distribution of heat. Ceiling units leave the working area clear.

Adequate systems are needed to vent smoke, fumes and exhaust gases. Open windows and doors may provide enough ventilation in the summer. Special systems may be needed to remove exhaust fumes and other gases during the cold weather months.

Flexible pipe or tubing can be used to vent exhaust gases. Properly designed ventilation systems are required in welding and battery areas to remove smoke and fumes. A booth with separate venting is recommended for paint fumes.

**WIRING CHECK**

All wiring must conform to the applicable provincial Electrical Safety Code. Following are general basic standards:

- Wiring must be of adequate capacity to handle lighting, heating and power tool requirements.
- The shop should have a sufficient number of conveniently located outlets.
- Conductors, plugs and receptacles should all be 3-wire grounded to prevent shock with power tools.
- Sufficient power should be available for welders and motors used in the workshop.
- Ground fault circuit interrupters (GFCI's) are recommended for damp areas and wash bays. Explosion-proof wiring motors and fixtures are required where flammable gases, fumes, or vapours may be encountered.

## BUILDING MAINTENANCE SUMMARY

Strict adherence to the following procedures will help prevent injuries and increase efficiency in the shop.

- Keep all tools and service equipment in good condition.
- Always use the appropriate personal protective equipment for operations such as welding and grinding.
- Keep floors and benches clean to reduce fire and tripping hazards. Clean the area completely after a job is finished.
- Empty trash containers regularly.
- Lighting, wiring, heating and ventilation systems should be well maintained.
- Do not allow unauthorized use of tools, service equipment and supplies.
- Don't allow anyone to use tools or service equipment without proper instruction.
- Keep guards and safety devices on power tools in place and functional.
- Use tools and service equipment only for their designed purposes.
- Service fire extinguishers regularly and keep the first aid kit fully stocked.
- Put all signs and materials in proper storage racks.
- Keep tools and material off stairs.
- Clean all oil spills immediately.
- Store all propane, gas, flammable liquid outside of garage.

## SECTION 22 MOUNT AND DISMOUNT FROM VEHICLES AND EQUIPMENT

**Task Name: Mount and Dismount from Vehicles and Equipment**

**Required Safety Equipment: Appropriate PPE**

**Tools Required: n/a**

**Special Equipment and Tools: n/a**

**Steps:**

1. Check that it is safe to open the door (i.e., no traffic approaching)
2. Using three (3) point contact with the vehicle at all times, climb into vehicle
3. Before exiting vehicle, check mirrors and blind spots
4. Exit vehicle using three (3) point contact with the vehicle
5. Close vehicle door

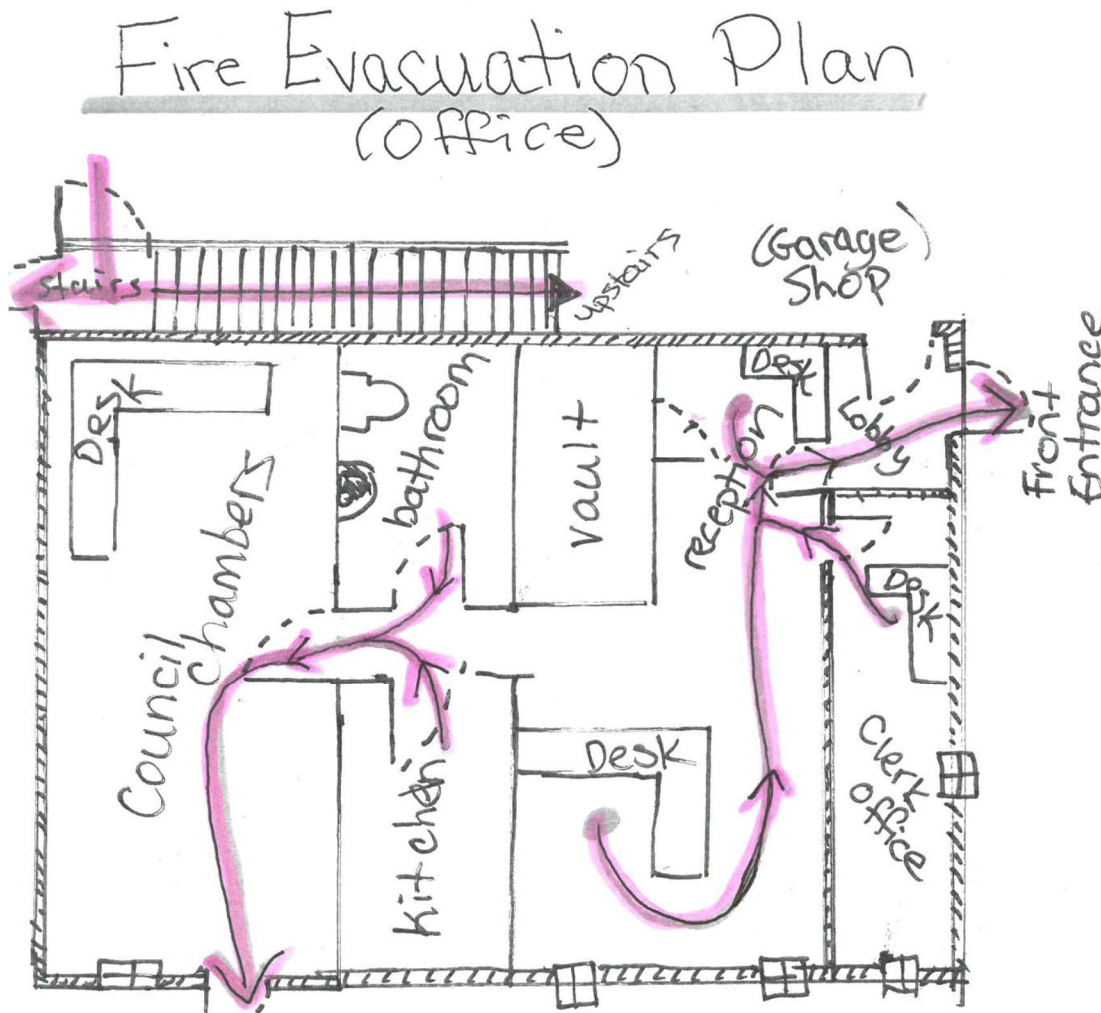
**Safety Reminder:**

- Three (3) point contact requires the worker to be in contact with the vehicle in no less than three places at any given time (two feet and one hand or two hands and one foot)
- Always face to the inside of the vehicle when entering or exiting

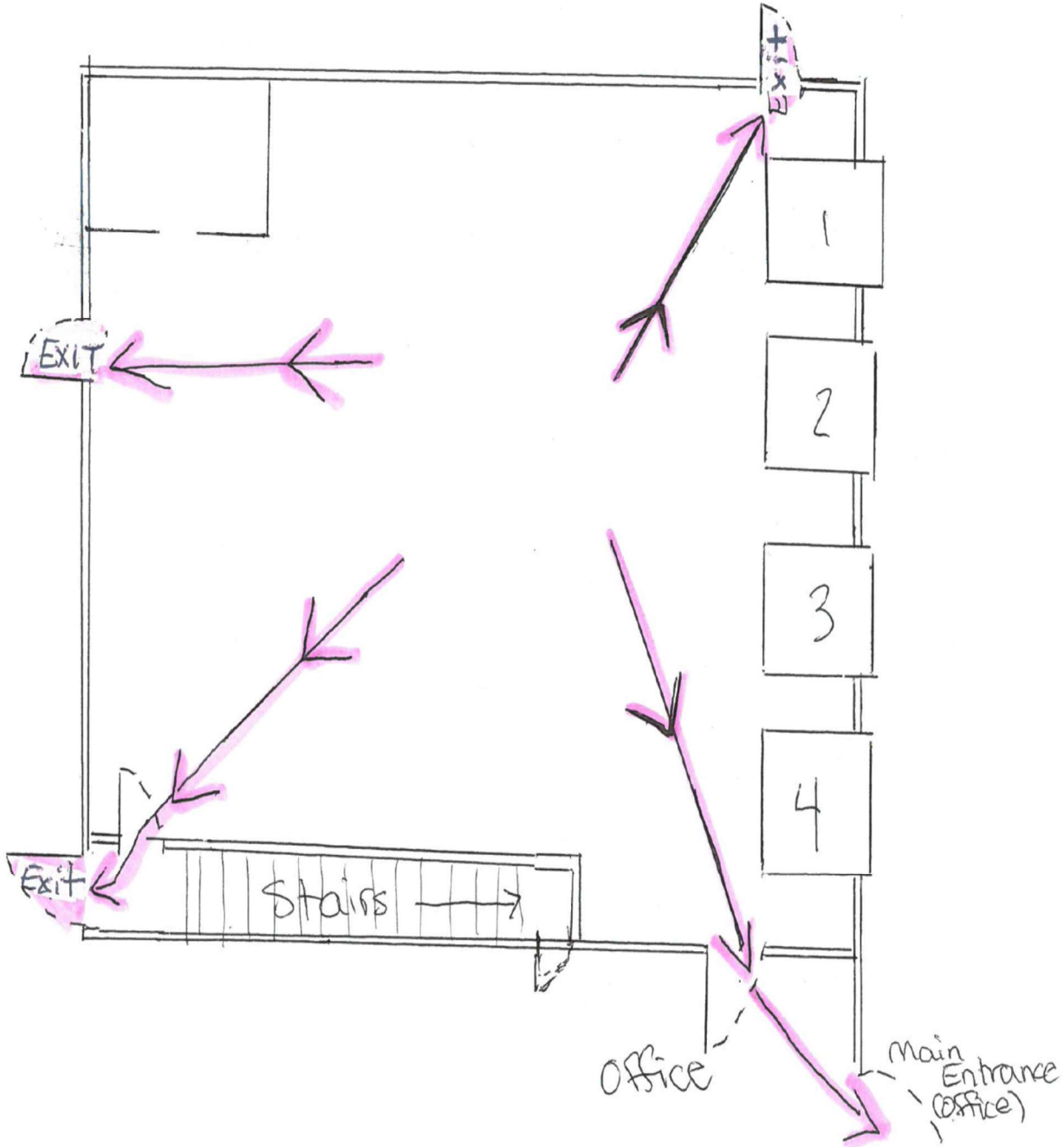
**SECTION 23 TOWNSHIP OF RYERSON-FIRE SAFETY**

**Fire Extinguisher**

1. Use 911 in case of fire.
2. Workers shall know where the nearest fire extinguisher is located and how to operate it.
3. Fire extinguishers shall be regularly maintained in good working order.
4. Be careful of sparks from cut-off saws coming in contact with flammable clothing or materials.
5. If gasoline saturated soil is found during excavating, stop immediately, shut down all sources of ignition and evacuate the area back to a safe distance, and report immediately to the supervisor.
6. When attending controlled fires be aware of fumes; wind directions, potential tinder near by.
7. Do Not leave fires unattended

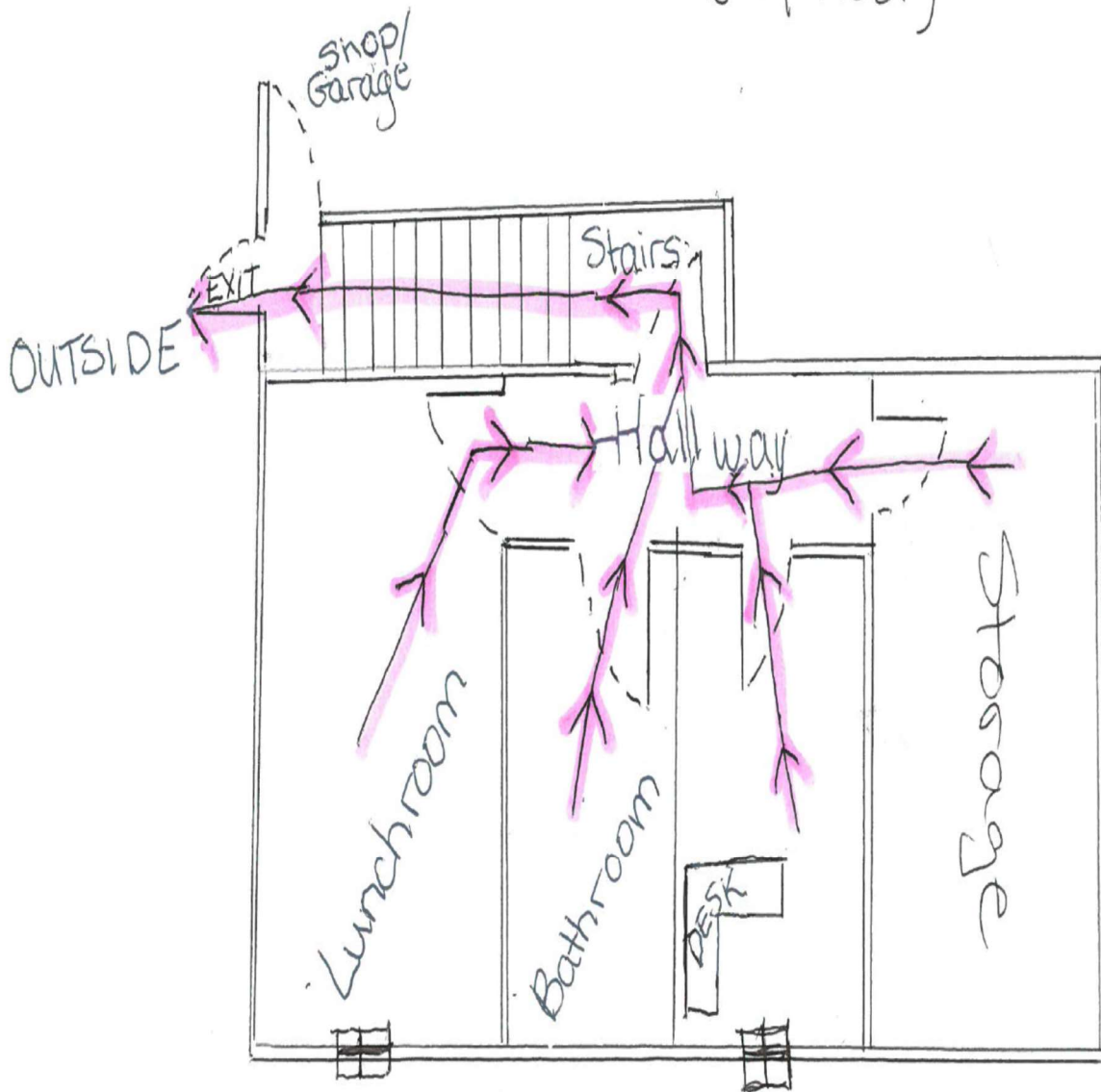


# Fire Evacuation Plan (Shop/Garage)



# Fire Evacuation Plan

(Top Floor)



**SECTION 24**

**TOWNSHIP OF RYERSON- LADDER SAFETY**

Injury statistics show that there are many hazards that can be associated with ladder use. These hazards include:

- Falls from ladders
- Being struck by falling ladders or materials falling from ladders, or by persons carrying ladders
- Tripping over ladders
- Lifting heavy ladders
- Contact with electrical equipment

Know the hazards and take precautions to prevent a fall!

**Ladder Selection**

When selecting a ladder, it is important to choose the right ladder for the job (step stool, stepladder, extension ladder). There are many types, materials, and lengths to be considered.

All ladders shall be: properly suited for the task, have non-slip feet, and CSA-approved.

Consider the Duty Rating of the ladder, which is located on the side rail of the ladder. Selecting the appropriate ladder rating will ensure the work can be done safely – reference the CSA standard below.

**CSA Standard for Portable Ladders – CAN3-Z11-M81**

SECTOR	CSA LOAD RATING	GRADE TYPE	WEIGHT LIMIT
Construction	Extra Heavy Duty (ANSI)	1A	300 lbs
Industrial	Heavy Duty	1	250 lbs
Utilities			
Light Maintenance	Medium Duty	2	225 lbs
Office			
Tradesman			
Household	Light Duty	3	200 lbs

**Ladder Material**

Ladders are constructed from a variety of materials:

**Fiberglass / Resin**

- strong and durable
- safe for work with or near electricity, when dry
- resists corrosion
- resists physical damage
- resists heat and cold conduction
- approved and recommended for use at the University

**Wood**

- not safe near electricity if it has metal reinforcing or is damp



- can rot or be damaged by moisture or chemicals
- resists heat and cold conduction
- not recommended for use at the University

#### **Aluminum**

- lightweight and strong
- not safe to use near electricity
- resists most types of corrosion
- easily physically damaged
- readily conducts heat and cold
- not recommended for use at the University in locations with a potential electrical hazard

#### **Steel**

- heavy and not easily portable
- susceptible to rust and corrosion
- conductive and not safe to use around energized equipment
- not recommended for use at the University

**Length of Ladder:** Whether it be a step or extension ladder, ensure it is the proper length. The maximum length of a ladder measured along its side rail must not exceed:

- › 6 m (20 ft) for a stepladder
- › 9 m (30 ft) for a single/straight ladder
- › 15 m (50 ft) for an extension ladder with 2 sections
- › 20 m (65 ft) for an extension ladder with more than 2 sections

#### **Work Area Assessment**

When planning the work to be done, consider using one of the following preferred methods:

- Lowering the work
- Scaffolding
- Using elevated platforms

If a ladder is to be used, implement the following controls:

- Use the best type of equipment for the job
- Ensure the ladder is set up properly and secured
- Ensure the ladder is inspected and maintained
- Ensure personnel are trained to use the equipment that is required.

When setting up the ladder, it is important to check the area for other hazards such as:

- Traffic / pedestrians
- Electrical wires or other overhead hazards
- Uneven surfaces
- Obstructions at the top or bottom of the ladder

Use barricades and/or warning signs to prevent pedestrians or traffic from accidentally bumping into the ladder. If the planned work on the ladder can create hazards to pedestrians below, is in a passageway or doorway, or where traffic or other activities can occur, ensure the work area is barricaded / blocked off appropriately.

Consider the appropriate Personal Protective Equipment (PPE) for the planned work:

- Ensure soles and treads of footwear are clean and made of a non-slip material
- Wear a hard hat if there are overhead hazards present
- Other PPE required for the job and hazards present

### **Pre-Use Inspection**

- Always conduct a visual inspection of the ladder before climbing
- Never use a ladder with defective parts. Tag the ladder and remove it from service immediately.
- Document the ladder inspection, using the University's *Ladder Inspection Checklist*

### **Safe Ladder Use**

When using a ladder:

- Set up the ladder on a stable, dry and even surface.
- Secure the ladder and make sure it will not be accidentally moved while you are using it.
- Maintain a clear access at both top and bottom landing areas without any obstructions.
- Place the ladder at a 75 degree angle with the ground. This is a 4:1 ratio. This means the ladder's base is back by 1 foot for every four feet up. The distance from the bottom of the ladder to the surface it leans against should be  $\frac{1}{4}$  of the height of the ladder's position.
- Allow for the top of the ladder to extend at least one meter above the step-off point (roof top landing).
- Have a spotter watch for hazards while the work is being done, and use warning signs/barricades if needed. If the ladder is not securely fastened or it is likely to be endangered by traffic, a spotter must hold the ladder in place while being used.
- Only one person at a time on a ladder.
- Carry tools in a tool belt when climbing, or use a rope with a spotter to raise them up to the work area.
- Always face the ladder while climbing.
- Always maintain 3 points of contact (1 hand with 2 feet, or 2 hands with 1 foot) with a firm grip when climbing up and down and while working.

- Don't overreach – keep your belt buckle between the side rails of the ladder.
- Get help when moving or positioning long or heavy ladders.

### Test the 4:1 Set-Up Angle

By standing at the base of the ladder with toes touching the rails, extend your arms forward. If your fingertips touch the ladder rung nearest to your shoulder level, the set-up angle has a 4:1 ratio.

**Stepladders:** Before using a stepladder, check to make sure:

- The rungs and rails are straight and tight
- The legs are fully open
- Spreaders are locked
- The ladder is secured on a firm, flat surface
- Never to step on the top two steps or pail shelf



**Portable Ladders / Extension Ladders:** Before using an extension ladder, check to make sure:

- The rungs and rails are straight and tight
- It is positioned in the 4:1 ratio for angle set up
- The ladder is set on a firm, flat surface
- Never to step on the top three rungs



If a ladder is used as a means of access between levels, it shall extend at least 3 feet above the landing/floor.

**Fixed Ladders:** Before using a fixed ladder, ensure:

- There is a safety cage if the ladder is longer than 5 m (16.4 feet)
- There is a fall restricting system if the ladder is 16 feet or longer
- Anchors, rungs and side rails are in good condition without distortion, dents, looseness or corrosion



### Dangerous Practices

Be aware of dangerous practices such as:

- Over-reaching, resulting in loss of balance
- Setting up ladder on top of boxes, steps, or uneven surfaces, resulting in the ladder tipping over
- Climbing the ladder with wet or slippery shoes, resulting in slips and falls
- Removing the ladder's safety feet
- Leaning the ladder against unstable support
- Using a ladder near a floor opening / fall from heights
- Using a ladder near a doorway that could open and strike the ladder

- Leaving ladders out in the workplace, which become potential trip hazards
- Using ladders in poor weather conditions or on slippery surfaces

These ladder practices are unsafe and are prohibited at the University of Windsor.

### **Storage and Maintenance**

Ladders need to be stored in a location that provides protection from:

- Moisture
- Cold, heat, or direct sunlight
- Chemicals, oils, grease

Ladders should be kept clean from mud, chemicals and debris that can cause them to degrade or that might hide any defects.

When transporting a ladder by vehicle, ensure it is secured to the vehicle so movement or vibration cannot damage it.

Ladders need to be stored securely in appropriate positions. Stepladders need to be closed and vertical while single ladders need to be stored horizontally and securely in racks to prevent bends or distortion. Unused ladders may become unsafe and must be inspected for defects. The unsafe ladder must be removed from storage immediately, and tagged until it can be repaired or replaced. If repair is not possible, it must be disposed of.

*\*Safety Talk Guidelines adapted from PSHSA Working at Heights Training Program Participant Guide  
July 2020*

**SECTION 24****TOWNSHIP OF RYERSON - RIGGING EQUIPMENT**

See: OHSA O. Reg. 213/91 – Construction  
Section 168 – 180 (2) for complete requirements

1. When using cables and slings for hoisting, they shall be:
  - a) Steel wire rope of the type size, grade and construction for the safe operation of hoisting the material on the job site.
  - b) Showing no wear or defect as to cause a failure
  - c) A sling made of web type fabric or nylon and shall be labeled to indicate its load rating capacity
  
2. Shackles and hooks:
  - a) All hooks shall be equipped with a safety catch
  - b) The hoisting hook shall have its load rating legibly cast or stamped on it in a location where the person using the hook can readily see it
  - c) The hook should not be used if it is stretched, cracked or smaller than the load required to hoist
  - d) Shackles should not be used if they are cracked or stretched, or a bolt has replaced the original pin
  
3. Chains:
  - a) Only an alloy steel chain or a chain manufactured for the purpose shall be used for hoisting. No alloy chain shall be annealed or welded.
  - b) A chain used for hoisting shall be selected, annealed, normalized and repaired in accordance with the specifications of its manufacturer.

When removing blocking, support chains, metal bands, wire rope and rigging components, they shall be removed from material or equipment in a manner that does not endanger a worker.