

POLICY NO. 21/97-03

TITLE: General Safety Rules

All employees will perform all work in accordance with safe work practices.

WHEREAS the *Occupational Health and Safety Act* R.S.A. 1980, c.O-2, s.2 (1), and amendments thereto, enacts an Employer, as far as it is reasonably practicable, to ensure the health and safety of employees, and whereas CO-2(2) enacts the worker while engaged in an occupation to take reasonable care to protect the health and safety of himself and of other workers present while he is working.

Mandatory Requirements

1. All accidents, injuries or "near misses" regardless of their nature, shall be promptly reported to supervisors and a report filed with the Chief Administrative Officer, in the prescribed form.
2. Report to your supervisor all unsafe acts and unsafe work conditions.
3. First aid treatment is to be obtained promptly for any injury.
4. CSA approved hard hats and footwear shall be worn on the job by all workers.
5. Clothing shall be appropriate to duties being performed. Long pants and a shirt are the minimum requirements. No tank tops or shorts.
6. Safety glasses, goggles or face shields shall be worn when performing operations where eye protection is required.
7. Maintain good housekeeping at your work site.
8. Power tools shall be operated only by authorized and trained personnel, with guards furnished by the manufacturer "in place". Hand tools shall not be used for any purpose other than that for which the tool was designed or intended to be used. All damaged or worn parts shall be promptly repaired or replaced.

9. Compressed gas cylinders and propane bottles shall be secured in an upright position. Welding and burning operations shall be carried out only by authorized and trained personnel with appropriate individual protective equipment.
10. Riding on equipment is prohibited. No person shall ride any hook, hoist or other material handling equipment which is used strictly for handling material and not specifically designed to carry riders.
11. Explosive/power actuated tools shall be used only by persons who have been instructed and trained in their safe use.
12. Operate all vehicles and mobile equipment in accordance with site rules and Highway Traffic Act.
13. When fueling a vehicle, the ignition must be in the off position.

Prohibitions

The following are prohibited at all times on all municipal property and all municipal job sites and may constitute grounds for dismissal:

1. Theft, vandalism or any other abuse or misuse of municipal property.
2. Consuming or being in possession of alcohol or illegal drugs on municipal premises, or on any municipal job-site.
3. Fighting, horseplay, practical jokes or otherwise interfering with other workers.
4. Possession of firearms.
5. Damaging, disabling or interfering with safety, fire fighting or first aid equipment.
6. Arriving for work or remaining at work while under the influence of drugs or alcohol or otherwise impaired.
7. Arriving for work or remaining at work when illness impairs his/her ability to perform the job safely.