

<b>Employee Handbook</b>	Authority: Approved by Council	Type: Employee
	Effective date: November 15, 2018	Revised date: November 15, 2018
	Policy No. 300-25 Occupational Health and Safety	

**Town of Lampman**

**Policy No. 300-25 Occupational Health  
and Safety**

**November 15, 2018**

**1. Safety**

**1.1.** The Town of Lampman is committed to protecting and promoting the health and safety of our employees (which term includes management, supervisors, and employees), contractors, ratepayers, and the public. The Town of Lampman recognizes the right of employees and contractors to work in a safe and healthy work environment and will work in consultation and cooperation with employees in an effort to establish a process, which is in everyone’s best interest. Safety is an integral part of the Town’s operations and is implemented to protect our employees, our clients, the environment, and the public by ensuring that we follow safety standards that meet or exceed those of our clients and all governing regulations.

**2. Safety Training**

**2.1.** Mandatory training includes, but is not limited to:

- Safety orientations;
- Safety training for supervisors and management;
- Job specific training and certification;
- In addition, outside employees require:
  - Standard First Aid and CPR;
  - H2S Alive;
  - Workplace Hazardous Materials Information Systems (WHMIS2015);
  - Transportation of Dangerous Goods (TDG);
  - Equipment specific training courses;
  - Refresher and update training is provided as needed.

**2.2.** If an employee resigns or is terminated with cause prior to six (6) months of employment, the Town of Lampman will deduct the cost of safety courses from their final pay cheque, if permitted under employment/labour standards. At the time of their training, employees will be asked to sign an item and cost specific agreement allowing for this deduction.

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**2.3.** Employees are paid to attend safety courses, and the necessary courses are paid by The Town of Lampman. Full attendance is expected.

**3. General safety rules**

- 3.1.** Report all unsafe acts, unsafe conditions and near-miss incidents to your manager.
- 3.2.** Report all injury or damage accidents immediately.
- 3.3.** First aid treatment is to be obtained promptly for any injury.
- 3.4.** All employees must wear appropriate PPE when and where required.
- 3.5.** All work shall be carried out in accordance with appropriate job hazard analysis, safe work practices, and safe work guidelines and the Foreman’s direction.
- 3.6.** Only those tools that are in good repair, with all guards and safety devices in place, shall be used.
- 3.7.** Employees shall maintain good housekeeping in all work areas.
- 3.8.** Employees shall report all unsafe practices or conditions to the Foreman, Administrator or Council.
- 3.9.** Employees shall use common sense when it comes to health and safety. If employees are unsure of the proper procedure or the safety hazards, please ask for assistance and/or instructions.
- 3.10.** Employees shall operate all vehicles and mobile equipment in accordance with site rules and applicable legislation.
- 3.11.** Employees are responsible for proper care and maintenance of their safety equipment and are to report any problems to the Foreman, Administrator or Council.
- 3.12.** Failure or refusal to use proper personal protective clothing and equipment is cause for disciplinary action up to and including termination.

**4. Prohibited Actions**

- 4.1.** The following are strictly prohibited at all times on Town of Lampman property and job sites:

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- Possession or consumption of alcohol or drugs.
- Firearms.
- Fighting, horseplay, practical jokes.
- Theft, vandalism.
- Damaging, disabling or interfering with safety, firefighting or first aid equipment.
- Arriving for work or remaining at work when the ability to perform the job safely is impaired.
- This list is not inclusive of all prohibited behaviour.

**5. Required Safety Equipment (outside employees)**

<b>PPE Requirement</b>	<b>Employee Coverage</b>
General allowance for safety boots, etc.	Amount decided per year by Council
High visibility vests – all season	Town supplied: one per year
Chest/hip waders	Town supplied: one pair per year
Hearing protection	Town supplied: unlimited earbuds
Safety glasses	Town supplied: three per tint, per year
Hard hats	Town supplied: as needed
CSA approved steel toed boots, Class 1, minimum 8 inches in height (8-inch class 1)	Employee supplied
Gloves	Town supplied: as needed

**5.1** Note that employees are required to work for the Town for a minimum of three (3) months for the General Safety Allowance to come into effect.

Document Revision History:

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