

THE CORPORATION OF THE COUNTY OF BRUCE

HEALTH AND SAFETY POLICY

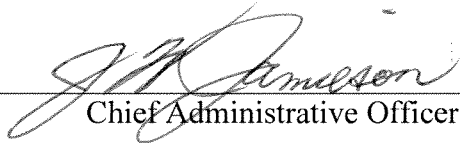
The Corporation of the County of Bruce is vitally interested in the health and safety of its employees. Protection of all from injury or occupational disease is a major continuing objective. The County of Bruce will make every effort to provide a safe, healthy work environment. All supervisors and workers must be dedicated to the continuing objective of reducing injury and risk to health.

The County of Bruce, as employer, is ultimately responsible for worker health and safety. As Chief Administrative Officer, I give you my personal promise that every reasonable precaution will be taken for the protection of all workers.

Supervisors will be held accountable for the health and safety of workers under their supervision. Supervisors are responsible to ensure that machinery and equipment are safe and that workers work in compliance with established safe work practices and procedures. Workers must receive adequate training in their specific work tasks to protect their health and safety before commencement of the job.

Every worker must protect his or her own health and safety by working in compliance with the legislative requirements and the safe work practices and procedures as established by the Corporation.

It is in the best interest of all parties to consider health and safety in every activity. Commitment to health and safety forms an integral part of this organization, from the Chief Administrative Officer through to the newly hired employee.



Chief Administrative Officer

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I. PURPOSE:

To provide a procedure which outlines the health and safety responsibilities of various individuals.

II. RESPONSIBILITY:

- A. The Corporation of the County of Bruce, in its capacity as the employer, is responsible for carrying out the responsibilities and duties outlined through the delegation of these functions to individuals in the corporation.
- B. All individuals in the workforce, at all levels and functions, are responsible for understanding and carrying out the responsibilities and duties as outlined.

III. PROCEDURE:

A. General

- 1. "Responsibility" is defined as an individual's obligation to carry out assigned duties.
- 2. Responsibility and authority can be delegated to subordinates, giving them the right to act for their supervisors.
- 3. The supervisor remains accountable for seeing that these responsibilities are carried out.
- 4. "Prescribed" refers to a section of the Occupational Health and Safety Act and Regulations for Industrial Establishments, Construction Projects, etc.

B. Corporation

- 1. The Corporation is to ensure that:
 - a) Equipment, materials and protective devices as prescribed are provided.
 - b) Equipment, materials and protective devices are maintained in good condition.

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- c) Prescribed measures and procedures are carried out.
- d) Equipment, materials and protective devices are used as prescribed.
- e) All areas of the workplace are capable of supporting all loads to which they may be subjected without causing the materials therein to be stressed beyond the allowable unit stresses established under The Building Code Act.
- f) Workers are provided with information, instruction and supervision so as to protect the health and safety of the worker.
- g) When appointing a supervisor, appoint a competent person.
- h) Workers, or person in authority over a worker, are acquainted with any hazard in the workplace and in the handling, storage, use, disposal and transport of any article, device, equipment or biological, chemical or physical agent.
- i) It offers assistance and co-operation to a committee member or a health and safety representative in the carrying out of any of their functions.
- j) It only employs in or about the workplace persons over such age as may be prescribed.
- k) No person who is under such age as may be prescribed is knowingly permitted in or about the workplace.
- l) It takes every precaution reasonable in the circumstances for worker protection.
- m) A copy of the Occupational Health and Safety Act, and any explanatory material prepared by the Ministry of Labour outlining the rights, responsibilities and duties of the worker, is posted in the workplace in both English and the majority language of the workplace.
- n) An occupational health service for workers is established as prescribed, and maintained according to the standards prescribed.
- o) Accurate records are kept and maintained of the handling, storage, use and disposal of biological, chemical or physical agents as prescribed.

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- p) Records of the exposure of a worker to biological, chemical or physical agents as may be prescribed, are accurately kept, maintained, and made available to the worker affected.
- q) Appropriate notification is made prior to the use or introduction into a workplace of such biological, chemical or physical agents as may be prescribed.
- r) The levels of biological, chemical or physical agents are monitored at such time or times or at such an interval or intervals as prescribed, and that accurate records of such monitoring be kept and posted.
- s) A worker's exposure to biological, chemical or physical agents is permitted in compliance with standards as prescribed.
- t) Where so prescribed, a worker is only permitted to work or be in a workplace who 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.
- u) Where so prescribed, a worker is provided with written instructions as to the methods and procedures to be taken for the protection of the worker.

C. Management

- 1. This level of the organization includes the Chief Administrative Officer and Department Heads.
- 2. The health and safety responsibilities attached to this level include the following:
 - a) Ensure that the working environment is maintained in a healthy and safe condition.
 - b) Establish and maintain a written health and safety program, with objectives and standards consistent with applicable legislation as a minimum.
 - c) Provide ongoing safety education, including but not restricted to W.H.M.I.S. and First Aid.
 - d) Provide standard operating procedures that include safe work practices.

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- e) Evaluate the health and safety performance of subordinates and divisions.
- f) Provide first aid facilities as required.
- g) Ensure that personal protective equipment, where required, is provided and used.
- h) Investigate and report accidents/cases of occupational disease to appropriate authority.

D. Supervisors

1. This level of the organization includes all those individuals who supervise the work of other employees, from the First Line Supervisor, up to and could include the CAO and Department Heads.
2. The health and safety responsibilities of persons at this level are to:
 - a) Take care of the occupational health and safety of the employees within their respective area.
 - b) Be familiar with the applicable requirements of the Occupational Health and Safety Act and the Regulations, and ensure compliance.
 - c) Understand and enforce the Health and Safety Policies and Procedures of the Corporation of Bruce County.
 - d) Ensure that employees wear the appropriate personal protective equipment.
 - e) Advise each worker of the existence of any potential or actual danger to the health and safety of the worker, of which the supervisor is aware.
 - f) Investigate and determine the causes of all accidents and injuries and initiate or recommend corrective action.
 - g) Take every precaution reasonable in the circumstance for the protection of a worker.

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- h) Ensure that workers receive proper training and instructions prior to the commencement of work.
- i) Identify and inform superiors of occupational health and safety concerns.

E. Workers and Contract Workers

1. This level of the organization includes all employees in the workplace, up to and including the Chief Administrative Officer, as well as those individuals on the Corporation's payroll on a contract basis.
2. The health and safety responsibilities of workers at this level are to:
 - a) Learn, understand and practice standard operating procedures.
 - b) Be familiar with and comply with the Occupational Health and Safety Act, and Regulations and the Corporation of the County of Bruce's Health and Safety Policies and Procedures.
 - c) Take every possible precaution to protect themselves and fellow workers from health and safety hazards and unsafe situations.
 - d) Report unsafe acts or conditions to their supervisor or health and safety committee or health and safety representative.
 - e) Report any occupational injury or illness immediately to their supervisor.
 - f) Use personal protective equipment where required.
 - g) Report any contravention of the Occupational Health and Safety Act or Regulations to their supervisor or employer.
3. Employees who do not abide by the Occupational Health and Safety Act, and the Corporation of the County of Bruce's Policy and Procedure Manual will be subject to disciplinary action (Policy A 3. Discipline and Dismissal & Policy CBHS 11).

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F. Contractors and Sub Contractors

1. The Occupational Health and Safety Act imposes a duty on the Corporation to take reasonable precautions to protect all workers including contractors and their employees and self-employed contractors.
2. Contractors employed by the Corporation will be responsible for taking all necessary steps to protect persons (workers, visitors, general public, etc.) and property, from any harm during the course of the contract. All work procedures and equipment will be in accordance with the Occupational Health and Safety Act and Health and Safety Policies and Procedures of the Corporation.
3. Contractors are classified into two groups as follows:
 - a) Service contractors, such as snow removal services, plumbers, heating and air conditioning specialists, etc. are usually employed periodically for short-term assignments.
 - b) Project contractors, such as construction companies, are employed to carry out a project, which is of a fairly lengthy duration.
 - c) Contract Pre Job Plan (Form CBHS015) must be completed prior to commencement of the contract.
4. The following outlines the steps necessary to minimize the Corporation's liability in the event of an injury to a contractor.
5. **Before Awarding a Contract**
 - a) The contractor is to show proof of current registration and proof of good standing with the Workplace Safety Insurance Board by providing a WSIB. Independent Operator Status to the department contracting the service. Project contractors are to provide proof of good standing with the WSIB.
 - b) A list of all designated substances present at a project site must be included as part of any tendering information. Owners and constructors must ensure that

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any prospective contractors or sub-contractors have a copy of the designated substance list before any binding contract for work is executed.

- c) The contractor is to be advised of the work location's health and safety rules by the department contracting the service.
- d) The contractor will be required to provide a copy of their health and safety policy and training program to the department contracting the service.
- e) A copy of the Health and Safety Policies and Procedures of the Corporation is to be made available by the department contracting the service to the successful contract bidder and the contractor shall be required to comply with the health and safety standards of the Corporation.
- f) The Corporation of the County of Bruce retains the right to stop the contractor's work without penalty to the Corporation if the contractor does not comply with the Occupational Health and Safety Act, the Health and Safety Policies and Procedures of the Corporation, or creates an unacceptable health and safety hazard.

6. Before Work Begins

- a) The department contracting the service is to advise the contractor and its workers of any special hazards and advise of emergency procedures.
- b) The contractor's workers are to have all necessary personal protective equipment for the work location. Workers not in compliance are to be ordered off the site until they comply.
- c) The contractor is to provide the Corporation's representative or designate, with material safety data sheets (MSDS) for each chemical substance to be used on the site.
- d) Project contractors are to meet with the Corporation's representative or designate, prior to commencement of work, to be informed about the location's specific safety rules and safety contacts at the location.

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- e) The Corporation's representative(s) or designate(s) ie. Health and Safety Manager, is to conduct a safety inspection of the project site at least once per month, and document same for future audit purposes or quality control.
- f) Where appropriate, the contractor shall post signs at entrances into construction work areas informing visitors and the general public that access is restricted, and directing them to report to the Contractor's Field Office for permission to enter the area.
- g) Visitors and the general public are not permitted to travel unescorted in construction work areas. Where a visitor is required by a contractor or sub-contractor to enter a restricted construction area, the contractor's subcontractors will be responsible for ensuring that the visitor is aware of relevant workplace safety rules, is wearing all required personal protective equipment and is escorted at all times by the contractor's appointed representative.
- h) Please reference Form CBHS-015.

7. At the Conclusion of the Contract

- a) The contractor is to remove all chemical and hazardous products from the work site at the end of the project or contract.


G. Visitors and General Public

1. This classification includes all individuals or organizations not identified in the above classification, and is external to the Corporation's organization.
2. 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.
3. Visitors and the general public will not be allowed to wander unescorted through areas that are normally restricted to employees.

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4. In the event that a visitor is required to enter a work area that is normally restricted to employees:
 - a) 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.
 - b) The visitor will use any and all required personal protective equipment.

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I. PURPOSE:

To develop terms of reference for the Health and Safety Representatives/Committees to ensure compliance under the Occupational Health and Safety Act.

II. RESPONSIBILITY:

- A. The Department Head and workplace supervisor are responsible for ensuring that a Health & Safety Representative/Committee is established and maintained.
- B. The Health & Safety Representative/Committee is responsible for ensuring the proper application of this policy.

III. PROCEDURE:

A. Composition:

1. Below lists the minimum legal requirements for determining the correct health and safety representation for the total number of employees (full-time and part-time at a workplace)

1 Representative	more than 5 employees, but less than 20
2 Committee Members	20 or more employees, but less than 50
4 Committee Members	50 or more employees
2. At least 50% of the members must be non-management workers.
3. The worker members must be selected by the workers they represent; in a unionized workplace they may be chosen by the union, or nominated and voted in by the membership.
4. The employer shall select the remaining members.
5. The members will fill this role for a minimum 1-year term of office.

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6. Where there are more than 2 members and the term of office is longer than 1 year, an attempt will be made to have overlapping terms of office, so that continuity can be maintained.
7. The names and work location of all H&S members must be posted.
8. At least two members of each H&S Committee must be certified, one representing the workers and one representing management.
9. The worker committee members will select one co-chairperson, who represents the worker members, and one co-chairperson will be appointed by management, for a one-year term.

B. Meetings and Minutes:

1. Committee members should meet as required, as a minimum, meet once every 3 months.
2. Members are responsible for making arrangements with their supervisor for attendance at the H&S meetings and for preparation time prior to the meetings.
3. A schedule of H&S meetings for the year is to be developed, published and posted at the beginning of each calendar year, listing the date, time and location.
4. An agenda is to be developed by the co-chairpersons for each meeting and circulated at least one week in advance of the meeting.
5. Written minutes of the meeting are to be taken by a committee member or secretary, outlining the following:
 - a) the date, time, and location of the meeting held
 - b) the names of all members and other persons present

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c) an item-by-item record of all items discussed, and the outcome, i.e.:

reports presented and by whom
 problems identified
 agreed upon recommendations
 any action to be taken by individual members
 any business the committee has agreed to discuss at the next meeting
 any response by management to the committee
 any discussion with respect to the above
 date, time and location of the next meeting

6. Minutes are to be signed by the co-chairpersons and circulated within a week, with one copy:

- a) posted
- b) forwarded to each Joint H&S Member
- c) forwarded to the area supervisor and Department Head
- d) kept in the minutes manual at each workplace
- e) senior management who normally review committee recommendations
- f) union local (where appropriate)
- g) maintenance, personnel, medical or safety departments (where appropriate)

C. General Duties For Committees:

1. Follow the guidelines outlined in the Occupational Health & Safety Act and A Guide for Joint Health and Safety Committees and Representatives in the Workplace booklet by the Ministry of Labour.


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2. Develop publish and post, at the beginning of each calendar year, a schedule for the monthly H&S workplace inspections for the year.
3. Workplace inspections will be conducted monthly, by trained, appointed members, and all substandard acts and working conditions will be documented on "WORKPLACE INSPECTION REPORT" (Form CBHS004), with one copy:
 - a) posted
 - b) forwarded to each Joint H&S Member
 - c) forwarded to the area supervisor and Department Head and reviewed
 - d) kept in the minutes manual at each workplace
4. Review all completed "EMPLOYEE ACCIDENT/INCIDENT REPORTS" (Form CBHS007), analyse information and make recommendations to management to reduce recurrences.
5. Designate a committee member to investigate any accident in which a person is killed or critically injured.
6. Obtain information regarding:
 - a) hazardous materials, processes or equipment;
 - b) designated substances and the respective control-program reports;
 - c) workplace testing, that is being carried out for health and safety purposes;
7. Receive and respond to any "HEALTH & SAFETY INFORMATION REQUEST" (Form CBHS001).
8. Provide advice and recommendations to management on health and safety programs in general, as outlined below:

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- a) Recommendations to management from the H&S Committee, for any items not already identified on the "WORKPLACE INSPECTION REPORT", are to be submitted in writing on the "HEALTH & SAFETY RECOMMENDATION" (Form CBHS002), with the following information:
 - (1) Nature of concern with background information and justification
 - (2) recommended remedial action, listing suggested solutions and methods of implementation
 - (3) date
 - b) The co-chairpersons are responsible for ensuring the written recommendations, on form CBHS002, are received by the management team responsible for the reply to Joint Health and Safety Committee recommendations.
 - c) Management will respond to the recommendations, in writing, within 21 days with:
 - 1) timetable for implementation, if employer agrees with the recommendation
 - 2) reasons for disagreement, if the recommendation is not acceptable
9. Encourage fellow employees to work safely and to report hazardous or unsafe conditions immediately to their supervisors.
10. Identify areas of health and safety training for all employees.
11. Be present for, or assist in, work refusal investigations.
12. Be available to accompany a Ministry of Labour Officer on his/her inspection tour of the workplace.

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Revised:	Description	WORKPLACE INSPECTION	Policy # CBHS -3
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I. PURPOSE:

To assess the quality of workplace conditions, equipment and methods, the success of or need for safety program initiatives, and the quality and adequacy of controls for hazards in the workplace.

II. RESPONSIBILITY:

The Health & Safety Committee is responsible for ensuring the proper application of this policy.

III. PROCEDURE:

A. General:

1. The workplace inspections will be conducted on a monthly basis.
2. If it is not practical to inspect the whole workplace once per month, then a monthly inspection of part of the workplace shall be conducted, with the whole workplace being reviewed throughout the course of the year.
3. Inspections should be conducted prior to the Health & Safety meeting, preferably one week in advance, so that the entire committee can discuss the observations and recommendations.
4. A schedule of workplace inspections for the year is to be developed, published and posted by the Health & Safety Committee at the beginning of each year, listing the date and time.

B. Inspection:


1. Workplace inspections will be completed by at least 2 members of the Health and Safety Committee, (one management and one worker member) who will be assigned this duty at the preceding Health and Safety meeting.

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2. The "WORKPLACE INSPECTION CHECKLIST" (Form CBHS003) will be used as a guide and all observed unsatisfactory conditions will be recorded on the "WORKPLACE INSPECTION REPORT" (Form CBHS004).
3. The Health and Safety Committee inspector will record any suggestions in the 'Recommended Actions' section and assign responsibility for correction to the area supervisor.
4. Copies of the "WORKPLACE INSPECTION REPORT" will be:
 - a) posted on the Health and Safety section of the bulletin board
 - b) forwarded to the area supervisor and Department Head
 - c) circulated to each Health and Safety Committee Member in the workplace
 - d) forwarded to the Corporate Health and Safety Committee Chairperson for central recording

C. Analysis and Follow-up:

1. The area supervisor is responsible for reviewing the "WORKPLACE INSPECTION REPORT" and initiating the appropriate corrective action for each discrepancy in his area, in order of its priority.
2. The "WORKPLACE INSPECTION REPORT" shall be completed by the area supervisor within one week, with the following information:
 - a) the action taken or planned to be taken
 - b) the completion date
3. Subsequent workplace inspections will review the items from previous inspections to ensure the remedial action has resolved the concern.

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I. PURPOSE:

To provide a procedure where all accidents and incidents, resulting in injury, occupational illness and/or property damage, can be investigated to prevent recurrence.

II. RESPONSIBILITY:

- A. Employees are required to report all accidents/incidents to their immediate supervisor.
- B. The supervisor is responsible for investigating, reporting and corrective action follow-up of all accidents/incidents

III. PROCEDURE:

A. General:

1. All injuries, occupational illnesses, property damage and incidents must be reported to the supervisor.
2. Immediately after an accident/incident, the supervisor shall ensure the safety of employees, public, equipment and facilities from further injury or damage and follow the steps outlined in this procedure.
3. There are four categories of injuries:
 - a) No Treatment
 - b) First Aid
 - c) Medical Aid
 - d) Critical

B. No Treatment Injury:

1. A 'No Treatment Injury' occurs when there is an injury that does not require any treatment (e.g. bruised finger)

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2. The employee will report the injury to the supervisor.
3. The supervisor will record the injury in the "FIRST AID REPORT LOG" (Form CBHS006), which is to be kept at the First Aid Station.

C. First Aid Injury:

1. A 'First Aid Injury' is an injury that can be treated at the work site and does not require treatment from a health care professional. (e.g. a cut finger that requires a band aid only).
2. First aid treatment will be provided and the treatment recorded in the "FIRST AID REPORT LOG".
3. The employee is to report the injury to the supervisor.

D. Medical Aid Injury:

1. 'Medical Aid Injury' is an injury that requires treatment (e.g. a cut finger that requires stitches) from a health care professional (e.g. physician, chiropractor, etc.), but is not of a critical nature.
2. The supervisor is to arrange for:
 - a) first aid treatment for the injured employee and record the treatment in the "FIRST AID REPORT LOG".
 - b) Transportation (e.g. private vehicle, taxi, ambulance, etc.) of the employee to a location where professional health care can be delivered (e.g. doctor's office, hospital).
3. If necessary, a "Functional Abilities Form For Timely Return to Work" (WSIB) is to be taken to the attending physician. See CBHS-6 MODIFIED WORK.

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4. The supervisor is to conduct an investigation immediately, or as soon as possible, following the notification of the accident/incident. See Section F. Accident/Incident Reporting.
5. WSIB Form 7, must be completed by an authorized person as soon as possible. Those authorized to fill out of Form 7 are the Administrative Assistants at Brucelea and Gateway Haven, and the Employee Services Coordinator in the Human Resources Department.

Off site locations are to use a County "Employee Incident Report" to provide the details of the injury to the Employee Services Coordinator.

E. Critical Injury:

1. A 'Critical Injury' is an injury so serious in nature that it:
 - a) places life in jeopardy;
 - b) produces unconsciousness;
 - c) results in substantial loss of blood;
 - d) involves the fracture of a leg or arm but not a finger or toe;
 - e) involves the amputation of a leg, arm, hand, foot, but not a finger or toe;
 - f) consists of burns to a major portion of the body or
 - g) causes the loss of sight in an eye.
2. The supervisor is to arrange for:
 - a) first aid treatment for the injured employee and record the treatment in the "FIRST AID REPORT LOG".
 - b) transportation (e.g. private vehicle, taxi, ambulance, etc.) of the employee to a location where professional health care can be delivered (e.g. doctor's office, hospital).

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- c) immediate notification of the Ministry of Labour, CAO, Department Head, Joint Health and Safety Committee, Director of Human Resources, and Health and Safety Manager.

The Human Resources Department will be responsible for notifying next of kin.

- 3. A "Functional Abilities Form For Timely Return To Work" is to be taken to the attending physician. See CBHS-6 MODIFIED WORK.
- 4. The supervisor is to conduct an investigation immediately, or as soon as possible, following the notification of the accident/incident.
- 5. WSIB Form 7 must be completed by an authorized person as soon as possible. Those authorized to fill out a Form 7 are the Administrative Assistants at Brucelea and Gateway Haven, and the Employee Services Coordinator in the Human Resources Department. Off site locations are to use a County "Employee Incident Report" to provide details of the injury to the Employee Services Coordinator.

F. Accident/Incident Reporting:

- 1. Investigations will be conducted by the Department Supervisor, with the **optional** assistance of a member from the Joint Health & Safety Committee and the findings documented on the "EMPLOYEE ACCIDENT/INCIDENT REPORT" (Form CBHS007), whenever any of the following occur:
 - a) medical aid
 - b) fire or explosion
 - c) property damage above \$500.00
 - d) accidents involving possible public liability
 - e) other accidents
 - f) acute/chronic occupational illness

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Revised:	Description	EMPLOYEE ACCIDENT/INCIDENT REPORTING	Policy # CBHS -4
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Investigations will be conducted by the Department Supervisor, with the **compulsory** assistance of a member from the Joint Health & Safety Committee and the findings documented on the "EMPLOYEE ACCIDENT/INCIDENT REPORT" (Form CBHS007), whenever any of the following occur:

- g) critical injury
- h) fatality
- i) hazardous substance discharges
- j) Joint Health & Safety request


2. When conducting the investigation it is important to:

- a) preserve the accident scene where practical and possible. In cases of critical injury or fatality, the scene must be preserved until released by a Ministry of Labour inspector.
- b) identify witnesses or others having knowledge of the accident/incident
- c) interview the injured employee where practical and possible
- d) identify any primary/secondary causes
- e) identify any primary/secondary unsafe actions
- f) identify any primary/secondary hazardous conditions

3. Investigations are required to be completed within 24 hours of the incident or request.

When an employee return to work following an absence due to an injury received at work, the Human Resources Department must be notified on the day of his/her return and a WSIB "Return to Work Form" (#9) must be completed by an authorized person.

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Revised: June 15/10	Description REFUSAL TO WORK	Policy # CBHS-7
Supersedes:	Scope All Departments	Page 1 of 4
Date Issued: March 3/05	Approval 	Effective Date: June 15/10

I. PURPOSE:

To create a procedure outlining the steps to be followed when any employee refuses to work due to unsafe work conditions as defined in the Occupational Health and Safety Act.

II. RESPONSIBILITY:

- A. The employee is responsible for immediately informing the supervisor of any unsafe work conditions.
- B. The supervisor is responsible for investigating any reports of unsafe work conditions and resolving the concern, as defined by this procedure.

III. PROCEDURE:

A. Right to Refuse Work:

- 1. An employee may refuse to work or do particular work where he/she has reason to believe that:
 - a) Any equipment he/she is to use or operate is likely to endanger himself/herself or another employee.
 - b) The physical condition of the workplace or workplace violence is likely to endanger himself/herself.
 - c) Any equipment he/she is to use, or the physical condition of the workplace, is in contravention of the Occupational Health and Safety Act, and such contravention is likely to endanger himself/herself or another employee.
- 2. The following employees of the Corporation of the County of Bruce are limited in their right to refuse work:
 - a) A person employed in the operation of:
 - (1) A home for the aged
 - (2) A first aid clinic or station, Emergency Services Personnel; and

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- (3) A laundry, food service, power plant or technical service, or facility used in conjunction with an institution, facility or service referred to in subclauses (1) or (2) above.

B. Upon Refusing to Work:

1. The employee shall promptly report the circumstances of his/her refusal to his/her supervisor, who shall promptly investigate the report in the presence of the worker and one of the following:
 - a) Health and Safety representative
 - b) A Joint Health and Safety Committee Worker Member
2. If action can be taken to resolve the complaint without need for further investigation, the supervisor will carry out the action and complete Part I of a "Refusal to Work" (Form CBHS010).
3. If further investigation is required to resolve the complaint, Part II of the "Refusal to Work" form will be completed in the presence of and with input from a worker member of the Joint Health and Safety Committee.
4. Until the investigation is completed, the worker shall remain in a safe place and be available for the investigation, unless assigned to alternative work. Another worker may be assigned to operate the equipment/machine/device pending the investigation, only if they have been informed of the refusal in the presence of the health and safety worker representative.
5. If, after the investigation and/or any steps taken to resolve the concern, the employee feels that there is still an unsafe work condition, the Employer or Worker shall notify the Ministry of Labour.
6. A Ministry of Labour Inspector shall investigate the refusal to work in the presence of one of the following:

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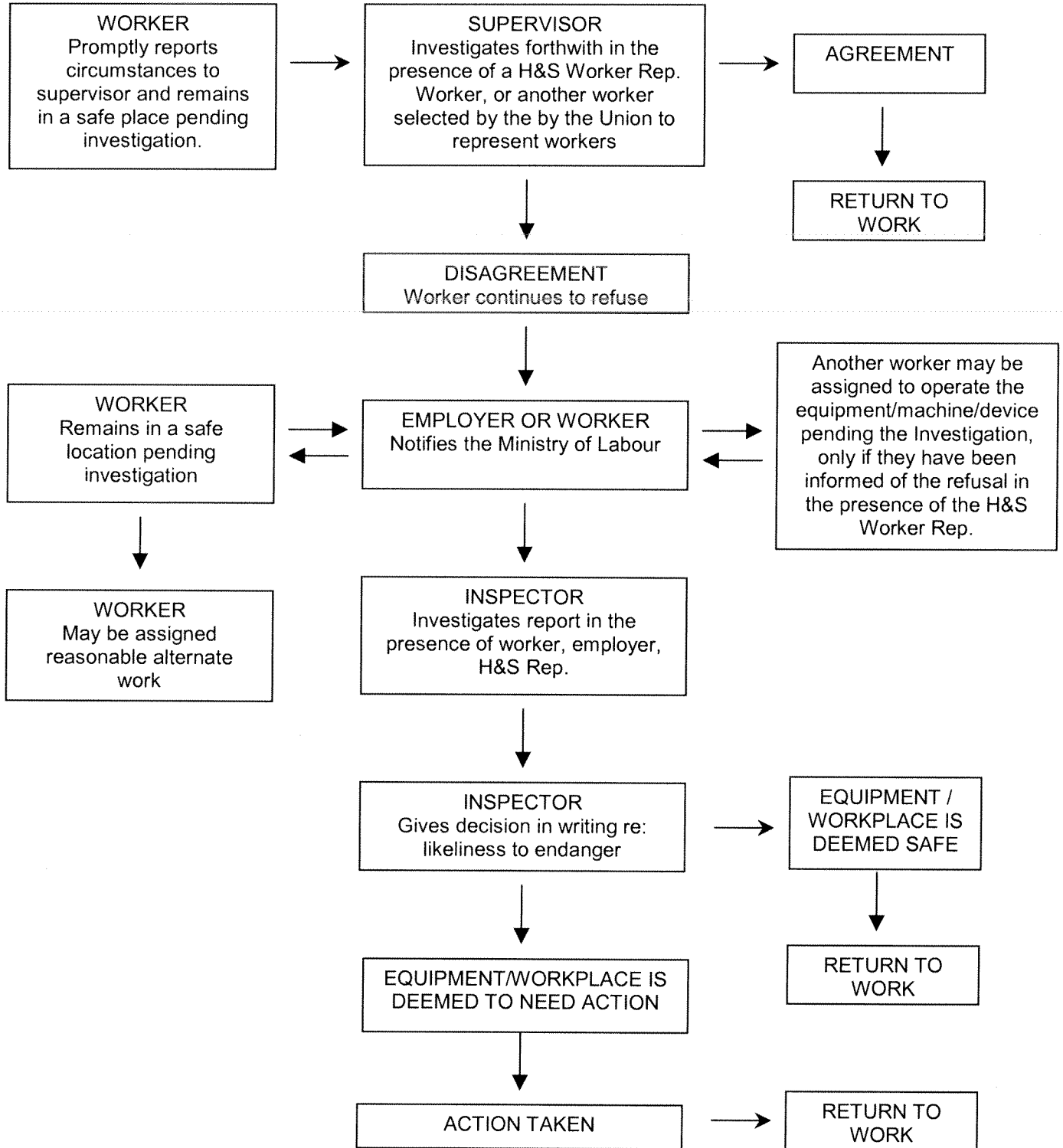
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- a) Employer
 - b) Employee
 - c) Health and Safety representative
 - d) A Joint Health and Safety Committee Member
7. The Inspector shall decide whether the equipment or the workplace is likely to endanger the employee or another person and give his decision, in writing, as soon as practicable.
-
8. Pending the investigation and decision of the Inspector, the employee shall remain at a safe place near his work station during his/her normal working hours, unless the employer assigns the employee reasonable alternative work during such hours.
9. Pending the investigation and decision of the Inspector, no employee shall be assigned to use the equipment/machine/device, or to work in the workplace that is being investigated, unless the employee to be assigned has been advised of the work refusal and the reasons for it.


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IV. Refusal to Work Flow Chart



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Supersedes:	Scope All Departments	Page 1 of 3
Date Issued: March 3/05	Approval 	Effective Date: March 3, 2005

I. PURPOSE:

To develop guidelines to ensure all employees receive the proper orientation and ongoing training, necessary for maintaining a safe work environment.

II. RESPONSIBILITY:

1. The supervisor is responsible for ensuring the employee receives all the necessary training, as defined in this policy.
2. The Joint Health & Safety Committee is responsible for auditing the records for compliance.

III. PROCEDURE:

A. Orientation

1. Each workplace and all department heads will be given a copy of the current Health & Safety Manual, which must be made accessible to all employees.
2. All new employees will be given an overview of the Health & Safety Manual as part of their orientation.
3. The following areas will be reviewed in detail, during the orientation:
 - (a) CBHS-2.1 GENERAL SAFETY RULES
 - (b) CBHS-8 HEALTH & SAFETY TRAINING
 - (c) CBHS-1 RESPONSIBILITIES
 - (d) CBHS-2.2 PERSONAL PROTECTIVE EQUIPMENT
 - (e) CBHS-4 EMPLOYEE ACCIDENT/INCIDENT REPORTING GUIDELINES
 - (f) CBHS-2.6 EMERGENCY PROCEDURES
 - (g) CBHS-9 HAZARDOUS CONDITIONS
 - (h) CBHS-7 REFUSAL TO WORK
 - (i) CBHS-12 WORKPLACE VIOLENCE POLICY

Note: For Policy E1. Workplace Harassment Policy, please see the County of Bruce Policies and Procedures Manual.

4. All employees will be shown proper safety procedures specific to their job by their supervisor.

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B. WHMIS:

1. Any worker, who works with or in proximity to any hazardous materials, will receive WHMIS training, including information on the hazardous materials used in the workplace, their labelling, storage and use, and any health hazards they may present.
2. The instructions and training shall be developed and implemented by the Corporation, in consultation with the Health & Safety Committee, and such training and the workers' familiarity with the information will be reviewed annually.
3. A MSDS (Material Safety Data Sheets) book will be kept at a location accessible to all employees (e.g. First Aid Station) for reference.
4. A master MSDS book for the Corporation will be kept a central recording area.

C. First Aid:

1. A minimum of two people per shift per workplace will be trained in an approved First Aid course, when the number of workers on shift is greater than five.
2. The Corporation will sponsor retraining, as required, in order to maintain compliance with the Workplace Safety & Insurance Board Act.

D. Personal Protective Equipment:

1. All new employees will be provided with personal protective equipment, as required for the different work applications.
2. Employees will be instructed in the use and care of their personal protective equipment on an annual basis.

E. Fire Alarms And Extinguishers:

1. All new employees will be shown the location of the fire alarms and extinguishers.
2. Designated employees for each workplace will be instructed in the proper use of the fire extinguishers on an annual basis.

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F. Emergency Procedures:

1. All employees will be instructed in EMERGENCY PROCEDURES, CBHS-2.6.
2. A copy of the "Emergency Exits Floor Plan" will be posted on the Health and Safety Bulletin Board.
3. An evacuation will be performed annually.


G. Training Program:

1. Members of the Health & Safety Committee will be encouraged to attend health and safety seminars and workshops to keep their knowledge current.
2. Workers and supervisors will attend relevant health and safety seminars and workshops to provide them with basic knowledge and skills necessary to ensure compliance with the legislation.
3. Employees will be required to take additional job skills training when job requirements change.
4. Monthly on-the-job training will be provided to all employees to develop skills and knowledge. There will be a planned schedule of training posted in the workplace and supervisors shall ensure that critical topics are covered, e.g. WHMIS, EMERGENCY PLAN, FIRST AID, LIFTING, CONFINED SPACE, TRAFFIC CONTROL etc.
5. To keep personnel current in all aspects of health and safety, literature will be provided on all upcoming educational opportunities through the use of bulletin boards and/or newsletter.

H. Confined Space and Lock-Out, Block-Out:

1. Designated employees will be instructed in CBHS-2.4, CONFINED SPACE and CBHS-2.3 LOCK-OUT, BLOCK-OUT, when applicable, to their specific workplace duties.

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Revised:	Description HAZARDOUS CONDITIONS REPORTING	Policy # CBHS-9
Supersedes:	Scope All Departments	Page 1 of 2
Date Issued: March 3/05	Approval 	Effective Date: March 3, 2005

I. PURPOSE:

To identify the steps to be taken for reporting hazardous conditions that may arise in the workplace.

II. RESPONSIBILITY:

- A. All employees are responsible for reporting to their supervisor any hazardous conditions that may exist in the workplace.
- B. The workplace supervisor is responsible for responding to the employee's concern and ensuring that the hazardous condition is resolved and the workers are protected.

III. PROCEDURE:

A. General:


- 1. An employee shall report to his or her supervisor:
 - a) the absence of or defect in any equipment or protective device of which he or she is aware and which may endanger himself or herself or another worker;
 - b) any contravention of the Occupational Health & Safety Act or the regulations, or the Corporation's Health & Safety Policies and Procedures; and
 - c) the existence of any hazard of which he or she knows.
- 2. The supervisor will attempt to resolve the concern, as soon as possible, and keep the involved employee apprised of the status of the concern.
- 3. If the supervisor is unable to resolve the concern, he or she should bring it to the attention of his or her Department Head.
- 4. If the employee's concern is not satisfactorily resolved after a reasonable period of time (not to exceed five (5) working days), the employee is encouraged to bring the concern to the attention of a member of the Joint Health & Safety Committee.

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5. The employee will be asked to document the concern on a "**HEALTH & SAFETY INFORMATION REQUEST**" (Form CBHS001), outlining the facts and the information requested.
6. All concerns are to be thoroughly investigated with factual information pertaining to the concern freely exchanged between the parties involved in the investigation.
7. The Joint Health & Safety member and the employee's supervisor are responsible for ensuring the employee is informed of the progress or resolution of the concern.
8. Concerns not addressed to the satisfaction of the parties involved are to be placed on the agenda for the next regularly scheduled meeting, or, if necessary, a special meeting convened by the Joint Health & Safety Committee Co-chairpersons.
9. This procedure does not preclude the employee from exercising his or her right to refuse to work, as defined under both the Occupational Health & Safety Act and CBHS-7 REFUSAL TO WORK.

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I. PURPOSE:

To provide a system for developing Standard Operating Procedures for the operation of equipment.

II. RESPONSIBILITY:

The workplace supervisor is responsible for ensuring that Standard Operating Procedures are written for each critical piece of equipment in the workplace and the employees who operate the equipment are trained in these procedures.

III. PROCEDURE:

A. General:

1. Each workplace will review the various equipment used at the facility and from this, will develop a list of critical equipment (e.g. Tractor, chipper, etc.)
2. A Standard Operating Procedure will be developed for each of these critical pieces of equipment.
3. All employees that operate a piece of critical equipment will be trained in its Standard Operating Procedure.

B. Standard Operating Procedures Format:

1. Each Standard Operating Procedure should consist of the following sections:
 - a) **Equipment:**
 - (1) Brand name, Type, Model Number
 - (2) Supplier's Name and Address
 - (3) Specific machine requirements (e.g. Temperature/humidity requirements)

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b) **Materials:**

List of materials that are consumed in the operation of the equipment (e.g. Compressed air, gasoline)

c) **Pre-Start Up Inspection Checklist:**

A walk around is to be performed prior to starting up the equipment. A checklist of items, specific to each piece of equipment, will be used to ensure completeness.

The checklist will identify:

- (1) The frequency of inspection (e.g. daily, weekly, seasonally, etc)
- (2) What items are to be checked
- (3) What remedial action is taken when a problem is identified
- (4) The operator who performs the checklist and the date it is performed

The checklist items may include such items as:

- (5) All guards are in place
- (6) All manufacturer's safety features are intact and operational
- (7) There is no excessive wear
- (8) Everything is fastened together properly—nothing is broken
- (9) All mounts are secured
- (10) Gauges for such things as pressure and temperature are functioning and within safe ranges

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(11) Start-up of equipment will not endanger any worker.

d) Safety Precautions:

List the precautions that the employee should take while running the equipment, or working in the area, in order to prevent injury to himself or to others.

Include information concerning potential dangers of which the employee should be aware.

Some of the areas of concern which may be identified are:

- (1) Electrical grounding
- (2) High voltage
- (3) Radiation
- (4) Danger of burns from hot or very cold items
- (5) Extreme heat
- (6) Flying sparks
- (7) Explosive materials
- (8) Hot liquids
- (9) Acidic or caustic substances
- (10) Skin irritants or drying agents
- (11) Toxic fumes
- (12) Flammable fumes or liquids
- (13) High pressure areas

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(14) Sharp edges or grinding wheels of machinery

(15) Dangerous moving parts of machinery

(16) Equipment shields

(17) Oil on floor

(18) Pits or holes to avoid

(19) Pinch points

Information about what to do in emergency situations (e.g. location of first aid station, emergency stopping, etc.) may also be included in this section.

e) **Personal Protective Equipment**

This section should list all the personal protective equipment that must be worn while operating the specific equipment and may include items such as:

(1) Head protection (hard hat, sun exposure)

(2) Eye protection (safety glasses, face shield)

(3) Hearing protection

(4) Respiratory equipment (filters, SCBA)

(5) Protective clothing and gloves

(6) Foot protection

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f) **Preventive Maintenance and Critical Spare Parts**

This section will document preventive maintenance that is to be performed on equipment.

A checklist of items, specific to each piece of equipment, will be used to ensure completeness and may parallel the type of list typically found in an owner's manual.

The required qualifications of the inspector/tester (e.g. Automotive Mechanic, Electrician, etc.) are to be identified in this section of the procedure.

A maintenance checklist will identify:

- (1) The frequency of the preventative maintenance (daily, weekly, seasonally, etc)
- (2) What items are to be checked
- (3) What standards are to be met
- (4) The results observed
- (5) The remedial action to be taken when a problem/deviation is identified
- (6) The operator who completes the checklist and the date it is performed.

Some maintenance activities may not be performed on a fixed time schedule, but rather when certain conditions are observed. For these cases, the procedure should identify:

- (1) The condition/signal which triggers the maintenance
- (2) What activity is to be performed

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(3) The action taken

For critical equipment where minimum downtime has a serious effect on the operation, a list of essential spare parts will be developed and maintained (e.g. standby generator)

g) **Operation:**

This section explains in detail how to operate the equipment. It should be as complete and as easily understood as possible. Starting with the first step, all steps of the operation are listed sequentially and explanations given for how, as well as what, things are to be done. The instructions should be stated as simply and concisely as possible, assuming that the operator has no prior knowledge of the equipment.

Illustrations should be provided, where appropriate, to compliment the written instructions.

h) **Shutdown:**

This section should explain the steps to follow for three (3) types of shutdown situations:

- (1) Emergency shutdown
- (2) Regular shutdown
- (3) Long-term (Storage) shutdown

Procedures for each type of shutdown are to be listed in the order that they are to be carried out.

Shutdown includes both shutdown of equipment and clearing the work area.

Emptying containers or tanks of liquid, purging lines, etc. are to be included in the shutdown processes.

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i) **Illustrations:**

This section should include any prints, drawings, schematics or illustrations that can further clarify the written procedures.

C. Audits:

1. The Standard Operating Procedure should be reviewed on a periodic basis, and minimally once per year, to
 - a) Ensure the procedure is being applied consistently
 - b) Determine if the operator understands the procedure
 - c) Allow for feedback and suggestions for improvements
2. If an accident occurs while using the equipment, the Standard Operating Procedure should be reviewed by the Joint Health and Safety Committee, as part of their accident investigation and analysis
3. If the accident is attributed to failure to meet the Standard Operating Procedure:
 - a) The Supervisor should document this infraction and take necessary action to enforce the procedure.
 - b) The Joint Health and Safety Committee should include an audit of the specific Standard Operating Procedure on their subsequent Workplace Inspections, to observe compliance.

<i>Corporation of the County of Bruce Health and Safety Policy and Procedure Manual</i>			
Revised:	Description	HEALTH AND SAFETY DISCIPLINARY POLICY	Policy # CBHS -11
Supersedes:	Scope	All Departments	Page 1 of 1
Date Issued: March 3/05	Approval		Effective Date: March 3, 2005

I. PURPOSE:

It is the policy of the Corporation of the County of Bruce that all workers shall work in a manner that promotes health and safety. Accordingly, if a worker is found to be working in a manner that is contrary to the Health and Safety Act or to the Corporate Health and Safety Policy and Procedure Manual, the worker is to be disciplined in order to reinforce the importance of safe working practices.

II. RESPONSIBILITY:


- A.** The Department Head, workplace Supervisors, and the Human Resources Department are responsible for ensuring that this policy is administered.

III. APPLICATION and PROCEDURE:

The disciplinary action to be taken is as follows:

1. For a first breach, the worker is to be given a verbal warning. The Supervisor giving such a warning is to document this warning and place it into the worker's employment file.
2. For a second breach, the worker is to be given a written warning referring to the earlier breach and advising that a further breach will result in a three day suspension from work without pay, and that if a further breach occurs after such suspension, that the worker's employment with the Corporation may be terminated immediately.
3. For a third breach, the worker is to be given a three-day suspension without pay accompanied by written confirmation that this is the worker's third breach and any further breach will result in the worker's immediate termination of employment. The Director of Human Resources must authorize the three-day suspension and written confirmation prior to issue.
4. For a fourth breach, the worker's employment is to be terminated immediately. Termination is to be authorized by the CAO and the Director of Human Resources prior to issue.

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Revised:	Description WORKPLACE VIOLENCE PREVENTION POLICY	Policy # CBHS -12
Supersedes:	Scope All Departments	Page 1 of 6
Date Issued: June 3, 2010	Approval 	Effective Date: June 15, 2010

I. POLICY:

The Corporation of the County of Bruce (the County) is committed to providing a safe and healthy workplace free from actual, attempted or threatened violence. The Corporation will take reasonable precautions to prevent workplace violence from all sources and to protect employees at the workplace.

II. PURPOSE:

This policy is intended to:

1. Create and foster a work environment free from workplace violence;
2. Provide a definition of workplace violence;
3. Establish and detail the responsibilities of all employees and persons in County workplaces to maintain a workplace free of actual, attempted or threatened violence;
4. Ensure that incidents of workplace violence are reported to the immediate supervisor or law enforcement as appropriate;
5. Ensure that the County handles complaints of workplace violence in a timely and equitable manner.

III. SCOPE:

This policy applies to all County employees regardless of position, classification or union membership. This policy also applies to all persons who attend a County workplace including, but not limited to, all visitors, contractors, vendors and delivery persons.

For the purpose of this policy, a workplace includes all places where Corporation business occurs and includes all:

- Corporation buildings (whether owned or leased) and surrounding perimeter including parking lots, sidewalks, and driveways (Corporation grounds);
- Corporation vehicles;

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- Off-site locations where County business occurs;
- County sponsored functions and recreational or social events, whether taking place on County grounds or elsewhere; and
- Travel for County business.

IV. WORKPLACE VIOLENCE DEFINED

In this policy, workplace violence includes but is not limited to the following:

1. The use of physical force against or by a worker that causes or could cause physical injury. This includes, but is not limited to, physical acts such as punching, hitting, kicking, pushing, damaging property or throwing objects;
2. The attempted use of physical force against or by a worker that could have caused physical injury;
3. An action or statement (or series of actions or statements) reasonably believed to be a threat of physical harm or as a threat to safety or security in the workplace; and
4. Bringing a weapon of any kind to a County workplace or possessing a weapon of any kind while carrying out County business, or threatening to bring a weapon to the workplace.

Domestic violence is interpreted in a manner consistent with the workplace violence definition when it may occur in the workplace.

This is the companion policy to the County of Bruce *Policy E1. Workplace Harassment* which addresses harassment, including conduct that is not covered by the definition of workplace violence but that demeans, embarrasses, humiliates or is known, or ought to be known to be unwelcome.

V. ZERO TOLERANCE

The County of Bruce values the health and safety of its employees and expects that its workplace(s) will be free of workplace violence. The County will not tolerate incidents of workplace violence perpetrated against or by any employee, customer, vendor, contractor, visitor or any other person at any workplace or involved in Corporation business.

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Every person at a County workplace is responsible for acting in compliance with this policy.

With respect to acts of workplace violence, as defined in this policy, the Corporation may, where appropriate:

- Contact law enforcement to remove the perpetrator from the workplace.
- Discipline any employee, up to and including dismissal, and/or report the conduct to the police; and
- Report the conduct of any other person to their employer, supervisor and/or to the police.

All physical assaults involving an employee or occurring at a County workplace will be reported to police. Threats of physical violence will be reported to police as appropriate.

VI. RESPONSIBILITIES AND OBLIGATIONS

It is the responsibility of:

1. The Corporation of the County of Bruce
 - To take reasonable preventative measures to protect employees and others in the workplaces from workplace violence;
 - To ensure that a workplace violence assessment is conducted;
 - To develop procedures to address the workplace violence risks identified in the violence assessment;
 - To ensure that all employees are trained in this policy;
 - To post this policy in a conspicuous place in the workplace;
 - To ensure that this policy is communicated to contractors and other persons who attend Corporation workplaces;
 - To establish a process for reporting and responding to incidents of workplace violence;
 - To ensure the process for reporting and responding to incidents of workplace violence is communicated, maintained and followed; and
 - To ensure that this policy is reviewed at least annually.

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2. Managers and Supervisors

- To understand and abide by the requirements of this policy;
- To communicate and review this policy with the employees they supervise or manage;
- To verify that all contractors and others who attend the workplaces are aware of this policy;
- To adequately train employees in Corporate procedures that address the workplace violence risk(s) applicable to the employee;
- To encourage employees to report complaints or incidents of workplace violence;
- To respond to all complaints or incidents of workplace violence in a professional manner appropriate for the circumstances of the concern or incident;
- To promptly report all concerns or incidents of workplace violence they receive or witness to their Department Head or designate.

3. Employees (including Managers and Supervisors)

- To comply with this policy at all times to protect themselves and others in the workplace from workplace violence;
- To immediately notify their supervisor or other designated person of any incident of workplace violence whether the notifying worker is the victim or not. In the case of an extreme or imminent threat of physical harm to themselves or any person from workplace violence, the worker should contact the police;
- To participate in training regarding this policy and County procedures directed at workplace violence risks in the workplace; and
- To fully cooperate in any investigation of complaints or incidents of workplace violence or breaches of this policy.

VII. REPORTING AND INVESTIGATING WORKPLACE VIOLENCE

1. Reporting threats of workplace violence:

- All incidents of workplace violence or reprisal must be immediately reported to management. If the perpetrator is the Manager or Department Head, the employee should contact the Human Resources Department directly.

Corporation of the County of Bruce Health and Safety Policy and Procedure Manual

Revised:	Description WORKPLACE VIOLENCE PREVENTION POLICY	Policy # CBHS -12
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- The Human Resources Department must be notified by management of all incidents of workplace violence;
- Any person subjected to workplace violence should, where appropriate, go to a safe location at the workplace and report the incident to their supervisor or manager, or through the Employee Assistance Program so that the incident can be investigated and addressed;
- All complaints and incidents are to be recorded in writing by the reporting person/employee, the supervisor or manager receiving the report. The date, time, location, potential witnesses and nature of the incident should be documented;
- If the police have not previously been summoned, management will report all incidents of workplace violence to police;
- If any incident of workplace violence involves a person who is not an employee of the County, management will report the incident to that person's employer and/or such other person as the Corporation determines is appropriate in the circumstance.

2. Investigation:

- Department management will promptly investigate all complaints or incidents of workplace violence or reprisal. Where the perpetrator is a County employee, the investigation will be conducted as quickly and confidentially as possible in the circumstance. Complete confidentiality is not possible in all circumstances and cannot be guaranteed;
- A department management investigation will include:
 - a) A documented interview with the complainant and/or victim;
 - b) A documented interview with the alleged perpetrator(s);
 - c) A documented interview with any witnesses with relevant information to provide; and
 - d) Any other step the investigator(s) deems necessary to fully and fairly investigate the complaint or incident;
- At the conclusion of the investigation into an incident or complaint, Department management will prepare a written report of the findings of fact and – after evaluating existing policies, procedures, physical premises and devices, employee training – any suggestions to prevent a recurrence;
- Where the perpetrator is a County employee, the supervisor of the perpetrator, in consultation with management and the Human Resources

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Department, will take any necessary disciplinary action. The severity of any disciplinary action, which may include dismissal from employment, will be consistent with the seriousness of the conduct at issue such that more significant discipline will follow more serious conduct or repeated violations of this policy.

VIII. NO REPRISAL

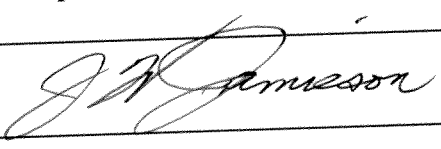
Workplace harassment (as referenced in Policy E1., Policies & Procedures Manual) and this policy are serious matters. This policy prohibits reprisals against employees who have made good faith complaints or provided information regarding a complaint or incident of workplace violence. Employees who engage in reprisals or threats of reprisals may be disciplined up to and including dismissal from employment.

Reprisal includes:

- Any act of retaliation that occurs because a person has complained of or provided information about an incident of workplace violence;
- Intentionally pressuring a person to ignore or not report an incident of workplace violence; and
- Intentionally pressuring a person to lie or provide less than full cooperation with an investigation of a complaint or incident of workplace violence.

If an employee makes a complaint in good faith and without malice, regardless of the outcome of the investigation, they will not be subject to any form of discipline. The Corporation will, however, discipline or terminate anyone who initiates a false and malicious complaint.

Corporation of the County of Bruce Health and Safety Policy and Procedure Manual

Revised:	Description HEAT AND COLD STRESS POLICY	Policy # CBHS -13
Supersedes:	Scope All Departments	Page 1 of 2
Date Issued: May 31, 2011	Approval 	Effective Date: May 31, 2011

I. POLICY:

The Heat and Cold Stress Policy is intended to protect all employees from potential adverse health effects as a result of working in extreme hot or cold temperatures.

II. PURPOSE:

Heat Stress: consists of a variety of conditions caused by heat load on the body that results from exposure to external sources and from internal metabolic heat production as the result of work. Heat stress disorders can develop when the body is no longer able to get rid of excess heat and keep its internal temperature below 38°C. Some examples of heat stress are heat rash, heat cramps, heat exhaustion and heatstroke.

Cold Stress: is a variety of physical conditions caused by a reduction in the deep core body temperature below 36°C, or the effect of local cold injuries caused by cold conditions. Symptoms may include intense shivering, slurred speech, mental confusion, erratic behavior, frostbite or pain in the extremities and hypothermia.

III. SCOPE:

This policy applies to employees who work or may work in hot and/or cold environments and be exposed to heat stress and/or cold stress. It is mandatory that all employees of the County of Bruce comply with this procedure. Failure to comply may result in disciplinary action.

IV. MANDATE

This policy is delivered in accordance with the Ontario Occupational Health and Safety Act.

V. PROCEDURE

The County of Bruce shall ensure that employees required to work in extreme hot or cold temperatures are protected from potential adverse health effects.

1. Supervisor Responsibilities

- Identify and classify jobs with a potential for exposure to temperature extremes as a result of their work activities.

Corporation of the County of Bruce Health and Safety Policy and Procedure Manual

Revised:	Description HEAT AND COLD STRESS POLICY	Policy # CBHS -13
Supersedes:	Scope All Departments	Page 2 of 2
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- Refer to the Heat Stress Hazards and Humidex Based Heat Response Plan for information on appropriate engineering controls, administrative controls, personal protective equipment and training.
- Develop safe work procedures.
- Ensure that all employees are informed of risk factors, health effects and recommended procedures to reduce the risk of exposure as associated with working in temperature extremes.
- Require employees to take personal protective measures to reduce the risk of temperature extremes.

2. Employee will:

- Follow safe work procedures, and use appropriate personal protective measures as needed.
- Report any symptoms of heat and/or cold stress to the Supervisor.

Heat Stress Hazards

Hazard	Cause	Symptoms	Treatment	Prevention
Heat Rash	Hot humid environment; plugged sweat glands.	Red bumpy rash with severe itching.	Change into dry clothes and avoid hot environments. Rinse skin with cool water.	Wash regularly to keep skin clean and dry.
Sunburn	Too much exposure to the sun.	Red, painful, or blistering and peeling skin.	If the skin blisters, seek medical aid. Use skin lotions (avoid topical anaesthetics) and work in the shade.	Work in the shade; cover skin with clothing; apply skin lotions with a sun protection factor of at least 15. People with fair skin should be especially cautious.
Heat Cramps	Heavy sweating drains a person's body of salt, which cannot be replaced just by drinking water.	Painful cramps in arms, legs or stomach which occur suddenly at work or later at home. Heat cramps are serious because they can be a warning of other more dangerous heat-induced illnesses.	Move to a cool area; loosen clothing and drink cool salted water (1 tsp. salt per gallon of water) or commercial fluid replacement beverage. If the cramps are severe or don't go away, seek medical aid.	Reduce activity levels and/or heat exposure. Drink fluids regularly. Workers should check on each other to help spot the symptoms that often precede heat stroke.
Fainting	Fluid loss and inadequate water intake.	Sudden fainting after at least two hours of work; cool moist skin; weak pulse.	GET MEDICAL ATTENTION. Assess need for CPR. Move to a cool area; loosen clothing; make person lie down; and if the person is conscious, offer sips of cool water. Fainting may also be due to other illnesses.	Reduce activity levels and/or heat exposure. Drink fluids regularly. Workers should check on each other to help spot the symptoms that often precede heat stroke.
Heat Exhaustion	Fluid loss and inadequate salt and water intake causes a person's body's cooling system to start to break down.	Heavy sweating; cool moist skin; body temperature over 38°C; weak pulse; normal or low blood pressure; person is tired and weak, and has nausea and vomiting; is very thirsty; or is panting or breathing rapidly; vision may be blurred.	GET MEDICAL AID. This condition can lead to heat stroke, which can kill. Move the person to a cool shaded area; loosen or remove excess clothing; provide cool water to drink; fan and spray with cool water.	Reduce activity levels and/or heat exposure. Drink fluids regularly. Workers should check on each other to help spot the symptoms that often precede heat stroke.
Heat Stroke	If a person's body has used up all its water and salt reserves, it will stop sweating. This can cause body temperature to rise. Heat stroke may develop suddenly or may follow from heat exhaustion.	High body temperature (over 41°C) and any one of the following: the person is weak, confused, upset or acting strangely; has hot, dry, red skin; a fast pulse; headache or dizziness. In later stages, a person may pass out and have convulsions.	CALL AMBULANCE. This condition can kill a person quickly. Remove excess clothing; fan and spray the person with cool water; offer sips of cool water if the person is conscious.	Reduce activity levels and/or heat exposure. Drink fluids regularly. Workers should check on each other to help spot the symptoms that often precede heat stroke.

Humidex Based Heat Response Plan

EASY TO USE

The Humidex Heat Stress plan is an easy and simple way of protecting workers from heat stress. It is based on the 2007 American Conference of Governmental Hygienists (ACGIH) Heat Stress TLV® (Threshold Limit Value®) – a document the Ministry of Labour uses in enforcement. The Humidex based plan translates the wet bulb globe temperatures found in the TLV® into a Humidex reading.

Note:
 •The translation process makes some simplifications, so the plan may not be applicable in all circumstances or workplaces (follow steps #1-5 to ensure the plan is appropriate for your workplace).
 •Clothing and radiant heat must also be taken into account when using this guideline (see steps #1-5 at right).

ACCLIMATIZATION

The MOL heat stress guideline notes that "hot spells in Ontario seldom last long enough for workers to acclimate". Workers performing "moderate" work (e.g., work with some pushing, lifting), would also not be assumed to be acclimated unless they avoid heat sources regularly (for example, in foundries or around furnaces). Workers performing "heavy" work (e.g., shovelling dry sand), however, could probably be considered acclimated once into the warm weather season.

HUMIDEX 1 or 2 ?

There are two Humidex guidelines to prevent heat stress.
 -Humidex 1 is for moderate unacclimated and heavy acclimated work.
 -Humidex 2 is for light unacclimated work and moderate acclimated work.
 For Humidex, general heat stress controls are needed and for Humidex 2, general heat stress controls and job-specific controls are needed (below)

Humidex 1	Response	Humidex 2
25 – 29	supply water to workers on an "as needed" basis	32 – 35
30 – 33	post Heat Stress Alert notice; encourage workers to drink extra water; start recording hourly temperature and relative humidity	36 – 39
34 – 37	post Heat Stress Warning notice; notify workers that they need to drink extra water; ensure workers are trained to recognize symptoms	40 – 42
38 – 39	work with 15 minutes relief per hour can continue; provide adequate cool (10 -15°C) water; at least 1 cup (240 mL) of water every 20 minutes worker with symptoms should seek medical attention	43 – 44
40 – 41	work with 30 minutes relief per hour can continue in addition to the provisions listed previously;	45 – 46*
42 – 44	If feasible, work with 45 minutes relief per hour can continue in addition to the provisions listed above.	47 – 49*
45 or over	only medically supervised work can continue	50* or over

*At Humidex exposures above 45, heat stress should be managed as per the ACGIH TLV®.

Humidex 1, General Controls:

- Providing annual heat stress training.
- Encouraging adequate fluid replacement permitting self-limitation of exposure.
- Encouraging watching out for symptoms in co-workers, and adjusting expectations for workers coming back to work after an absence.

Humidex 2, General controls + Job-Specific Controls:

- Engineering controls to reduce physical job demands.
- Shielding of radiant heat, increased air movement.
- Reduction of heat and moisture emissions at the source.
- Adjusting exposure times to allow sufficient recovery.
- Personal protective equipment that cools the body.

HEALTH EFFECTS

Health Effect	Symptoms	Treatment
Heat Rash	Red/bumpy rash with severe itching	Change into dry clothes and avoid hot environments. Rinse skin with cool water. Wash regularly to keep skin clean and dry.
Fainting	Sudden fainting after at least two hours of work, cool moist skin, weak pulse.	GET MEDICAL ATTENTION. Assess need for CPR. Move to a cool area, loosen clothing, make person lie down, and if the person is conscious, offer sips of cool water. Fainting may also be due to other illnesses.
Heat Cramps	Heat cramps are painful, involuntary muscle spasms that usually occur during heavy exercise in hot environments. The spasms may be more severe and recur during the typical 10-15 minute rest periods. They are most common in the calves, arms, abdomen and back, although the cramps may involve any muscle group involved in the exercise.	If you suspect heat cramps: Lay the person out on a shady or air-conditioned location. Loosen or remove the individual's clothing. Have the person drink cold water, not cold, or a sports drink containing electrolytes. Cool the person by spraying him or her with cool water and fanning. Monitor the person carefully; heat exhaustion can quickly become heatstroke. If the person is unconscious, CALL FOR EMERGENCY MEDICAL ASSISTANCE.
Heat Exhaustion	Signs and symptoms of heat exhaustion often begin suddenly. Moderate heatstroke is characterized by a hot, dry skin and changes in mental status ranging from personality changes to confusion and coma. Other signs may include: rapid heartbeat; rapid and shallow breathing; and/or elevated blood pressure; cessation of sweating; muscle cramps; dizziness; headache; nausea; vomiting; and/or loss of consciousness. Fainting, which can be the first sign in older adults.	If you suspect heat exhaustion: Get the person out of the sun and into a shady or air-conditioned location. Lay the person down and elevate the feet slightly. Loosen or remove the individual's clothing. Have the person drink cold water, not cold, or a sports drink containing electrolytes. Cool the person by spraying him or her with cool water and fanning. Monitor the person carefully; heat exhaustion can quickly become heatstroke. If the person is unconscious, CALL FOR EMERGENCY MEDICAL ASSISTANCE.
Heat Stroke	The main sign of heatstroke is a markedly elevated temperature – generally greater than 40°C – with hot, dry skin and changes in mental status ranging from personality changes to confusion and coma. Other signs may include: rapid heartbeat; rapid and shallow breathing; and/or elevated blood pressure; cessation of sweating; muscle cramps; dizziness; headache; nausea; vomiting; and/or loss of consciousness. Fainting, which can be the first sign in older adults.	If you suspect heatstroke: Move the person out of the sun and into a shady or air-conditioned space. Dial 911 or CALL FOR EMERGENCY MEDICAL ASSISTANCE. Cool the person by covering him or her with damp cloths or by spraying with cool water. Direct air onto the person with a fan or fan/pump.

HUMIDEX HEAT STRESS RESPONSE PLAN

Temp (in °C)	100%	95%	90%	85%	80%	75%	70%	65%	60%	50%	40%	30%	25%	20%	15%	10%
48	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy
47	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy
46	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy
45	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy
44	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy
43	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy
42	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy
41	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy
40	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy
39	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy
38	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy
37	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy
36	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy
35	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy
34	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy
33	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy
32	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy
31	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy
30	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy
29	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy
28	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy
27	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy
26	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy
25	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy
24	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy
23	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy
22	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy
21	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy	Unacclimated & Heavy

*At Humidex exposures above 45, heat stress should be managed as per the ACGIH TLV®.

VULNERABILITY TO HEAT STRESS

There are many factors (e.g. age, heart or lung conditions, dehydration, fatigue, some medications, etc.) that can make a person more vulnerable to heat. Despite these factors, workers may be able to cope given adequate knowledge of the signs and symptoms of heat stress and given the latitude to make adjustments to their pace of work. It is more often the young. If workers, thinking they are invulnerable who succumb to heat stress. Some workers may need medical advice about what accommodations are right for them.

5 STEPS for dealing with Heat Stress

- Step #1: Training**
- The Humidex plan by itself cannot guarantee that workers will not be affected by heat stress. Workers must learn to recognize the early signs and symptoms of heat stress and know how to prevent them!
 - If possible, workers should be able to alter their pace of work, rest breaks, and fluid intake in response to early symptoms (1 cup every 20 minutes)
 - The ideal heat stress response plan would let workers regulate their own pace by "listening to their body" without need for measurements.

- Step #2: Select a Measurement Location**
- Identify a representative location within the zone where measurements can be taken (if you want to base your actions on a single reading, select the highest heat stress zone).
 - Note:** This Humidex Plan is based on workplace measurements, not weather station/media reports (temperatures inside do not necessarily correspond with temperatures outside).


- Step #3: Measure Workplace Humidex**
- A thermal hygrometer (usually \$20-\$60 at hardware or office supply stores) is a simple way to measure the temperature and relative humidity in your workplace
 - once you have the temperature and humidity, use the table at left to determine the corresponding Humidex value and the appropriate heat stress prevention response. Remember to adjust for clothing (step #4) and radiant heat (step #5)
 - measurements should be recorded at least hourly if the Humidex is above 30° or temperature above 26°C.

NEVER IGNORE ANYONE'S SYMPTOMS
NO MATTER WHAT THE HUMIDEX!

- Step #4: Adjust for Clothing**
- evaporating sweat is the main way the body cools. The best clothing is the kind that makes it easiest for sweat to evaporate. The Humidex plan assumes workers wear summer clothes (light shirt & pants, underwear, socks, and shoes).
 - for cotton overalls on top of summer clothes one should add 5° Humidex.
 - for different clothing configurations, estimate the correction factor by comparing with cotton overalls (e.g. gloves, hard hat, apron, protective sleeves might be equivalent to a little less than half the evaporation resistance of overalls, so add 1° or 2° Humidex).
 - If clothes do not allow sweat evaporation (encapsulated suits), heat stress should be managed by monitoring vital signs (see ACGIH TLV®).

- Step #5: Adjusting for Radiant Heat**
- for outdoor work in direct sunlight between 10 am and 4 pm, add 2-3° (prior to adding percentage cloud cover) Humidex
 - for indoor radiant heat exposures, use common sense to judge whether the exposure involves more or less radiant heat than direct sunlight and adjust the 2-3° correction factor accordingly.

County of Bruce Standard Operating Procedures Manual

Revised:	Description STEP LADDER	Procedure CBHS-2.8
Supersedes:	Scope All Departments	Page 1 of 2
Date Issued:	Approval 	Effective Date: April 2, 2007

PURPOSE:

To develop a standard operating procedure for the safe use of a step ladder.

RESPONSIBILITIES:

1. Only competent employees authorized by their supervisor shall use a step ladder.
2. An employee using a step ladder shall have read and understood the following:

PROCEDURES:


A. Before use, a step ladder must be inspected for the following items:

- Missing or loose rungs
- Loose hinges, bolts, nuts or other parts
- Cracked or worn rails, rungs, braces, or steps
- Damaged or worn feet
- Twisted or distorted rails
- Excessive wear on treads
- Sharp edges on rails or rungs
- Loose or bent hinge spreaders
- Broken stops on hinge spreaders
- Lubrication of moving parts
- Wobble
- Missing or defective pads

B. Use a step ladder that is about 1 meter shorter than the highest point you have to reach.

C. Open the step ladder's spreaders and shelf fully.

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- D. Place the step ladder at right angles to the work, with either the front or the back of the steps facing the work.
- E. Ensure that all four of the ladder's feet are on firm, level and dry ground.
- F. Keep the ladder close to your work to avoid over reaching.
- G. Face the step ladder when climbing up or down, keeping your body centered between the side rails.
- H. Use 3-point contact using both hands while climbing.

SAFETY PROCEDURES:

- A. Clear the base area of all debris.
- B. Do not use a ladder in a doorway or passageway without suitable barriers.
- C. Do not use a step ladder on slippery or uneven surface.
- D. Never place a step ladder on boxes or tables for added height.
- E. Do not use a step ladder to brace or support your work.
- F. Limit is one person per ladder.
- G. Do not climb on the backside of a step ladder.
- H. Do not use step ladder as a straight header.
- I. Do not stand, climb or sit on a step ladder's top or pail shelf.
- J. When working from a step ladder, avoid vigorous sideways motion.
- K. Never over reach.
- L. Never shift or walk a step ladder while standing on it.
- M. Safety footwear, in good condition, must be worn.
- N. A hard hat must be worn.
- O. Eye and hearing protection must be worn if task warrants.

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PURPOSE:

To develop a standard operating procedure for the safe use of an extension ladder.


RESPONSIBILITIES:

1. Only competent employees authorized by their supervisor shall use an extension ladder.
2. An employee using a step ladder shall have read and understood the following:

PROCEDURES:


- A. Before use, an extension ladder must be inspected for the following items:
 - Missing or loose rungs
 - Loose bolts, nuts or other parts
 - Cracked or worn rails, rungs, braces, or steps
 - Damaged or worn feet
 - Twisted or distorted rails
 - Excessive wear on treads
 - Sharp edges on rails or rungs
 - Loose or broken extension locks
 - Lubrication of moving parts
 - Defective cords, chains or ropes
 - Missing or defective pads
- B. When transporting a ladder by vehicle, tie ladder down to prevent it from falling.
- C. Mark the ladder with an orange flag if it overhangs the vehicle.

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- D. Grasp a ladder near the center when carrying it by yourself.
- E. Carry ladder at waist level.
- F. Use a partner to carry long or heavy ladders.
- G. To set up a ladder with the help of a partner:
 - I. Lay the ladder on the ground close to its intended location
 - II. Brace the ladder against your helper's feet
 - III. Grasp the top rung with both hands, raise the top end over your head and walk toward the base of the ladder grasping the center of the rungs.
 - IV. Place the ladder's feet 1 rung away from the wall for every 4 rungs up.
- H. To set up the ladder alone:
 - I. Place the ladder firmly against the base of the building or stationary object.
 - II. Lift the top of the ladder and push toward vertical position.
 - III. When it is upright, transfer the ladder to the required position.
 - IV. With a firm grip, keep the ladder upright and close to the body.
 - V. Locate the ladder on firm footing using slip-resistant feet for blocking.
 - VI. If climbing from one surface to another, ensure the top of the ladder extends one metre above the landing platform.
 - VII. Ensure extension locks are locked.
 - VIII. Ensure that both side rails are firmly in contact with the object that the ladder is leaning against.
 - IX. If possible, tie the ladder off at the top; if not possible, have someone face the ladder with a hand on each side rail and one foot pressing down on the bottom rung.
 - X. Face ladder when going up or down.
 - XI. Grasp the rungs while climbing
 - XII. Maintain 3 points of contact.
 - XIII. Keep the center of your body within the side rails.
 - XIV. Tie yourself off to a secure anchor point with a safety harness when working 3 metres or more off the ground, or when working with both hands.

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SAFETY PROCEDURES:

- A. Do not attempt to carry a long or heavy ladder by yourself.
- B. Check for overhead wires before setting up a ladder.
- C. Clear the base area of all debris.
- D. Never extend the upper section of an extension ladder above the lower section's brackets.
- E. Do not stand a ladder on boxes or tables for added height.
- F. Do not use a ladder in a doorway or passageway without a suitable barricade.
- G. Never set up or take down a ladder while extended.
- H. If tools or objects have to be taken up the ladder, hoist them or fasten them to a belt.
- I. Never straddle the space between the ladder and another object.
- J. Do not work from the top 3 rungs
- K. Try to avoid vigorous sideway motion while on the ladder.
- L. Do not allow anyone to stand under the ladder or on the ladder (limit 1 person)
- M. Safety footwear, in good condition, must be worn.
- N. A hard hat must be worn.
- O. Eye and hearing protection must be worn if the task warrants.