# Table of Contents

Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>INTRODUCTION</td>
<td>10</td>
</tr>
<tr>
<td>1.1</td>
<td>PURPOSE</td>
<td>10</td>
</tr>
<tr>
<td>1.2</td>
<td>OBJECTIVES</td>
<td>10</td>
</tr>
<tr>
<td>1.3</td>
<td>RESPONSIBILITIES</td>
<td>10</td>
</tr>
<tr>
<td>2</td>
<td>HEALTH AND SAFETY POLICY</td>
<td>11</td>
</tr>
<tr>
<td>2.1</td>
<td>Safety Philosophy</td>
<td>11</td>
</tr>
<tr>
<td>2.2</td>
<td>Management’s Commitment</td>
<td>11</td>
</tr>
<tr>
<td>2.3</td>
<td>Objectives &amp; Responsibility</td>
<td>11</td>
</tr>
<tr>
<td>3</td>
<td>APPLICABLE LEGISLATION</td>
<td>12</td>
</tr>
<tr>
<td>3.1</td>
<td>Federal Legislation</td>
<td>12</td>
</tr>
<tr>
<td>3.2</td>
<td>Territorial Legislation</td>
<td>12</td>
</tr>
<tr>
<td>4</td>
<td>ORGANIZATIONAL STRUCTURE (SAFETY)</td>
<td>13</td>
</tr>
<tr>
<td>4.1</td>
<td>Safety Responsibilities And Accountability</td>
<td>13</td>
</tr>
<tr>
<td>4.1.1</td>
<td>Council</td>
<td>13</td>
</tr>
<tr>
<td>4.1.2</td>
<td>Executive Director, Department Directors and Managers</td>
<td>13</td>
</tr>
<tr>
<td>4.1.3</td>
<td>Health &amp; Safety Specialist/Occupational Health &amp; Safety Committee</td>
<td>13</td>
</tr>
<tr>
<td>4.1.4</td>
<td>Supervisors</td>
<td>14</td>
</tr>
<tr>
<td>4.1.5</td>
<td>Work Crews and Office Personnel</td>
<td>14</td>
</tr>
<tr>
<td>5</td>
<td>SAFETY ENFORCEMENT, COMPLIANCE AND DISCIPLINE POLICY</td>
<td>16</td>
</tr>
<tr>
<td>5.1</td>
<td>Enforcement</td>
<td>16</td>
</tr>
<tr>
<td>5.2</td>
<td>Compliance</td>
<td>16</td>
</tr>
<tr>
<td>5.3</td>
<td>Discipline</td>
<td>16</td>
</tr>
<tr>
<td>5.4</td>
<td>Investigation and Documentation</td>
<td>17</td>
</tr>
<tr>
<td>6</td>
<td>GENERAL SAFETY RULES</td>
<td>18</td>
</tr>
<tr>
<td>6.1</td>
<td>Mandatory Requirements</td>
<td>18</td>
</tr>
<tr>
<td>6.2</td>
<td>Grounds for Dismissal</td>
<td>18</td>
</tr>
<tr>
<td>6.3</td>
<td>Violence in the Workplace</td>
<td>18</td>
</tr>
<tr>
<td>6.4</td>
<td>Detailed Rules of Protocol</td>
<td>18</td>
</tr>
<tr>
<td>7</td>
<td>DRUGS AND ALCOHOL IN THE WORKPLACE</td>
<td>20</td>
</tr>
<tr>
<td>8</td>
<td>SAFETY TRAINING, EDUCATION AND INSTRUCTION POLICY</td>
<td>21</td>
</tr>
<tr>
<td>8.1</td>
<td>Purpose</td>
<td>21</td>
</tr>
<tr>
<td>8.2</td>
<td>Applicable Legislation</td>
<td>21</td>
</tr>
<tr>
<td>8.3</td>
<td>Policy</td>
<td>21</td>
</tr>
<tr>
<td>8.4</td>
<td>Safety Orientation</td>
<td>21</td>
</tr>
</tbody>
</table>
8.5 Training
8.5.1 Training Methods
8.5.2 Training Types
8.5.3 Safety Management Communication

9 PERSONAL PROTECTIVE EQUIPMENT POLICY

9.1 Purpose
9.2 Applicable Legislation
9.3 Policy

9.4 PERSONAL PROTECTIVE EQUIPMENT (PPE)
9.4.1 Clothing and Accessories
9.4.2 Guidelines for Working in Cold Weather
9.4.3 Guidelines for Working in Excessive Heat
9.4.4 Gloves
9.4.5 Boots
9.4.6 High-Visibility Clothing
9.4.7 Fire Retardant Work Wear
9.4.8 Hearing Protection
9.4.9 Respiratory Protective Equipment (Breathing Apparatus)
9.4.10 Head Protection
9.4.11 Eye & Face Protection

10 EMPLOYEE HYGIENE POLICY

10.1 Purpose
10.2 Applicable Legislation
10.3 Policy
10.3.1 Hand Washing
10.3.2 CROSS-CONTAMINATION
10.3.3 Clothing and Regular PPE
10.3.4 Jewelry and Loose Clothing
10.3.5 Food

10.4 Bed Bugs Infestation Guidelines
10.4.1 Purpose
10.4.2 Scope
10.4.3 General Information
10.4.4 Office Procedures

11 PREVENTATIVE MAINTENANCE PROGRAM

11.1 Equipment Maintenance
11.1.1 Tier One – Organization Issued Equipment
11.1.2 Tier Two – Truck Outfitting
11.1.3 Tier Three – Specialty PPE & Equipment

12 LOCKOUT/TAGOUT POLICY

12.1 Purpose
12.2 Applicable Legislation
12.3 Policy
12.3.1 Lockout Procedures

13 INSPECTION POLICY
13.1 Purpose 51
13.2 Applicable Legislation 51
13.3 Policy 51
13.4 Responsibilities 51
13.5 Formal Inspections 51
13.6 Informal (Ongoing) Inspections 52

14 HAZARD IDENTIFICATION, ASSESSMENT & CONTROL POLICY 53

14.1 Purpose 53
14.2 Applicable Legislation 53
14.3 Policy 53

15 RESIDENTIAL CONSTRUCTION SITE POLICY 54

15.1 Purpose 54
15.2 Scope 54
15.3 Policy 54
15.4 Proper Protocol 54
   15.4.1 Interaction with Clients 54
   15.4.2 Unacceptable Behaviours 55
   15.4.3 Employee Requirements 55
   15.4.4 Legislative Compliance 56

16 HOUSEKEEPING POLICY 57

16.1 Purpose 57
16.2 Applicable Legislation 57
16.3 Policy 57
16.4 Procedures 57
   16.4.1 General Do’s and Don’ts 57
   16.4.2 Flammable/Explosive Materials 57
16.5 Inside Buildings, Facilities and Workshops 58
   16.5.1 Storage of Spare Parts, Salvage Material and Debris. 58
   16.5.2 Material Handling 58
16.6 Facility Ground Areas 59
16.7 Work Sites 60
   16.7.1 Contractors 60
16.8 Summary 60

17 INVESTIGATION POLICY 61

17.1 Purpose 61
17.2 Applicable Legislation 61
17.3 Policy 61
17.4 Protocol and Responsibilities 61
17.5 Incident Investigation and Follow-up ........................................ 62
  17.5.1 Reporting and Investigation Procedures ................................ 62
  17.5.2 Incident Analysis and Follow-up Recommendations .................. 63
  17.5.3 Major Incident Loss Reports ............................................. 63
  17.5.4 Circulation of Developed Procedure .................................... 63

18 FATIGUE MANAGEMENT ............................................................. 64
  18.1 Responsibilities ...................................................................... 64
    18.1.1 Department Directors and Managers ................................... 64
    18.1.2 Supervisors .................................................................... 64
    18.1.3 Employees ..................................................................... 64
    18.1.4 Signs, Symptoms, Factors, and Performance Impairments ......... 65

19 EMERGENCY RESPONSE PLANNING POLICY ................................ 66
  19.1 Purpose .................................................................................. 66
  19.2 Applicable Legislation .......................................................... 66
  19.3 Policy .................................................................................... 66
  19.4 Emergency Response Planning Coordination .............................. 66
    19.4.1 Responsibility .................................................................. 66
    19.4.2 Emergency Response Plan ............................................... 66
    19.4.3 Building Evacuation Procedures ....................................... 66
  19.5 Emergency Procedures for Secluded Worksites .......................... 67
    19.5.1 Procedure ...................................................................... 68
  19.6 Emergency Fire Response Procedure ....................................... 68
  19.7 EMERGENCY PHONE NUMBERS (Whitehorse Area): ................. 69

20 WORKPLACE VIOLENCE POLICY .................................................. 70
  20.1 Purpose .................................................................................. 70
  20.2 Applicable Legislation .......................................................... 70
  20.3 Policy .................................................................................... 70
  20.4 Definitions ............................................................................. 70
  20.5 Prohibited Behaviour ............................................................ 71
  20.6 Procedures ............................................................................. 71
    20.6.1 Aggressive/Violent Act or Threat Response Procedure .......... 71
    These are general procedures, staff shall develop procedures specific to the building they occupy and the work being done. 71
  20.7 Lockdown Procedures ........................................................... 73
    20.7.1 How will I know a lockdown is occurring? ......................... 73
    20.7.2 Take the following steps should your building initiate "lockdown" procedures: 74
    20.7.3 PRECAUTIONARY LOCKDOWN .................................. 74
    20.7.4 MINIMUM LOCKDOWN ................................................. 74
    20.7.5 MAXIMUM LOCKDOWN ................................................ 75
    20.7.6 If the subject committing a violent act is INSIDE YOUR OFFICE: 76
    20.7.7 If you are OUTSIDE the building when a LOCKDOWN is initiated: 76
    20.7.8 Reporting Acts or Threats of Violence Procedure: ............... 76
    20.7.9 Future Violence Prevention Procedure: ............................. 77
    20.7.10 Incident Investigation Procedure ...................................... 77
    20.7.11 Mitigating Measures Procedure: ..................................... 77
20.8 Training and Instruction

21 SAFETY REPORTS AND DOCUMENTATION

22 SAFE WORK PRACTICES & SAFE JOB PROCEDURES

<table>
<thead>
<tr>
<th>Section</th>
<th>Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>22.1.1</td>
<td>Office Safety</td>
<td>80</td>
</tr>
<tr>
<td>22.1.2</td>
<td>Ergonomics</td>
<td>83</td>
</tr>
<tr>
<td>22.1.3</td>
<td>Worksite Inspection Procedure</td>
<td>83</td>
</tr>
<tr>
<td>22.1.4</td>
<td>Rural and Remote Field Work Guidelines</td>
<td>84</td>
</tr>
<tr>
<td>22.1.5</td>
<td>Health, Safety and Environmental Equipment For Camps</td>
<td>86</td>
</tr>
<tr>
<td>22.1.6</td>
<td>Check in Procedure</td>
<td>86</td>
</tr>
<tr>
<td>22.1.7</td>
<td>Working Alone</td>
<td>86</td>
</tr>
<tr>
<td>22.1.8</td>
<td>Cell Phone and Media Device Use</td>
<td>87</td>
</tr>
<tr>
<td>22.1.9</td>
<td>Vehicles and Driving</td>
<td>87</td>
</tr>
<tr>
<td>22.1.10</td>
<td>Heavy Equipment Operation</td>
<td>93</td>
</tr>
<tr>
<td>22.1.11</td>
<td>Operating a Skidsteer</td>
<td>94</td>
</tr>
<tr>
<td>22.1.12</td>
<td>Brush and Line Cutting</td>
<td>94</td>
</tr>
<tr>
<td>22.1.13</td>
<td>Chain Saw Operations</td>
<td>97</td>
</tr>
<tr>
<td>22.1.14</td>
<td>Line Cutting with Two Cutters</td>
<td>98</td>
</tr>
<tr>
<td>22.1.15</td>
<td>Material Handling</td>
<td>99</td>
</tr>
<tr>
<td>22.1.16</td>
<td>Ladders</td>
<td>99</td>
</tr>
<tr>
<td>22.1.17</td>
<td>Erecting a Scaffold</td>
<td>100</td>
</tr>
<tr>
<td>22.1.18</td>
<td>Tools and Equipment</td>
<td>101</td>
</tr>
<tr>
<td>22.1.19</td>
<td>Hand-Held Power Tools</td>
<td>102</td>
</tr>
<tr>
<td>22.1.20</td>
<td>Using Hand-Held Power Circular Saws</td>
<td>103</td>
</tr>
<tr>
<td>22.1.21</td>
<td>Proper Heavy Drill Use (Hilti or Cobra)</td>
<td>104</td>
</tr>
<tr>
<td>22.1.22</td>
<td>Use of Compressed Gas</td>
<td>104</td>
</tr>
<tr>
<td>22.1.23</td>
<td>Use of Propane</td>
<td>105</td>
</tr>
<tr>
<td>22.1.24</td>
<td>Grinders</td>
<td>105</td>
</tr>
<tr>
<td>22.1.25</td>
<td>Fire Protection</td>
<td>107</td>
</tr>
<tr>
<td>22.1.26</td>
<td>Fire Extinguisher Use</td>
<td>108</td>
</tr>
<tr>
<td>22.1.27</td>
<td>Use of Pressure Washers</td>
<td>110</td>
</tr>
<tr>
<td>22.1.28</td>
<td>Electrical Safety</td>
<td>110</td>
</tr>
<tr>
<td>22.1.29</td>
<td>Working Near Power Lines</td>
<td>111</td>
</tr>
<tr>
<td>22.1.30</td>
<td>Trenches and Excavations</td>
<td>112</td>
</tr>
<tr>
<td>22.1.31</td>
<td>Workers Hazard Materials Information System 2015 (WHMIS 2015)</td>
<td>116</td>
</tr>
<tr>
<td>22.1.32</td>
<td>Exposure Monitoring</td>
<td>117</td>
</tr>
<tr>
<td>22.1.33</td>
<td>Traffic Control</td>
<td>117</td>
</tr>
<tr>
<td>22.1.34</td>
<td>Complaints Against Motorists (Violations and Assaults)</td>
<td>118</td>
</tr>
<tr>
<td>22.1.35</td>
<td>Boarding a Helicopter</td>
<td>118</td>
</tr>
<tr>
<td>22.2</td>
<td>Handling Sharp Objects Policy</td>
<td>119</td>
</tr>
<tr>
<td>22.2.1</td>
<td>Intent</td>
<td>119</td>
</tr>
<tr>
<td>22.2.2</td>
<td>General Procedures</td>
<td>119</td>
</tr>
<tr>
<td>22.2.3</td>
<td>Personal Protective Equipment</td>
<td>119</td>
</tr>
<tr>
<td>22.2.4</td>
<td>Hygiene Procedures</td>
<td>120</td>
</tr>
<tr>
<td>22.2.5</td>
<td>Post-Exposure Procedure</td>
<td>120</td>
</tr>
<tr>
<td>22.2.6</td>
<td>Housekeeping and Waste Disposal</td>
<td>120</td>
</tr>
<tr>
<td>22.2.7</td>
<td>Community Clean-Up Efforts</td>
<td>121</td>
</tr>
<tr>
<td>22.2.8</td>
<td>Procedure for Handling Sharps</td>
<td>121</td>
</tr>
<tr>
<td>22.2.9</td>
<td>Blood-borne diseases - Handling of Hemorrhaging Patients and Clean-up</td>
<td>121</td>
</tr>
<tr>
<td>22.3</td>
<td>Fall Arrest Policy &amp; Program</td>
<td>124</td>
</tr>
<tr>
<td>22.3.1</td>
<td>Purpose</td>
<td>124</td>
</tr>
<tr>
<td>22.3.2</td>
<td>Policy</td>
<td>124</td>
</tr>
<tr>
<td>22.3.3</td>
<td>Applicable Legislation and Standards</td>
<td>125</td>
</tr>
<tr>
<td>22.3.4</td>
<td>Definitions</td>
<td>125</td>
</tr>
<tr>
<td>22.3.5</td>
<td>Fall Protection Plan</td>
<td>126</td>
</tr>
<tr>
<td>22.3.6</td>
<td>Fall Arrest Program</td>
<td>127</td>
</tr>
</tbody>
</table>
22.3.7 Personal Fall Arrest Systems
22.3.8 Rescue Plans

22.4 Confined Space Entry Safe Work Practices and Procedures
22.4.1 Health and Safety Hazards
22.4.2 Safe Work Practices
22.4.3 Safe Work Procedures
22.4.4 Hazard Assessment
22.4.5 Air Monitoring
22.4.6 Attendant and Entrant Responsibilities
22.4.7 Implementation of Hazard Controls
22.4.8 Entry into a Confined Space
22.4.9 Emergency Rescue

23 RECREATIONAL VEHICLE USE POLICY
23.1 Purpose
23.2 Applicable Legislation
23.3 Policy
23.4 Training
23.5 Inspection and Emergency Preparedness
23.6 Personal Protective Equipment (PPE)
23.7 Environmental Protection
23.8 ATV/UTV Use Guidelines
23.8.1 Roles and Responsibilities
23.8.2 Inspections
23.8.3 Starting Procedures
23.8.4 Prohibited Behaviours and Activities
23.9 Snowmobile Safety Guidelines
23.9.1 General Guidelines
23.9.2 Night Riding
23.9.3 Ice & Snowmobiling
23.9.4 Dressing Right
23.9.5 Defensive Snowmobiling
23.10 Boating Safety Guidelines
23.10.1 Pre-Trip Procedures
23.10.2 Safety in the Watercraft
23.10.3 Certification and Observation of Applicable Legislation
23.10.4 Conduct
23.10.5 Post-Trip Procedures
23.10.6 Emergency Procedures

24 COMMUNITY AWARENESS
24.1 Typical Community Contacts:

25 CONTRACT SYSTEM POLICY
26 EMPLOYEE STATEMENT OF UNDERSTANDING
27 Emergency Response Number List
28 Kwanlin Dün First Nation Occupational Health & Safety Committee Terms of Reference
1 INTRODUCTION

1.1 PURPOSE
Kwanlin Dün First Nation (KDFN) is committed to the protection of its employees, citizens, the environment and its physical assets. KDFN will continue to maintain a safe work environment in order to prevent occupational injuries and illness. All employees are equally responsible for complying with the requirements of the Canada Labour Code, Canada Occupational Health & Safety Regulations, and the Yukon Worker’s Compensation Act. This Occupational Health & Safety Manual provides a system to manage health and safety hazards and protect the health and safety of the employees.

1.2 OBJECTIVES
The policies and procedures in this Occupational Health & Safety Manual are to ensure our success in protecting the health and safety of all employees. The purpose of an Occupational Health & Safety Manual is to ensure that:

- Management is committed to the prevention of occupational illness and injury;
- A healthy and safe work environment is maintained;
- KDFN meets all legislated requirements;
- Supervisors understand that it is their responsibility to ensure that healthy and safe work conditions are maintained and all employees under their direction are appropriately trained;
- Employees understand that it is not only management, but also the employee’s legislated responsibility to work safely and to report all unsafe or unhealthy conditions;
- The responsibilities of contractors, sub-contractors and their employees are defined, and ensure that their standards meet or exceed KDFN and legislated health and safety program standards;
- The rules, regulations, policies, procedures and criteria of KDFN are clearly defined and easy to understand;
- The rules, regulations, policies, procedures and criteria of KDFN are communicated to and available to all employees.

1.3 RESPONSIBILITIES
Directors, managers, supervisors, employees, Occupational Health & Safety Committee Representatives, contractors, citizens and visitors will follow health and safety responsibilities in accordance with all applicable legislation, policies and programs, including all applicable sections of the Canada Labour Code and the Canada Occupational Health & Safety Regulations. Failure of any employee, contractor, sub-contractor, citizen, visitor or guest to a KDFN worksite to abide by the rules, regulations, policies, procedures and guidelines in this manual may result in discipline, removal from the premises or a stoppage of work.
2 HEALTH AND SAFETY POLICY

2.1 Safety Philosophy
The Kwanlin Dün First Nation (KDFN) is committed to a healthy, safe and environmentally sound program that will protect our staff and property as well as other workers who enter onto our property, the general public, and the environment.

All employees are responsible and accountable for the organization’s health and safety performance. Proactive participation by every employee, on an ongoing basis, in every job, is necessary for the level of safety excellence this organization expects.

2.2 Management’s Commitment
Management will set an example and provide leadership in the health and safety program. Management, with employee involvement, will set a health and safety policy and provide work procedures that will establish a safe work environment. All work procedures will be provided to employees as well as the proper equipment and training necessary to get the job done safely.

2.3 Objectives & Responsibility
All employees will have an awareness of the health and safety concerns for themselves and that of their fellow workers. Employees are encouraged to work towards continuously improving health and safety conditions at work. All employees must be familiar with the requirements of the applicable jurisdictional legislation for the work being done.

All employees have three fundamental safety rights in the workplace:
- The right to know about the safety program;
- The right to participate in the safety program;
- The right to refuse unsafe work.

The Kwanlin Dün First Nation’s goal is for all employees to work in a healthy and injury free work place.

All policies in this manual have been reviewed and approved by the Chief of the Kwanlin Dün First Nation.

Signed: [Signature]
Chief

Dated: 06/09/2017
3 APPLICABLE LEGISLATION

Kwanlin Dün First Nation is considered a self-governing body by the Government of Canada and all work done on KDFN Settlement Lands falls under Federal Safety Legislation including the Canada Labour Code and the Canada Occupational Health and Safety Regulations.

However, when work is done by KDFN employees on non-settlement lands; i.e. Yukon Territorial or City of Whitehorse roads and lots, Territorial Legislation is applied, including the Yukon Occupational Health & Safety Act and Regulations.

All applicable Occupational Health, Safety, Environmental, and Worker’s Compensation Legislation must be followed. Examples of pertinent legislation are:

3.1 Federal Legislation

*Canada Labour Code*

*Canada Occupational Health and Safety Regulations*

*Explosives Act*

*Workplace Hazardous Materials Information System Regulations 2015 (WHMIS 2015)*
https://www.ccohs.ca/oshanswers/chemicals/whmis_ghs/general.html

*Transportation of Dangerous Goods Act and Regulations (TDG)*
http://www.tc.gc.ca/eng/tdg/clear-menu-497.htm

*Energy Resources Conservation Boards Regulations*
http://www.ercb.ca/docs/requirements/actsregs/erc_act.pdf

*National Fire Code of Canada Prevention Act*

*Canada Environmental Protection Act*
http://www.ec.gc.ca/lcpe-cepa/default.asp?lang=En&n=24374285-1&offset=1&toc=show

3.2 Territorial Legislation

*Yukon Occupational Health and Safety Act and Regulations (YWCHSB)*

*Yukon Environment Act & Regulations:*

*Yukon Worker’s Compensation Act*

All Occupational Health & Safety (OH&S) Regulations and Acts will be available in department offices. Other legislation will be available in the main offices and by request.
4 ORGANIZATIONAL STRUCTURE (SAFETY)

1. COUNCIL

2. EXECUTIVE DIRECTORS, DEPARTMENT DIRECTORS AND MANAGERS

3. HEALTH & SAFETY SPECIALIST/SAFETY COMMITTEE

4. SUPERVISORS

5. WORK CREWS & OFFICE PERSONNEL

4.1 Safety Responsibilities And Accountability

4.1.1 Council
- Ensure that Kwanlin Dün First Nation (KDFN) government complies with all Occupational Health and Safety Regulations;
- Insistence of safe and competent performance by all employees;
- Set an example of expectations and standards;
- Provide a healthy and safe workplace.

4.1.2 Executive Director, Department Directors and Managers
- Risk management is integrated into all aspects of planning and decision-making within their respective departments;
- Policies and programs applicable to their departments are developed, implemented, evaluated, maintained current and are adequately resourced;
- Policies, procedures and practices set out in the safety program are implemented and maintained within the department, where applicable;
- Procedures and practices are developed, implemented and maintained current to manage the risk specific to the activities occurring within their respective areas;
- Adequate supervision, training, written instructions, and information is provided to all individuals working and learning within their areas to manage risk and demonstrate due diligence.

4.1.3 Health & Safety Specialist/Occupational Health & Safety Committee
The Canada Labour Code requires that for all workplaces with 20 or more employees there shall be a Health and Safety Committee consisting of at least two persons and at least half the members shall be employees who do not exercise managerial functions at that workplace and at least one employee appointed by the Executive Director. For all other workplaces controlled by KDFN, there shall be a non-managerial employee selected by the non-managerial employees at that workplace to be the Health and Safety Committee Representative.

The duties of Health and Safety Committees and the OH&S Specialist are proscribed in the Canada Labour Code and include:
- Insistence of safe and competent performance by all employees;
• Implement, maintain, and update safety program and this manual;
• Ensure safety program and operations comply with legislation and acts;
• Have all incidents/accidents investigated and recommendations implemented;
• Report all lost-time and medical aid injuries promptly to federal and territorial representatives;
• Ensure employees are properly trained with safety seminars or training;
• Maintain current knowledge of safety literature, legislation and codes of practice;
• Post all safety bulletins, safety posters, safety rules, meeting minutes and applicable legislation;
• Ensure that Personal Protective Equipment is available;
• Ensure that first aid equipment and supplies are available;
• Conduct regular inspections;
• Review incident reports and stay informed about project safety performance.

Please refer to Section 27 of this manual for the Occupational Health & Safety Committee’s Terms of Reference.

4.1.4 Supervisors
The supervisor is the KDFN staff member who supervises the work crews and is in charge of the entirety of the worksite activity or project. They are the person who is directly in control of and participates in the defined practical fieldwork occurring. Activity coordinators are considered supervisors. Supervisor legislation applies regardless of position title, job category or description, or pay grade.

They must:
• Set a good example;
• Promote safety awareness;
• Enforce safety rules;
• Ensure workers have and wear all PPE;
• Establish safe work procedures;
• Correct unsafe work practices and conditions;
• Instruct staff in safe work practices;
• Verify worker competency for work assigned;
• Inspect all worksites and equipment daily and fill out proper forms;
• Advise workers of any actual or potential hazards of the work;
• Aid in the investigation of all incidents;
• Ensure proper maintenance of equipment, tools and work sites;
• Comply with all legislative regulations;
• Ensure that visitors to job sites are properly instructed as to safety requirements and their responsibilities.

4.1.5 Work Crews and Office Personnel
• Set a good example;
• Use safe work practices & procedures;
• Participate in worksite and equipment inspections;
• Help inspect all worksites and equipment daily;
• Report unsafe acts and conditions to supervisor/director;
• Correct unsafe conditions;
• Comply with all applicable rules and regulations;
• Report any injury or incident to supervisor/director as per incident reporting procedure;
• Make safety suggestions;
• Attend safety meetings;
• Cooperate with supervisors and management through involvement in all aspects of the health and safety program;
• Ensure that visitors to the office and worksites are properly instructed as to our safety requirements and their responsibilities.

Related HR Policies: 10.7 Job Classification
5  SAFETY ENFORCEMENT, COMPLIANCE AND DISCIPLINE POLICY

5.1 Enforcement
The Kwanlin Dün First Nation expects that all employees will follow all organization and government safety and environmental rules. Safety rules are enforced first through proper supervision, leadership, and communication of all rules and procedures, as well as through disciplinary measures that will be taken against those who fail to comply.

The organization’s disciplinary program is designed to be proactive in that it includes skill development, training and commendations, as well as punitive action when required. The organization will ensure that all employees are fully informed of organization policy, procedures, safe work practices, and relevant government regulations by:

- providing all employees access to all personnel policies and health and safety information;
- posting WCB and OH&S regulatory information and updates to regulations;
- holding regular safety meetings and tailgate meetings;
- training employees as required.

5.2 Compliance
The management of KDFN is committed to the safety of its employees. All employees are to abide by the regulations, safety rules, and the use of safe work practices and safe job procedures.

KDFN has developed this Occupational Health and Safety Program to foster and promote safety and health in the workplace. Upon commencement of employment, all new employees of KDFN will be supplied with a copy of this manual. In addition, the contents of the OH&S Program will be discussed with all new employees.

Kwanlin Dün First Nation welcomes the input of all employees regarding the contents of the safety program and encourages active participation. It is expected that employees will immediately bring to the attention of management any concerns they have regarding safety.

5.3 Discipline
In the event that an employee of KDFN violates company safety policy or exhibits continuing problematic behavior, a system of progressive discipline shall be utilized.

Employees will be given opportunities to correct the unsafe behaviour, unless the behaviour or concern is one of a severe nature, in which case, progressive discipline can be accelerated to match the violation. Typically, progressive discipline will progress through the following steps:
1. Written Warning
2. Suspension
3. Termination

With each violation or apparent problem, the employee will be provided with a written document to:
   1. Alert them to the problem and provide a reiteration of the correct KDFN safety policy regarding the violation,
   2. Advise them of the consequences associated with further infractions, and

All formal warnings will be kept on file for a period of two (2) years. If no further discipline happens within the time period, the warning will become inactive and removed from the employee’s personnel file. If further offences relating to the issue have taken place, the warning will be attached to the next set of progressive disciplinary actions.

Degrees of discipline shall be used in relation to the problem at hand. As the situation dictates, based on the past performances of the employee, and the seriousness of the violation, KDFN reserves the right to skip steps of the disciplinary process and move to a higher level of discipline or termination where necessary.

5.4 Investigation and Documentation
All violations, or alleged violations, will be properly investigated and documented by the department manager or director, the Human Resources manager, and the OH&S Specialist. All formal measures that have been taken within the progressive discipline process will be documented and kept in the employee’s personnel file.

Related HR Policies:
7.2 Discipline
7.3 Dispute & Complaint Resolution
6 GENERAL SAFETY RULES

6.1 Mandatory Requirements

Employees are expected to wear all appropriate personal protective equipment required for the task being undertaken as stated in the Safe Work Practices or Safe Job Procedures, as directed by a supervisor, Health & Safety Specialist or department director, and by industry standards such as the Canada Occupational Health & Safety Regulations.

Report to your supervisor all unsafe acts, unsafe conditions and near miss incidents.

Report all injury or damage incidents immediately.

Maintain good housekeeping in your work area.

Operate all vehicles and mobile equipment in accordance with site rules and the Yukon Motor Vehicles Act.

Employees with allergies or sensitivities to perfumed and other scented products are protected under the Canada Labour Code.

In compliance with the Yukon Smoke Free Places Act, smokers outside KDFN workplaces will stay 5 metres away from doorways, air intakes and open windows. Employees will also not smoke in any KDFN vehicles.

6.2 Grounds for Dismissal

The following are prohibited at all times on all organization property and all organization job sites:

- Possession or consumption of alcohol or illegal drugs, as per the Substance Use Policy;
- Possession of firearms;
- Fighting or workplace violence;
- Horseplay or practical jokes that have the potential for or result in serious injury;
- Theft and vandalism;
- Damaging, disabling or interfering with safety, fire-fighting or first aid equipment.

6.3 Violence in the Workplace

"Violence" means the attempted or actual exercise by a person, including a fellow worker, of any physical force so as to cause injury to a worker, and includes any threatening statement or behaviour which gives a worker reasonable cause to believe that he or she is at risk.

Violence of any kind will not be tolerated and is considered grounds for dismissal. See Section 20 - Workplace Violence Policy, in this manual, for more information.

6.4 Detailed Rules of Protocol

It is the responsibility of all employees to become familiar with their workplace and to ensure their own safety and the safety of their fellow workers.
Every worker must report any unsafe condition promptly to their supervisor or the safety specialist.

Every worker will report to work physically fit and outfitted with clothing, including footwear, suitable for the work to be performed. Unless specifically exempted by a supervisor, and documented; this means safety-toed footwear, which provides adequate ankle support.

In the event of an incident, ensure that the scene of the incident is left undisturbed, except when it is necessary to do so to prevent injury to other workers or to provide assistance to injured workers.

All incidents, injuries, and near misses must be reported to a supervisor or department/building safety committee representative as soon as reasonably practicable. They will provide the appropriate forms for reporting incidents or injuries.

Ensure that you know how to perform the task assigned to you safely. If you have any doubts or questions, ask your supervisor. It is more important to understand the way to perform your job safely than it is to go ahead and try something you are not sure of and risk injuring yourself or your fellow workers.

Read all danger and warning labels on containers and equipment. Follow any health/safety precautions as directed on provided SDS sheets.

Vandalism, theft, or misuse of safety equipment, tools, or other property will not be tolerated. Make sure you have the right tool for the right job and use it properly.

All mobile equipment, including motor vehicles, shall be operated in accordance with site rules, good operating procedures, and the Yukon Motor Vehicles Act. Seat belts must be worn at all times when operating vehicles equipped with seat belts.

When the job is completed, the work area must be cleaned up, and equipment ready to operate for the next production shift.

Private vehicles must be parked in designated parking areas. Vehicles shall be operated on designated routes and shall not interfere with the use of roadways by residents.

Employees should use only designated sanitation facilities where available. This should be determined during the worksite inspection.

Handrails and guardrails provided for the protection of workers must not be removed or rendered ineffective. All guards provided for the protection of workers must be replaced when the nature of the work requires their temporary removal.

Appropriate fire-fighting equipment must be available on all sites at all times; this includes the maintenance of fire extinguishers.
The above rules are minimum rules that are applicable to all worksites. Failure to comply with these rules is grounds for discipline, up to and including dismissal.

Related HR Policies:  
3.4 Code of Conduct  
6.4 Substance Use

7. DRUGS AND ALCOHOL IN THE WORKPLACE
All employees are required to follow the HR Policy 6.4 – Substance Use Policy. This policy applies to all employees of KDFN and also includes visitors and contractors on a KDFN worksite.

All employees of KDFN are expected to report fit for duty for scheduled work and be able to perform assigned duties safely without any limitations due to the use or after-effects of alcohol, illicit drugs, non-prescription drugs, or prescribed medications or any other substance.

Off the job as well as on the job involvement with alcohol or drugs can have adverse effects upon the workplace, the integrity of our work product, and the safety of others on the worksite. As such, KDFN wants to impress upon all employees that it has zero tolerance for employees who arrives at work under the influence of alcohol or drugs, and/or whose ability to work is impaired in any way by reason of the consumption of alcohol or drugs (i.e. hung-over), or who consume alcohol or drugs at a worksite.

There are serious liability issues when an employee is impaired and is working in a safety sensitive department, such as Community Services, and when operating dangerous tools and equipment. Employees may be subject to criminal charges if they cause injury to another person while performing their duties under the influence. Further, if an employee is aware of another employee who is impaired on a worksite, they are obliged to report their suspicions to their supervisor immediately. Failure to report may result in serious liability to KDFN, the department, supervisor and the employee.

KDFN strictly prohibits the use of, unlawful manufacture of, sale, purchase, offer to purchase or sell, transfer, distribution, consumption, or possession of drugs or alcohol on an active work site. Any employee found participating in any such actions will be subject to disciplinary action as per the HR Policy 7.2, Discipline.

Related HR Policies:  
6.4 Substance Use  
7.2 Discipline  
7.3 Dispute & Complaint Resolution
8 SAFETY TRAINING, EDUCATION AND INSTRUCTION POLICY

8.1 Purpose
The purpose of this policy is to provide for general and specialized safety and related training throughout all levels of the organization.

8.2 Applicable Legislation
*Canada Labour Code*: Part 125 (1) (f), (q), and (z)

8.3 Policy
Kwanlin Dün First Nation will provide all safety and related training that is necessary to minimize losses of human and physical resources of the company. Employees shall participate in this training.

8.4 Safety Orientation
In addition to KDFN HR Policy 4.13, New Employee Documentation and Orientation, new employees of the KDFN will receive familiarization with the organization’s health and safety procedures as well as other training programs available to its employees on or before their first day of work. Orientation subjects will include the following:

- Standard work procedures and safe work practices;
- Location of first aid and other emergency facilities;
- Procedure for reporting incidents/accidents and hazardous conditions;
- Recognition and review of existing worksite hazards;
- Mandatory compliance requirements with organization expectations and applicable legislation;
- The use and care of personal protective equipment required on worksites.

8.5 Training
KDFN will ensure that all employees and supervisors receive training and instruction required to maintain a safe and healthy workplace. Employees will receive instruction in maintaining safe and healthy work practices consistent with the Canada and Yukon’s Occupational Health and Safety Acts and Regulations.

Employees shall be instructed in requirements for Personal Protective Equipment (PPE). Safety footwear and hard hats are required at all construction worksites. Employees shall be instructed in requirements for hearing protection, eye protection, and other PPE, as required for specific tasks. Federal Regulations require an employer to have workers in high noise areas receive an annual audiogram. See Section 7 of the Canada OH&S Regulations.

Employees are required to attend project safety meetings and courses scheduled by KDFN. This organization encourages all employees to participate in safety and health programs deemed mutually beneficial to the employee and organization.
KDFN will maintain a record of each employee’s training, education, and certification. Records will be periodically reviewed to ensure the need for retraining has not been overlooked.

KDFN will ensure that all supervisors receive training appropriate to their assigned duties and will maintain records of all training provided by KDFN as well as records of training provided by other agencies.

**8.5.1 Training Methods**
KDFN offers a variety of methods for training its employees, as are described below:

**8.5.1.1 On-the-Job Safety Training**
Supervisors provide assistance in the day-to-day safe way to work. The daily and monthly safety meetings provide further safety training, as do special safety courses, speakers, engineers, and tradesmen.

Employees are further encouraged to learn safety techniques and methods by attending industry technical and safety courses.

Good training has been proven to prevent incidents on the job.

**8.5.2 Training Types**
A well-trained and qualified worker is usually a safe, efficient, and conscientious employee. This organization endeavors to hire workers who are adequately qualified, are suitably trained, meet government training requirements and have sufficient experience to do the work required. Records of employee training are kept for review and help determine courses needed or required.

**8.5.2.1 New Employee Safety Training**
Every employee and contractor who is new to a job site is to receive safety training appropriate to the job and the job site. This training includes an orientation. No new employee is allowed on a KDFN site unless he or she has been given a thorough orientation by a supervisor or a person designated by the supervisor to perform the orientation. Topics covered will include:

- a complete review of KDFN safety policies and procedures;
- specific hazards that may be encountered on the site;
- safety precautions;
- a review of the safety responsibilities and expectations of KDFN, its contractors, supervisors and employees;
- a review of pertinent OH&S and other government regulations;
- other on-and-off the job site expectations and conduct;
- the right to refuse to perform unsafe acts or work;
- security measures and responsibilities;
- safe work procedures orientation;
- Instructional safety videos
- WHMIS 2015/TDG instruction (if applicable);
- PPE instruction.
8.5.2.2 Supervisor Safety Training and Retraining
KDFN employs only supervisors who have adequate education or experience and appropriate certification for their jobs. Supervisors are trained in overseeing and managing technical work, including all procedures of the safety program. They are also trained in regulatory requirements and hazard recognition, inspections and audits, and interpersonal communications.

Supervisors are encouraged to expand their knowledge further by taking courses and seminars in new design, operations, construction techniques, safety management, and techniques that will make them more proficient in running safe and effective job sites. See HR Policy 4.11, Employment and Training Opportunities, for more information.

8.5.2.3 Management Safety and Loss Control Training
Because of management accountability, KDFN management is exposed to two forms of training:

Formal training: Managers and safety officers are trained in specific aspects of safety and health loss control such as leadership and administration, planned inspections, job/task analysis, incident investigation and emergency planning.

Safe Work Procedures Training: All staff will be trained in the safe job procedures that are pertinent to their respective positions.

8.5.2.4 Safe Driving Program
Before allowing employees to drive KDFN vehicles management will request a drivers abstract and a copy of the driver’s license from the Territorial licensing offices. Employees will be expected obey all operational laws. Safe Winter Driving training will be made available for those operating KDFN vehicles through the winter months.

8.5.2.5 Fire Training
It is vitally important that all workers know how to use and operate the fire equipment provided by the organization. Suppliers may provide training for organization employees in the use of their fire equipment, and supervisors will provide training talks and hands-on practice.

8.5.2.6 WHMIS 2015 Training
WHMIS legislation includes the federal Hazardous Products Act, the Controlled Products Regulations, the Ingredient Disclosure List, the Hazardous Materials Information Review Act and Regulations, The Canada Labor Code, and Territorial Occupational Health and Safety Legislation. Training in WHMIS 2015 is provided when needed, with a minimum of yearly review for all staff.

8.5.2.7 First Aid Training
Every KDFN field supervisor must have, as a minimum, a standard first aid certificate. CPR training is also required. If the job requires more highly trained persons, they will be provided. Adequate first aid supplies are provided and are highly visible. All workers are shown the first aid stations on the work site as a part of their orientation.
First Aid certification will be a minimum requirement for all KDFN employees working in the field.

8.5.2.8 H₂S Training
Any employees and/or contractors who may work near H₂S will take, as a minimum, the 8 hour H₂S awareness course certified by ENFORM or equivalent. Workers working within H₂S environments must take the 16 hour H₂S rescue course that has been certified by ENFORM.

8.5.2.9 Respiratory Protective Equipment Training
Supervisors are responsible for determining when R.P.E. is needed, selecting, and approving purchase of appropriate equipment, and training employees in its use. Both supervisors and employees are responsible for ensuring that proper and adequate R.P.E. is worn whenever there may be exposure to airborne contaminants, or when the atmosphere is, or may be, oxygen deficient.

8.5.2.10 Cold Weather Survival Training
Where applicable, industry courses in cold weather survival are presented.

8.5.3 Safety Management Communication
KDFN has established a safety management communications system that parallels its management structure. Safety information is passed both ways between the OH&S Committee and employees on a regular basis.

At each job site, supervisors monitor for safety performance. Be sure that you do your part to contribute to a safe work site.

8.5.3.1 Communication and Group Meetings
Effective communication between all levels of employees is necessary to monitor and improve work procedures and safety.

8.5.3.2 Safety Meetings
Depending on circumstances, safety meetings are held as often as possible, usually daily via “tailgate” meetings and weekly or monthly as standard safety meetings. These are used in order to effectively cover immediate and long-term safety concerns. Pre-job, or tailgate meetings, can be used to discuss safety concerns specific to the particular job at hand. Safety meetings will also be used for additional training and to encourage worker input and communication. Meetings are held both by field workers in the field and by managers and safety representatives in the main office.

Topics covered in safety meetings include reviews of recent incidents and safety precautions to prevent their reoccurrence, new safety procedures and materials, new policies, or new technology. These meetings are tailored to the specific needs of the location and scheduled to allow for open discussion.
**Tailgate Safety Meetings**
Where job site circumstances require it, workers gather every day for instructions from the project or operations supervisor regarding the work for that day. At least five to ten minutes are devoted to discussing how to do the job safely.

Attendance records and minutes of all meetings where safety is discussed shall be kept for review and due diligence purposes.

**8.5.3.3 Safety Posters and Bulletin Boards**
Every office building has at least one bulletin board where safety posters can be displayed to identify safety hazards and support the instruction given in safe work procedures. Meeting minutes and legislation changes are also displayed. Vehicles on a jobsite away from the offices will have this safety manual and a set of OH&S regulations available.

The safety bulletin board is in a conspicuous location where workers gather for information, in a lunchroom or in work areas.

**8.5.3.4 Training Records**
To ensure training is kept up to date, detailed records of participants, topics, dates, materials provided and follow-up programs are kept. Supervisors and Department managers use this information in meeting regulatory requirements, planning future training programs, assessing the effectiveness of past programs and assessing individual employee safety performance. Records will be kept of all training programs that the employee has received while with KDFN.

**8.5.3.5 Safety Suggestions**
Every KDFN employee and supervisor is responsible for making suggestions on how to make jobs more safe and efficient. These suggestions can be discussed daily at toolbox meetings or at the monthly safety meetings. There are also “Safety Suggestion Forms” which can be obtained from the OH&S Specialist.

All unsafe conditions must be reported immediately to supervisors.

More importantly, employees are encouraged to do their part to think of and use safe work methods in every aspect of every job. If employees are uncertain of safe methods they are encouraged to ask, and if they have safer methods, they are encouraged to suggest. If desired, any suggestions can be made in private or anonymously. All suggestions will be reviewed by on site supervisors and then by other levels of management.

Related HR Policies:  
4.11 Employment and Training Opportunities  
4.13 New Employee Documentation and Orientation  
9.14 Training, Education & Professional Development  
10.5 Personnel Files
9 PERSONAL PROTECTIVE EQUIPMENT POLICY

9.1 Purpose
To ensure that employees of Kwanlin Dün First Nation comply with all Federal and Territorial Regulations regarding the use of proper Personal Protective Equipment (PPE).

9.2 Applicable Legislation
Canada Occupational Health & Safety Regulations: Part XII – Safety Materials, Equipment, Devices and Clothing
Yukon Occupational Health & Safety Regulations: Part I – General

9.3 Policy
It is the policy of KDFN that all workers use the proper Personal Protective Equipment when and where required. The following will be observed and practiced by the organization and employees when the organization undertakes any job or project.
• All employees will wear CSA approved Personal Protective Equipment required for the job site or the work being done;
• Selection of ‘specialized’ PPE will be determined by the appropriate safe work practice or procedure, by the OH&S Specialist, or the Department Manager or Director;
• All PPE used by KDFN will be within the requirements of OH&S legislation and CSA standards;
• All PPE used by KDFN will be maintained in accordance with manufacturer’s instructions and requirements;
• Organization-issued PPE will be inspected at the time of issue, before each use by the employee using the PPE, and upon return to the organization at the termination of services;
• All PPE that is of questionable reliability, damaged, or in need of service or repair will be removed from service immediately;
• KDFN will maintain appropriate inspection and service logs and records for Specialty PPE;
• No piece of PPE will be modified or changed contrary to its manufacturer’s instructions or specifications or OH&S Legislation;
• Hard Hats must be worn at all times by employees working in the construction field (Community Services);
• Proper falling equipment (e.g. chaps, chainsaw helmet, etc.) must be worn for any forestry projects.
9.4 PERSONAL PROTECTIVE EQUIPMENT (PPE)
Protective equipment appropriate for the work to be done must be worn. Failure or refusal to use the proper protective equipment and clothing is cause for disciplinary action.

The following will be observed and practiced by KDFN employees, guests, and visitors when in areas deemed to be hazardous:

- All employees shall wear safety glasses, safety boots, hard hats, hearing protection, and any other specialty PPE required.
- All PPE used will meet CSA standards, Federal/Territorial Health and Safety Regulations, as well as those of any prime contractor.
- All PPE will be in good condition and maintained according to manufacturer's instructions.
- Employees will check PPE before each use to ensure that it is fit for use.

All PPE that is of questionable reliability, damaged, or in need of service or repairs shall be removed from service immediately. Upon removal from service, PPE will be tagged "out of service". PPE that has been tagged will not be returned to service until repaired and inspected by qualified personnel.

The organization will maintain appropriate inspection and service logs for specialty PPE, chainsaws and organization issued equipment.

PPE may be stored in operators' vehicles and transported to individual sites as required.

No person, including engineers, office visitors, the public, inspectors, clients, or contractors, is allowed on any KDFN site without the appropriate safety gear.

The following sections provide details on some personal protective equipment and where it should be worn.

9.4.1 Clothing and Accessories
Personnel working around rotating equipment or machinery must not wear loose-fitting or ragged clothing, jewelry, or watches, as these items may catch on rotating or moving equipment and cause serious harm.

Employees will wear clothing that is appropriate to the environment where the work is being performed.

We recommend that employees wear clothes made of fire resistant fabric, fabric topically treated with a fire retardant or a fabric high in natural fibers such as cotton or wool, but it isn’t mandatory. Clothing containing flammable synthetics, such as nylon or rayon, is discouraged, as these materials melt and stick to the skin in a fire.
9.4.2 Guidelines for Working in Cold Weather

9.4.2.1 Introduction
Working in cold weather is dangerous for the untrained and for people without adequate clothing. For a well informed and prepared worker, winter work can be enjoyable and fulfilling. To cope with winter, stay active, dress warmly and follow safety rules.

This guideline is intended to assist employees of KDFN by providing information on the health effects of working in cold weather, exposure limits and personal protective equipment etc. so that appropriate measures can be taken to protect workers.

9.4.2.2 Legal Requirements
Employers have a duty under Part II of the Canada Labour Code and section XII of the Canada Occupational Health & Safety Regulations to take every precaution reasonable for the circumstance to protect their employees. This includes proper policies and procedures to protect workers working in cold environments.

Due to some essential services provided by KDFN to its citizens, such as potable water delivery and garbage pickup, sometimes out of city limits, that must be continued even in extreme weather, extra precautions regarding emergency preparedness must be taken. This includes providing employees with a means of emergency contact, i.e. cell phones or two-way radios, and emergency kits for vehicles. Please refer to Section 22.1.4 - Rural and remote fieldwork guidelines, for more information.

9.4.2.3 Cold Can Affect Work Performance
Uncomfortably cold working conditions can lead to lower work efficiency and higher incident rates. Cold impairs the performance of complex mental tasks. Manual tasks are also impaired because of sensitivity and dexterity of fingers is reduced in the cold. At even lower temperatures, the cold affects the deeper muscles resulting in reduced muscular strength and stiffened joints. Mental alertness is reduced due to cold-related discomfort. For all these reasons incidents are more likely to occur in very cold working conditions.

9.4.2.4 Health Effects of Exposure to Cold
Cooling of body parts may result in various cold injuries. These are grouped into non-freezing and freezing types of injuries. Toes, fingers, ears, and nose are at the greatest risk because they do not have major muscles to produce heat. For example, if the eyes are not protected with goggles in high wind chill conditions, the corneas of the eyes may freeze.

Common Types of ‘Non-freezing’ Cold Injuries:

Non-freezing cold injuries include chilblain, immersion foot, and trench foot.

Chilblains are a mild cold injury caused by prolonged and repeated exposure for several hours to air temperatures from above freezing (0°C or 32°F) to as high as 16°C
(or about 60°F). The affected skin area will have symptoms including: redness, swelling, tingling, and pain.

**Immersion foot** occurs in individuals whose feet have been wet, but not freezing cold, for days or weeks. It can occur at temperatures up to 10°C (50°F). Depending on the temperature, an onset of symptoms may range from several hours to many days, but the average is three days. Symptoms include tingling and numbness; itching, pain, swelling of the legs, feet or hands; or blisters may develop. The skin may initially be red and turn to blue or purple as the injury progresses. In severe cases, gangrene may develop.

**Trench foot** is a ‘wet cold disease’ resulting from prolonged exposure in a damp or wet environment from above the freezing point to about 10°C (50°F). Depending on the temperature, an onset of symptoms may range from several hours to many days but the average is three days. Trench foot is more likely to occur at lower temperatures whereas an immersion foot is more likely to occur at higher temperatures and longer exposure times. Symptoms are similar to an immersion foot.

Common Types of ‘Freezing’ Injuries:

Frostnip, frostbite, and hypothermia, which is the most serious, are freezing injuries.

**Frostnip** is the mildest form of a freezing cold injury. It occurs when ear lobes, noses, cheeks, fingers, or toes are exposed to the cold and the top layers of the skin freeze. The skin of the affected area turns white and it may feel numb. The top layer of skin feels hard but the deeper tissue still feels normal (soft). Frostnip can be prevented by wearing warm clothing and foot wear. It is treated by gentle rewarming; for example, holding the affected tissue next to unaffected skin of the victim or of another person.

As for all cold-induced injuries, never rub the affected parts – ice crystals in the tissue could cause damage if the skin is rubbed. Do not use very hot objects such as hot water bottles to rewarm the affected area.

**Frostbite** is a common injury caused by exposure to extreme cold or by contact with extremely cold objects, especially metal. Frostbite occurs when tissue temperature falls below the freezing point (0°C/32°F), or when blood flow is obstructed. Blood vessels may be severely and permanently damaged, and blood circulation to the affected tissue may stop. In mild cases, the symptoms include inflammation of patches of the skin, accompanied by slight pain. In severe cases, there could be tissue damage without pain, or there could be burning or prickling sensations resulting in blisters. Frostbitten skin is highly susceptible to infection, and gangrene may develop due to loss of blood supply.

**9.4.2.5 Hypothermia**

The most severe cold injury is hypothermia which occurs from excessive loss of body heat and the consequent lowering of the inner core temperature (internal temperature of the body). Hypothermia can be fatal.
Refer to the table below for symptoms of the stages of hypothermia.

**Signs of hypothermia:**

<table>
<thead>
<tr>
<th>Stage</th>
<th>Core Temperature</th>
<th>Signs &amp; Symptoms</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mild Hypothermia</td>
<td>37.2-36.1°C (99 - 97°F)</td>
<td>Normal, shivering may begin.</td>
</tr>
<tr>
<td></td>
<td>36.1-35°C (97 - 95°F)</td>
<td>Cold sensation, goose bumps, unable to perform complex tasks with hands, shivering can be mild to severe, hands numb.</td>
</tr>
<tr>
<td>Moderate Hypothermia</td>
<td>35-33.9°C (95 - 93°F)</td>
<td>Shivering intense, muscle incoordination becomes apparent, movements slow and laboured, stumbling pace, mild confusion, may appear alert. Use sobriety test, if unable to walk a 9 meter (30 foot) straight line, the person is hypothermic.</td>
</tr>
<tr>
<td></td>
<td>33.9-32.2°C (93 - 90°F)</td>
<td>Violent shivering persists, difficulty speaking, sluggish thinking, amnesia starts to appear, gross muscle movements sluggish, unable to use hands, stumbles frequently, difficulty speaking, signs of depression, withdrawn.</td>
</tr>
<tr>
<td>Severe Hypothermia</td>
<td>32.2-30°C (90 - 86°F)</td>
<td>Shivering stops, exposed skin blue or puffy, muscle coordination very poor, inability to walk, confusion, incoherent/irrational behaviour, but may be able to maintain posture and appearance of awareness</td>
</tr>
<tr>
<td></td>
<td>30-27.8°C (86 - 82°F)</td>
<td>Muscle rigidity, semiconscious, stupor, loss of awareness of others, pulse and respiration rate decrease, possible heart fibrillation.</td>
</tr>
<tr>
<td></td>
<td>27.8-25.6°C (82 - 78°F)</td>
<td>Unconscious, heartbeat and respiration erratic, a pulse may not be obvious.</td>
</tr>
<tr>
<td></td>
<td>25.6-23.9°C (78 - 75°F)</td>
<td>Pulmonary edema, cardiac and respiratory failure, death. Death may occur before this temperature is reached.</td>
</tr>
</tbody>
</table>

**9.4.2.6 Exposure Limits for Working in the Cold**

There are no exposure limits for work in cold weather. The Canadian jurisdictions refer to the American Conference of Governmental Industrial Hygienists (ACGIH), which has adopted the guidelines developed by the Saskatchewan Labour for working outdoors in cold weather conditions.

These guidelines recommend protective clothing and limits on exposure time. The recommended exposure times are based on the wind chill factor, a scale based on air temperature and wind speed. The work-break schedule applies to any four-hour period with moderate or heavy activity. The warm-up break periods are of 10 minute duration in a warm location. The schedule assumes that ‘normal breaks’ are taken once every
two hours. At the end of a 4-hour period, an extended break (eg. Lunch break) in a warm location is recommended. See table below for details.

![Threshold Limit Values Work/Warm-Up Schedule for Four-Hour Shift](image)

*Source: Adapted from Threshold Limit Values (TLV) and Biological Exposure Indices (BEI) booklet: published by ACGIH, Cincinnati, Ohio, 2008.

9.4.2.7 Prevention of the Adverse Effects of Cold

All the information below should be reviewed before work commences and documented on the proper Worksite Inspection or Daily Equipment/Tailgate Meeting form.

For continuous work in temperatures below the freezing point, heated warming shelters such as tents, cabins or rest rooms should be available. The work should be paced to avoid excessive sweating. If such work is necessary, proper rest periods in a warm area should be allowed and employees should change into dry clothes. New employees should be given enough time to get acclimatized to cold and protective clothing before assuming a full work load.

The risk of cold injury can be minimized by proper equipment design, safe work practices and appropriate clothing. The following is a summary of actions including some from recommendations from the ACGIH.
**Equipment Design**
For work below the freezing point, metal handles and bars should be covered by thermal insulating material. Also, machines and tools should be designed so that they can be operated without having to remove mittens or gloves.

**Surveillance and Monitoring**
Every workplace where the temperature may fall below -5°C should be equipped with a suitable thermometer to monitor any further temperature changes. For colder workplaces with temperatures below the freezing point, the temperature should be monitored at least every 4 hours. If the air temperature is below the freezing point, both air temperature and wind speed should be recorded.

**Emergency Procedures**
Procedures for providing first aid and obtaining medical care should be clearly outlined. For each shift, at least one trained person should be assigned the responsibility of attending to emergencies.

**Education**
Workers and supervisors involved with work in cold environments should be informed about symptoms of adverse effect exposure to cold, proper clothing habits, safe work practices, physical fitness requirements for work in cold, and emergency procedures in case of cold injury. While working in the cold, a buddy system should be used. Look out for one another and be alert for the symptoms of hypothermia.

**9.4.2.8 Personal Protective Equipment (PPE) for working in the cold**

**Clothing**
Protective clothing is needed for work at or below 4°C. Clothing should be selected to suit the temperature, weather conditions (eg. wind speed, rain), the level and duration of activity, and job design. If the work pace is too fast or if the type and amount of clothing are not properly selected, excessive sweating may occur and the insulation of the clothing will decrease dramatically. This increases the risk for cold injuries.

- Clothing should be worn in multiple layers which provide better protection than a single thick garment. The air between layers of clothing provides better insulation that the clothing itself.
- The inner layer should provide insulation and be able to ‘wick’ moisture away from the skin to help keep it dry. Thermal underwear made from polyesters or polypropylene is suitable for this purpose.
- The additional layers of clothing should provide adequate insulation for the weather conditions under which the work is being done. They should also be easy to open or remove before you get too warm to prevent excessive sweating during strenuous activity.
- For work in wet conditions, the outer layer of clothing should be waterproof. If the work area cannot be shielded against the wind, an easily removable windbreak garment should be used.
- Almost 50 percent of body heat is lost through the head. A wool knit cap or a liner under a hard hat can reduce excessive heat loss.
• Clothing should be kept clean since dirt fills air cells in fibres of clothing and negates its insulating ability.
• Clothing must be dry. Moisture should be kept off clothes by removing snow prior to entering heated shelters. While the worker is resting in a heated area, perspiration should be allowed to escape by opening the neck, waist, sleeves, and ankle fasteners or by removing outerwear. If the rest area is warm enough it is preferable to take off the outer layer(s) so that the perspiration can evaporate from the clothing.
• If fine manual dexterity is not required, gloves should be used below 4°C for light work and below -7°C for moderate work. For work below -17°C, mittens should be used.
• Cotton is not recommended, it tends to get damp or wet quickly and loses its insulating properties. Wool and synthetic fibers do retain heat when wet.

Footwear
Felt-lined, rubber bottomed, leather-topped boots with removable felt insoles are best suited for heavy work in cold since leather is porous, allowing the boots to breathe and let perspiration evaporate. Leather boots can be ‘waterproofed’ with some products that do not block the pores in the leather. However, if work involves walking and standing in water, full waterproof boots must be worn.

Socks
You may prefer to wear one pair of thick, bulky socks or two pairs – one inner sock of silk, nylon, or thin wool and a lightly larger, thick outer sock. Liner socks made from polypropylene will help keep feet dry and warmer by wicking sweat away from the skin. However, as the outer sock becomes damper, its insulating ability decreases. If work conditions permit, have extra socks available so you can dry your feet and change socks during the day. If two pairs of socks are worn, the outer sock should be a larger size so that the inner sock is not compressed.

Face and Eye Protection
In extremely cold conditions, where face protection is used, eye protection must be separated from the nose and mouth to prevent exhaled moisture from fogging and frosting eye shields or glasses. Select protective eye wear that is appropriate for the work you are doing, and for protection against ultraviolet light from the sun, glare from the snow, blowing snow/ice crystals, and high winds at cold temperatures.

Additional prevention tips:
To prevent excessive sweating while working, remove clothing in the following order:
• mittens or gloves (unless you need protection from snow or ice);
• headgear and scarf;
• then open the jacket at the waist and wrists; and
• remove layers of clothing.
As you cool down, follow the reverse order of the above steps.
Prevent contact of bare skin with cold surfaces (especially metallic) below -7°C as well as avoiding skin contact when handling evaporative liquids (gasoline, alcohol, cleaning fluids) below 4°C. Sitting or standing still for prolonged periods should also be avoided.

Balanced meals and adequate liquid intake are essential to maintain body heat and prevent dehydration. Eat properly and frequently.

Drink fluids often especially when doing strenuous work. For warming purposes, hot non-alcoholic beverages or soup are suggested. Caffeinated drinks such as coffee should be limited because it increases urine production and contributes to dehydration. Caffeine also increases the blood flow at the skin surface which can increase the loss of body heat.

KDFN will ensure that employees are provided sufficient break time as well as a sheltered location to keep warm. Warm drinks will be available when conditions are extreme.

Alcohol should not be consumed as it causes expansion of blood vessels in the skin and impairs the body’s ability to regulate temperature; specifically, it affects shivering that can increase your body temperature. These effects cause the body to lose heat and thus increase the risk of hypothermia.

9.4.2.9 First Aid Measures

Applicable First Aid if someone has frostbite:
First Aid for frostbite, as well as for immersion or trench foot, includes:

• Move the affected person from the source of exposure to a warm area;
• Seek medical attention, if needed;
• Gently loosen or remove constricting clothing or jewelry that may restrict circulation;
• Loosely cover the affected area with a sterile dressing. Place some gauze between fingers and toes to absorb moisture and prevent them from sticking together;
• Wrap the person in a blanket or warm clothing;
• Warm the affected area gradually using warm water or body heat.

• DO NOT rub affected area or apply dry heat;
• DO NOT break any blisters;
• DO NOT allow the victim to drink alcohol or smoke.

Applicable First Aid for hypothermia: Hypothermia is a medical emergency. At the first sign, find medical help immediately. The survival of the victim depends on their co-workers’ ability to recognize they symptoms of hypothermia. The victim is generally not able to notice his or her own condition.

First Aid for hypothermia includes the following steps:
- **Call 9-1-1.** Seek medical help *immediately.*
- Remove the person from the source of exposure if safe to do so.
- Ensure that wet clothing is removed.
- Place the victim between blankets (or towels, newspaper, etc.) so the body temperature can rise **gradually.** Body-to-body contact can help warm the victim’s temperature slowly.
- Cover the person’s head and neck.
- Give warm, sweet, caffeine-free, non-alcoholic drinks unless the victim is rapidly losing consciousness, unconscious, or convulsing.
- DO NOT attempt to rewarm the victim on site (e.g. do not use hot water bottles or electric blankets).
- Perform CPR if the victim stops breathing. Continue to provide CPR until medical aid is available. The body slows when it is very cold and in some cases, hypothermia victims that have appeared ‘dead’ have been successfully resuscitated.
- If CPR is provided along with AED, the hypothermic person receives only one shock.

9.4.3 Guidelines for Working in Excessive Heat

**Hazard:** Exposure to excessive heat (leading to increased core temperature), fatigue, loss of judgment, heat cramps, heat exhaustion, heat stroke and dehydration, sunburn

**Circumstances:** Outdoor work in excessive heat (>20° temperatures); extended walking and heavy labour in the sun.

*Canada Occupational Health and Safety Regulations*

As per Section 12.9:
Where there is a hazard of injury or disease to or through the skin in a work place, the employer shall provide to every person granted access to the work place
(a) a shield or screen;
(b) a cream to protect the skin; or
(c) an appropriate body covering.

Interpreted in this situation as - the use of excess clothing in extreme temperatures creates the hazards listed above due to the inability of the body to cool itself.

9.4.3.1 Course of Action

When an employee is more than 100 metres from any moving parts or any kind of equipment, short sleeve shirts and shorts are acceptable. This does not include any instance where the worker’s skin is in danger of being damaged, i.e. Garbage pick-up, chainsaw use, construction worksites with wood and nails exposed, etc. A proper Job Hazard Analysis is required to determine if light clothing is acceptable for the work being done.

9.4.3.2 Safe Work Practice

**Note:** When the body core temperature is raised, loss of judgment may occur.
- Provide shade from the direct sun whenever possible.
- Avoid unnecessary or unusual stressful activity.
• Perform stressful tasks during the cooler parts of the day (early morning or at night).
• Cover skin and head when it is necessary to be in the direct sun and the job being done requires full skin coverage as per policy above.
• If the work being done does not require full skin coverage, to avoid sunburn on exposed skin, use a sun block with a SPF of 15 or greater.
• Wear dark glasses to protect eyes from the sun. Note that safety glasses come in tinted shades.
• Provide frequent breaks in cool or shaded areas. Increase the number and length of the breaks with increasing temperature and greater workload.
• Provide abundant cool water for employees working in hot conditions. Encourage employees to drink frequently. Do not provide salt tablets.
• Be familiar with the signs of heat cramps, heat exhaustion and heat stroke. Monitor employees for any signs of distress and remove from further exposure to heat at the first sign of being affected.
• Adjust break periods in extreme conditions. (See chart below)

<table>
<thead>
<tr>
<th>Work Load</th>
<th>Continuous work</th>
<th>15 minutes rest per hour</th>
<th>30 minutes rest per hour</th>
<th>45 minutes rest per hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>Heavy</td>
<td>up to 25.0°C</td>
<td>25.0°C to 26.0°C</td>
<td>26.0°C to 28.0°C</td>
<td>28.0°C to 30.0°C</td>
</tr>
<tr>
<td>Moderate</td>
<td>up to 27.0°C</td>
<td>27.0°C to 28.0°C</td>
<td>28.0°C to 29.0°C</td>
<td>29.0°C to 31.0°C</td>
</tr>
<tr>
<td>Light</td>
<td>up to 30.0°C</td>
<td>30.0°C to 30.6°C</td>
<td>30.6°C to 31.4°C</td>
<td>31.4°C to 32.2°C</td>
</tr>
</tbody>
</table>

9.4.3.3 Tips to acclimatize workers:
• Acclimatize new employees before assigning a full workload. It is advisable to assign about half of the normal workload to a new employee on the first day of work and gradually increase on subsequent days.
• Increase the duration of work gradually when a new or transferred employee starts working in a hot environment.
• Monitor heat strain symptoms during the acclimatization period. If an individual shows symptoms of excessive strain, reduce the duration of exposure and/or the level of activity.
• Advise employees who are on medication to consult their doctor and inquire if the medication will affect their heat tolerance ability.
9.4.4 Gloves
Employees must provide their own gloves. Gloves must be short and tight fitting. Gauntlet style gloves are not allowed as they may get caught in machinery. If an employee is working with any type of vibrating equipment such as a chainsaw or jackhammer, appropriate vibration reducing gloves should be worn. If an employee is working with needles, biological hazards, or where there is a possibility of damage to the hands, specialty gloves such as puncture resistant gloves will be provided by the OH&S Specialist as specialty equipment.

9.4.5 Boots
Boots will be supplied by the employee and will be CSA approved steel-toed boots. For winter and wet conditions specialty type boots may be supplied by KDFN, such as cork style spiked boots.

9.4.6 High-Visibility Clothing
High-visibility clothing will be worn at all times on construction worksites, especially when exposed to traffic hazards. This includes brightly colored vests, clothes and hats, and may also include lights or clearly visible signs to assist in visibility and protection. High-visibility is recommended for all employees near a roadway (sidewalk) unless determined unnecessary through a hazard assessment.

9.4.7 Fire Retardant Work Wear
All employees, contractors and visitors are required to wear coveralls that are fully flame retardant while working on any KDFN site where a fire hazard exists. Other fire retardant work-wear such as pants and jackets may be worn with the approval of your Supervisor. Employees must wear fire retardant coveralls and ensure that all undergarments are also made of 100% cotton or other fire retardant materials. Under no circumstances are workers to wear nylon or other static producing fibers in locations where fire hazards exist. Fire retardant work-wear will be supplied when required.

9.4.8 Hearing Protection
Appropriate hearing protection must be worn in areas where the sound levels exceed 85 dBA. Refer to the Canada/Yukon Occupational Health and Safety regulations or your safety specialist for more information.
Examples:
- Boeing 737 or DC-9 aircraft at one nautical mile (6080 ft.) before landing (97 dBA);
- power mower (96 dBA);
- motorcycle at 25 ft. (90 dBA).
Four times as loud as 70 dBA - A worker will likely receive damage in 4 hours of exposure.
- Garbage disposal, dishwasher, average factory, freight train (at 15 meters). Car wash at 20 ft. (89 dBA);
- propeller plane flyover at 1000 ft. (88 dBA);
- diesel truck 40 mph at 50 ft. (84 dBA);
• Food blender (88 dBA);
• milling machine (85 dBA);
• garbage disposal (80 dBA).

Two times as loud as 70 dBA - A worker will possibly receive damage in 8 hours of exposure.

9.4.9 Respiratory Protective Equipment (Breathing Apparatus)
Supervisors and employees are responsible for ensuring proper and adequate respiratory equipment is worn whenever there may be exposure to airborne contaminates or where the atmosphere is or may be oxygen deficient.

Most work done by KDFN will only require dust masks or cartridge type respirators. If, during the worksite inspection, it is determined that stronger type breathing apparatus is needed, it will be provided as specialty equipment by the OH&S Specialist.

Approved respiratory protective equipment will be readily available and used when toxic or volatile chemicals have been identified or suspected in a given location.

A code of practice for the selection, use and maintenance of respiratory protective equipment must be readily available at each location where respirators are stored for use.

9.4.9.1 Proper Fit
Where applicable, all employees, contractor employees, and visitors who risk exposure to toxic fumes or vapor must be clean-shaven where the face piece of the respirator seals with the skin of the face. Conditions such as unusual face contours, scars, eruptions, eyeglasses, or missing dentures may interfere with the seal. For this reason, the mask must be fit tested and a satisfactory fit obtained prior to each use. Most manufactures provide instructions for field-testing; if these are not available, contact your supervisor.

All contractors and subcontractors are to ensure that the required numbers of self-contained breathing apparatus are available and in working order, and that all personnel are trained in their use and limitations.

9.4.10 Head Protection
9.4.10.1 General Information
Hard hats provide head protection. They must be worn at all times for employees working in the construction field (Community Services, Capital projects). Hard hats must be worn at all times on all construction worksites. Other employees must wear hard hats on any job where there is a danger of injury to the employee’s head. A hard hat must never be worn without a properly adjusted suspension, as this is what provides the required margin of safety.

Safety headwear is designed to protect the head from impact from falling objects, bumps, splashes from chemicals or harmful substances, and contact with energized objects and equipment.
In construction, the recommended type of protective headwear is a hard hat that has the required "dielectric strength." There are many designs, but they all must meet CSA requirements for Class G (General Usage) and Class E (Electrical trades).

Most head protection is made up of two parts:
The shell (light and rigid to deflect blows)
The suspension (to absorb and distribute the energy of the blow)

Both parts of the headwear must be compatible and maintained according to manufacturer's instructions. If attachments are used with headwear, they must be designed specifically for use with the specific headwear used. Bump caps or laceration hats are not considered safety helmets.

A hard hat may be worn backwards; however, the suspension must be turned around so the helmet still fits properly and the suspension conforms to the manufacturer's standards for the helmet. Most newer models support this type of movable suspension.

9.4.10.2 Inspection and Maintenance
Proper care is required for headwear to perform efficiently. Its service life is affected by many factors including temperature, chemicals, sunlight and ultraviolet radiation (welding). The usual maintenance for headwear is simply washing with a mild detergent and rinsing thoroughly.

Do
• Replace headwear that is pitted, holed, cracked or brittle;
• Replace headwear that has been subjected to a blow even though damage cannot be seen;
• Remove from service any headwear if its serviceability is in doubt;
• Reverse suspension inside headwear if worn backwards;
• Replace headwear and components according to manufacturer's instructions; and
• Consult applicable legislation or your supplier for information on headwear.

Do Not
• Drill, remove peaks, or alter the shell or suspension in any way;
• Use solvents or paints on the shell (makes shell "break down");
• Put chin straps over the brims of certain classes of headwear;
• Use any liner that contains metal or conductive material; or
• Carry anything in the hard hat while wearing the hard hat.

For more information, look at:
CSA Standard "Industrial Protective Headwear"
ANSI Standard
9.4.11 Eye & Face Protection

9.4.11.1 General Information

Wear safety glasses when:

- On any construction worksite;
- Hazards or potential hazards to the eyes exist;
- Scraping, grinding, or breaking any material from which a chip could fly into the eye;
- Working where dust, rust, or other foreign material is blowing.

This PPE is designed to protect the worker from such hazards as:

- Flying objects and particles
- Splashing liquids
- Ultraviolet, infrared and visible radiation (welding)

There are two types of eye protection:

1. "basic eye protection" includes:
   - Eye cup goggles
   - Monoframe safety glasses and spectacles with side shields

2. "face protection" includes:
   - Metal mesh face shields for radiant heat or hot and humid conditions
   - Chemical and impact resistant (plastic) face shields
   - Welders’ shields or helmets with specified cover filter plates and lenses

Hardened glass prescription lens and sport glasses are not an acceptable substitute for proper, required industrial safety eye protection. If you require prescription safety glasses contact your supervisor and OH&S Specialist for aid in purchasing them.

Comfort and fit are very important in the selection of safety eye wear. Lens coatings, venting or fittings may be needed to prevent fogging. If employees feel they would prefer better eye protection than those provided, it will be at the cost of the worker.

Basic eye protection should be worn with face shields. Face shields alone often are not enough to fully protect the eyes from work hazards, especially during chainsaw use. When eye and face protection is required, advice from specialists, information on Safety Data Sheets (SDS) for various chemicals, or your supplier will help you select such protection.

For more information, refer to:
Canada Occupational Health and Safety Act and Regulations or Yukon’s Occupational Health and Safety Act, Regulation and Code

9.4.11.2 Standards for "Industrial Eye and Face Protectors"

Do

- Ensure your eye protection fits properly (close to the face) and is comfortable;
- Clean safety glasses daily, more often if needed;
• Store safety glasses in a safe, clean, dry place when not in use; and
• Replace pitted, scratched, bent and poorly fitted PPE. (Damaged face/eye protection interferes with vision and will not provide the protection it is designed to deliver.)

**Do Not**
• Modify eye/face protection; or
• Use eye/face protection that does not have a proper certification. Various markings or the safety stamp for safety glasses are usually on the frame inside the temple near the hinges of the glasses.

*For further Information refer to the appropriate current Occupational Health and Safety Legislation or CSA Standards.*

Related Safety Policies: 13 Inspection
14 Hazard Identification, Assessment & Control

Related HR Policies: 10.3 Return of KDFN Property
10 EMPLOYEE HYGIENE POLICY

10.1 Purpose
The health and welfare of KDFN employees, clients and citizens is a priority of the First Nation. To ensure that contaminates are not spread to citizen’s homes or to employee worksites and office spaces. Employees are required to take precautions to prevent contamination and disease.

10.2 Applicable Legislation
Canada Labour Code: Section 126 – Duties of Employees
Canada Occupational Health and Safety Regulations: Part X – Hazardous Substances; Part XII – Safety Materials, Equipment, Devices and Clothing
Yukon Occupational Health and Safety Act: Section 9 – Employee’s Duties

10.3 Policy
KDFN employees are expected to minimize the spread of contamination and disease in the work place as well as taking pride in their appearance as representatives of Kwanlin Dün First Nation. The following procedures must be followed by all employees to ensure proper hygiene practices and prevent possible cross-contamination of client homes, employee homes, KDFN offices, and external worksites.

10.3.1 Hand Washing
Hand washing reduces the amount of contamination transferred to people and surfaces.

- Proper hand washing steps are:
  - Rinse hands;
  - Apply soap;
  - Scrub for 15-30 seconds;
  - Rinse thoroughly; and
  - Dry with a paper towel.

- Hands must be washed:
  - At start of each shift, after lunch and breaks;
  - After using the washroom or smoking;
  - After blowing nose, coughing, sneezing, etc.;
  - Any time your hands become contaminated by touching dirty surfaces, garbage bins, etc.; and
  - When entering other worksites from a contaminated area (eg. mould, dust, sewage, etc.).

Using hand sanitizer DOES NOT replace proper hand washing. Hand sanitizer is used following hand washing.
10.3.2 CROSS-CONTAMINATION
Cross-contamination is the transfer of harmful material from a dirty or less-clean area to a cleaner area. Example: unblocking a stopped toilet at one client’s home and entering another client’s home without washing hands or changing contaminated clothing.

All employees must help stop cross-contamination. Some examples and sources of cross-contamination are:

- Mould blooms
- Sewage spills
- Asbestos
- Silica dust
- Fibreglass insulation
- Garbage or biological waste
- Pests (e.g. Bed Bugs)

If the above contaminants are determined to be present, appropriate steps must be taken to minimize the hazard including:

- Proper worksite inspection documentation;
- Hazard identification and control;
- Use of specialty PPE and clothing appropriate for the contaminate - including paper overalls and boot coverings, masks or respirators;
- Proper disposal or cleaning of specialty PPE or clothing before entering any other worksite or home.

10.3.3 Clothing and Regular PPE
Employees of KDFN should show pride in their appearance and their work when they enter client’s homes and other work places. The following guidelines will be enforced:

- The use of regular PPE will be maintained;
- Clothes must be clean each workday and employees will change if their clothes become contaminated;
- Keep hardhats clean. Clean with soap and water when they get dirty;
- Coveralls have been given to Community Services employees if required. If they become contaminated, they must be removed and washed at the end of the work being done;
- Do not wear contaminated clothing in office spaces, client’s homes or in washrooms/lunchrooms;
- Do not store personal clothing/effects in work areas;
- Long hair and beards must be tied back or controlled with a hairnet;
- Clothing must fit for the work being done; loose clothing can be caught in machinery.

Related HR Policy: 6.11 Dress Code

10.3.4 Jewelry and Loose Clothing
No loose jewelry is allowed at KDFN construction worksites; this includes necklaces and dangling wrist bands.
Medical alert jewelry is the only exception and must be tucked under clothing or a glove.

Loose clothing such as sweat pants or nylon warm up pants provide little to no protection and can be caught in machinery or on construction materials. This type of clothing is unacceptable on construction worksites.

10.3.5 Food
No food is permitted at KDFN construction worksites unless in a designated area, including, but not limited to: food, drinks, chewing gum/tobacco, candy, lozenges and cigarettes.

Leave medication at the office or in a vehicle if it must be taken during the day.

10.4 Bed Bugs Infestation Guidelines

10.4.1 Purpose
The purpose of these guidelines is to outline practices, procedures and general information on the complex and potentially embarrassing subject of bed bugs with an aim to minimize the potential for bed bugs to spread outside infested locations.

It is acknowledged that some aspect of Community Services work is to prepare and clean homes and apartments where bed bugs are known to be present.

10.4.2 Scope
This policy governs all KDFN employees (full time, part time, contractors, freelance workers, etc.) who conduct company business and operations.

10.4.3 General Information
Sometimes people can get bed bugs from visiting clients or friends or making service calls at locations that have had a bed bug infestation. No one wants to pick up and bring home (or to another location) unwanted pesky passengers.

There are two ways to get bed bugs - migration and hitch hiking. Migration is when bed bugs walk to an adjacent unit through hallways, plumbing, electrical lines, or other means. Hitch hiking is when bed bugs climb into or on bags, clothing, or other belongings and are relocated by a person.

Some bed bug biology to consider:
- Bed bugs feed at night and hide during the day, 90% of their life is spent in hiding areas.
- Bed bugs prefer dark areas.
- Bed bugs tend to hide near the bed or where the person normally sleeps.
- Bed bugs are unlikely to be active during the day.
- Bed bugs are large enough to be seen with the naked eye - an adult is 6 mm long.
- Bed bugs do not fly or jump.
- Bed bugs do not spread disease.
The following work practices will help prevent picking up bed bug hitch hikers:

- Learn how to identify bed bugs (see photo).
- When visiting a work location, bring in **only what you need** and avoid placing bags close to walls and furniture. If this is unavoidable, place belongings in a sealed/closed white plastic kitchen bag and examine it for any bed bugs before leaving.
- If possible, stand rather than sit, or avoid sitting on furniture with fabric - wood or metal chairs are better.
- Stamp your feet vigorously, inspect shoes, clothing, and belongings before leaving and if working with a partner inspect each other’s clothing to reduce the potential for an insect to be carried by you.
- If you find any bed bugs kill them immediately.
- Put work clothes in the dryer daily for at least 30 minutes on high heat when you get home.
- Employees who are assigned actual cleaning of infested locations are to wear appropriate disposable protective clothing (e.g. Tyvek or paper protective suits, gloves and rubber boots).

10.4.4 Office Procedures
If bed bugs are sighted in the office please contact Community Services and inform them that a sighting has been made and an immediate cleaning of chairs and carpeting is to be initiated.

Request for Self Declaration:
Employees are requested to confidentially advise the Human Resources manager if their dwelling has been identified as having bed bugs. If this is the case the noted employees are requested to bring another fresh/clean change of clothes to work and store the clothes they wore to work in a sealed plastic bag while they are at work. This simple procedure will help minimize the potential spread of bed bugs to other co-workers.

Information provided under this request for self-declaration of infestation of bed bugs at home is considered confidential will be kept in the strictest confidence.

What can I do if I have bed bugs in my home?
The best method to deal with bed bugs is Integrated Pest Management (IPM), which combines a variety of techniques and products that pose the least risk to human health and the environment.

1. Consult with the Community Services Department or a professional Pest Control operator to confirm that you have bed bugs.
2. Inspect your mattress and bed frame, particularly the folds, crevices and the underside, and other locations where bed bugs like to hide.
3. Use a nozzle attachment on the vacuum to capture the bed bugs and their eggs. Vacuum all crevices on your mattress, bed frame, baseboards and any objects close to the bed. It is essential to vacuum daily and empty the vacuum immediately.

4. Wash all your linens in the hottest water possible and place them in a hot dryer for 20 minutes. Consider covering your pillows and mattress with a plastic cover.

5. Remove all unnecessary clutter.

6. Seal cracks and crevices between baseboards, on wood bed frames, floors and walls with caulking. Repair or remove peeling wallpaper, tighten loose light switch covers, and seal any openings where pipes, wires or other utilities come into your home. Pay special attention to walls that are shared between apartments.

7. Monitor daily by setting out glue boards or sticky tape (carpet tape works well) to catch the bed bugs. Closely examine any items that you are bringing into your home.

8. Consult professional pest control services and discuss options that pose the least risk to humans and the environment.

If you choose to treat the infestation with an insecticide, call a Professional Pest Control Service for more information. Use the least toxic product available and follow all manufacturers' instructions.

Whether you choose Integrated Pest Management or insecticides, you may continue to see some living bed bugs for up to ten days. Typically a pest management process will include a second visit to your home ten days following their initial visit. This is normal. If you continue to see a large number of bed bugs after two weeks, contact a professional pest control service.

If you lease or rent:
- Educate yourself - learn how to identify, treat and prevent bed bugs;
- Monitor - check for bites on your body and blood stains on linens and clothing;
- Get rid of clutter - bed bugs thrive in a cluttered environment;
- Pest proof your home - eliminate bed bug hiding places by sealing all holes and gaps in baseboards, pipes and cover plates:
  - Use caulking gun and tube of caulking for base boards and trim;
  - Use expandable foam for areas around drains and water pipes;
  - Use kick plates and weather stripping for doors;
- Don't hesitate; take action - if you find any evidence of bed bugs, immediately contact your landlord or property management and request pest control treatment.

Who is responsible when a bed bug infestation is discovered in an apartment?
If a tenant has a problem with bed bugs or other insects or pests, they should immediately inform the landlord, superintendent or property manager, who is responsible for ensuring homes are pest-free. Tenants are responsible for cooperating with the landlord's efforts to control bed bugs.
11 PREVENTATIVE MAINTENANCE PROGRAM

11.1 Equipment Maintenance
Supervisors, employees and the designated department equipment manager must perform preventative maintenance to catch potential problems before they cause incidents. To do this KDFN has developed a three-tiered process for maintaining equipment.

11.1.1 Tier One – Organization Issued Equipment
At hire, employees working in safety sensitive departments, such as Community Services, are issued safety equipment appropriate for the work being done. This equipment becomes the property of that employee and it is their responsibility to ensure that it is taken care of according to the manufacturer’s instructions. For temporary workers, the equipment is returned to KDFN upon completion of work and inspected to ensure that it is in workable condition for reuse. If not, the equipment is tagged out for repair or discarded.

11.1.2 Tier Two – Truck Outfitting
For each truck an inventory list has been created with all the necessary equipment needed. Equipment on the list is inspected before being outfitted and checked off. To ensure the equipment is maintained, scheduled inspections are done in the spring and fall for all equipment during down time. All tools must be securely stored during transport to prevent ‘flying debris’ in the event of a vehicular accident, as well as preventing damage to the tools.

11.1.3 Tier Three – Specialty PPE & Equipment
For specialty PPE, an equipment logbook is in place. Employees must ask the supervisor, equipment manager or OH&SS for issuance of specialty equipment. Either the employee or issuer fills out the logbook, noting the issued and returned condition.

A similar procedure is followed for power tools. Power tools have been numbered and their maintenance records are kept separately and by tool number. Power tools are locked at all times to prevent theft and unauthorized usage.

Operators of power tools are required to gain an intimate knowledge of their equipment by:

- studying the manufacturer’s operating manual and becoming familiar with the capabilities and limitations of each piece of equipment as well as taking training courses;
- learning the warning signs and sounds of their equipment.

Supervisors and equipment managers are to ensure that organization owned equipment is inspected as per the preventive maintenance program and that proper maintenance and upkeep is completed. For rented equipment, KDFN’s supervisors and equipment managers must request and ensure specific maintenance is completed by the rental organization or subcontractor.
12  LOCKOUT/TAGOUT POLICY

12.1 Purpose
The purpose of this policy is to prevent injuries to employees from the unexpected energizing, start-up, or release of stored energy from machines, equipment, or processes when such employees are engaged in activities where they are at risk from these hazardous sources.

12.2 Applicable Legislation
*Canada Occupational Health and Safety Regulations*: Section 8.12 – Isolation of Electrical Equipment; Section 11.4(b)(iv) Confined Space; Section 13.16(1)(2) – Use, Operation, Repair and Maintenance of Machine Guards
*Yukon Occupational Health and Safety Regulation*: Part 3 – Lockout

12.3 Policy
This program requires departments to establish and implement procedures for affixing the appropriate lockout/tagout devices to energy isolating devices, and to otherwise disable machines, equipment, or processes to prevent unexpected energizing, start-up, or the release of stored energy.
All equipment shall be inspected prior to commencing work. When equipment is found to be faulty in any way it shall be brought to the attention of the supervisor, department manager, and/or director who removes the equipment from service and into the workshop or equipment room for tag out. The equipment manager or designate, shall be informed and the tag shall be completed indicating:
- The person tagging out the equipment;
- The date;
- What the problem is and how it happened.

The equipment manager or designate shall assess the damage and the servicing required. This shall be documented.

For Community Services information is documented on the Equipment Service Log sheet where the equipment is listed, what needs to be fixed and how, if sent out – to whom or what organization the equipment has been sent, and the dates the equipment came in and out. Once the equipment is repaired the tag is removed and the equipment is put back into service.

12.3.1 Lockout Procedures
12.3.1.1 Preparation
Notify all affected workers that a lockout is required and the reason for the lockout.
12.3.1.2 Machine or Equipment Shutdown and Isolation

1. If the equipment is operating, shut it down by the normal stopping procedure (depress stop button, open toggle switch, etc.). Only workers knowledgeable in the operation of the specific equipment should perform shutdown or re-start procedures.

2. Operate the energy-isolating device(s) so that all energy sources (electrical, mechanical, hydraulic, etc.) are disconnected or isolated from the equipment.

3. Electrical disconnect switches should never be pulled while under load, because of the possibility of arcing or even explosion.

4. Stored energy, such as that in capacitors, springs, elevated machine parts, rotating flywheels, hydraulic systems, and air, gas, steam, or water pressure, etc., must also be released, disconnected, or restrained by methods such as grounding, repositioning, blocking or bleeding-down.

5. Pulling fuses is not a substitute for locking out. A pulled fuse is no guarantee the circuit is dead. Even if a circuit is dead, another person could inadvertently replace the fuse.

6. Equipment that operates intermittently, such as a pump, blower, fan or compressor may seem harmless when it is not running. Do not assume that because equipment is not operating at a particular point in time that it will remain off for the duration of any work to be performed on it.

12.3.1.3 Application of Lockout/Tagout

1. Lock out and tag the energy-isolating device with an assigned, individual lock. A worker will not be protected unless they use their own padlock.

2. If more than one worker is working on the same piece of equipment at the same time, each one should lock out the equipment, by placing a personal lock and tag on the group lockout device when they begin work, and should remove those devices when they stop working on the machine or equipment.

3. Locks and tags should clearly show the name of the person who applied the device, the date, and the reason for the lockout. This identifies who is servicing the machinery or equipment. In a multiple lockout/tagout situation, it will also identify any worker(s) who may not have finished working.

4. Locks and tags must be durable enough to withstand the environment in which they are to be used. Information on the locks and tags should remain legible.

5. Locks must be substantial enough to prevent removal without the use of excessive force. Tags must be substantial enough to prevent accidental or inadvertent removal.

6. Both locks and tags are to be standardized by colour, shape, or size. Tags should be easily recognized and provide appropriate information about the lockout.

7. For some equipment it may be necessary to construct attachments to which locks can be applied. An example is a common hasp to cover an operating button. Tags must be attached to the energy isolating device(s) and to the normal operating control in such a manner as to prevent operation during the lockout.
12.3.1.4 Verification of Isolation
1. After ensuring that no workers can be injured, operate the push button or other normal controls to verify that all energy sources have been disconnected and the equipment will not operate.
2. If there is a possibility of re-accumulation of stored energy, such as an increase in pressure to a hazardous level, isolation of the equipment must be periodically verified until the maintenance or repair is completed, or until the possibility of such accumulation no longer exists.
3. Return operating controls to neutral position after the test. A check of system activation (eg. use of voltmeter for electrical circuits) should be performed to ensure isolation.
4. The equipment is now locked out.

12.3.1.5 Lockout/Tagout Interruption
If a machine is locked/tagged and there is a need for testing or positioning of the equipment/process, the following steps should be followed:
- Clear the equipment/process of tools and materials.
- Ensure workers are a safe distance from any potential hazard.
- Remove locks/tags according to established procedure.
- Proceed with test.
- De-energize all systems and re-lock/re-tag the controls before resuming work.

12.3.1.6 Release From Lockout/Tagout
1. Before locks and tags are removed and energy is restored to the machine or equipment, inspect the work area to ensure that non-essential items have been removed and that machine or equipment components are operationally intact.
2. Ensure workers are a safe distance from any potential hazard.
3. Each lock and tag should be removed from each energy-isolating device by the worker who applied the lock and tag.
4. Notify affected workers that locks and tags have been removed.

12.3.1.7 Lockout for Hydraulic Systems
1. Workers should always follow instructions in the operator's manual for servicing hydraulic systems. Where appropriate, a properly qualified and certified mechanic should perform repairs and maintenance.
2. Shut off the engine that powers the hydraulic pump.
3. Lower implement to the ground or onto a solid support.
4. Move the hydraulic lever back and forth several times to relieve pressure.
5. When applicable, blanking devices should be used.
13 INSPECTION POLICY

13.1 Purpose
To ensure that Kwanlin Dün First Nation complies with legislative requirements to inspect workplaces and mitigate any hazards to employees.

13.2 Applicable Legislation
Canada Occupational Health & Safety Regulations: Part XVII – Safe Occupancy of the Work Place, Section 17.9 – Inspections
Yukon Occupational Health & Safety Act: Sections 12 & 13

13.3 Policy
Workplace inspections shall be conducted to identify and correct potential safety and health hazards. A standard inspection checklist will be used to conduct these inspections.

13.4 Responsibilities
The department directors and Occupational Health & Safety (OH&S) Committee building representatives are responsible for reviewing inspection documents and making any changes that are required based on advice provided by the OH&S Specialist and/or OH&S Committee.

The OH&S Specialist and Committee are responsible for conducting formal inspections and advising the department directors, OH&S committee building representatives, and Chief and Council of any OH&S Regulations that are not complied with. Formal inspections of buildings and ongoing worksites will be conducted at least once every six months as per the Canada OH&S Regulations.

The supervisors are responsible for conducting informal inspections on every new or significantly changed worksite that they control and for involving workers in such inspections.

Workers are responsible for participating in and contributing to the inspection program by inspecting equipment and worksites daily.

13.5 Formal Inspections
All formal inspections will be conducted by the OH&S Specialist and/or OH&S Committee.

All planned inspections will be done according to a schedule based on the parameters of the job to be inspected.

The basic procedure for a planned inspection will include the following:
- Review previous inspection reports;
- Begin the formal inspection tour;
- Avoid being led – “Get off the main route;”
• Check thoroughly;
• Observe the work habits of personnel;
• Record all violations, unsafe work habits, and environmental concerns;
• Take immediate corrective action when there is any imminent danger situation
• At the end of the tour, rank all unsafe acts and conditions using a situation of “A worst case scenario;”
• Assign a person to be responsible for each corrective action and assign a date/time for completion;
• Follow up to ensure corrective action is completed;
• Distribute copies of the inspection report to all employees at safety meetings and to the managers.

13.6 Informal (Ongoing) Inspections
Through informal or ongoing inspection, done at every new worksite, KDFN will identify and control hazards and unsafe work procedures in the workplace, before an incident occurs.

Informal inspections will be done through safety inspections run by supervisors and their crews.

During inspections, any situation that has the potential to cause injury or damage will be identified and corrective action will be initiated.

The use of daily safety checklists and worksite inspection forms are also a type of informal inspections. Management of departments required to complete these documents shall review them to determine what procedures and hazards are safe and which are not. These documents will then be forwarded to the OH&SS for further review.

Related Safety Policies: 14 Hazard Identification, Assessment & Control
14  HAZARD IDENTIFICATION, ASSESSMENT & CONTROL

POLICY

14.1 Purpose
To identify existing or potential hazards in the workplace and control or eliminate them, as is reasonable practicable.

14.2 Applicable Legislation
Canada Occupational Health & Safety Regulations: Part XIX – Hazard Prevention Program
Yukon Occupational Health & Safety Regulations: Part 1 – General, Section 1.04

14.3 Policy
It is the policy of Kwanlin Dün First Nation to perform hazard assessments at the commencement of a new job and when new hazards are identified due to a process change, change in procedure, or any circumstance where the organization is unfamiliar with an existing process. For high hazard work, hazards must be reviewed daily and noted on the tailgate meeting form.

Hazard assessments will be performed during the worksite inspection by the supervisor and their crew and will be recorded on the appropriate worksite inspection and job hazard assessment form which will be then reviewed and assessed by the department director and/or manager, who will then forward them to the OH&S Specialist.

When an unsafe condition is identified, corrective actions must be implemented prior to work commencing.
15  RESIDENTIAL CONSTRUCTION SITE POLICY

15.1 Purpose
Kwanlin Dün First Nation is committed to providing a safe, healthy workplace that promotes a high level of job satisfaction and a respectful work environment. We believe that it is a shared responsibility of all our employees to work towards the constant improvement of our off site etiquette. To assist the organization in maintaining an exemplary work environment, we require that all employees of KDFN represent our company with mature behaviour and a professional manner, at all times.

15.2 Scope
This policy applies to KDFN and all employees performing work on construction sites at all times and without exception.

15.3 Policy
To preserve the core values and business principles that our organization is founded upon, a list has been compiled of required and prohibited behavioural actions that must be adhered to by all employees while on residential construction sites.

KDFN reserves the right to discipline and, in certain cases, terminate the employment of any employee for participating in any conduct that violates KDFN’s Residential Construction Site Policy standards.

15.4 Proper Protocol

15.4.1 Interaction with Clients
KDFN employees are required to utilize their professional common sense when interacting with clients at the construction site. The following are a set of requirements that must be adhered to while on the construction site and especially when interacting with clients:

- Always speak professionally and courteously to clients. Employees are expected to be mindful of their manners and always speak appropriately while on site. This includes refraining from the use of vulgar language or profanity.
- All job-related questions must be directed towards the Site Supervisor and not the client/homeowner. Should a matter require the homeowner/client’s attention, the Site Supervisor will be the individual responsible for obtaining the information and relaying it back to the workers. This requirement is essential in ensuring the proper flow of communication thus minimizing the amount of miscommunication.
- Employees are expected to keep anything witnessed in the client’s home as strictly confidential. Clients have an expectation of privacy when workers are entering their home. Harassing, violent or offensive behaviour must still be reported to the supervisor.
- Unless otherwise invited to do so, employees are prohibited from utilizing the homeowner/client’s facilities.
- Unless otherwise offered, employees may not request refreshment or nourishment from the homeowner/client unless in the event of an emergency.

15.4.2 Unacceptable Behaviours

All employees are required to exhibit and maintain a professional image while on the worksite. The following actions/behaviours have been deemed unacceptable by KDFN:

- Employees are prohibited from smoking on the client’s property or any construction worksite. Employees who must take a cigarette break are required to do so off the worksite or property, in a designated area, and to properly dispose of their cigarette butts.
- Use or possession of illegal substances while on the worksite.
- Consumption of alcohol at any time during the workday including break times will not be tolerated.
- Any type of horseplay or behavior that contravenes any one of KDFN’s health and safety policies is strictly prohibited. Employees are expected to follow all relevant policies while on the worksite.
- Excessively loud music is not allowed on site. Loud music can be disruptive to neighbouring clients and can become a hazard if loud enough to prevent hearing emergency procedures or hazard warnings.
- Willful damage or destruction to employer property, homeowner’s property or any neighbouring property.
- Unauthorized solicitation of business for personal gain.

15.4.3 Employee Requirements

The following is a list of generic requirements that must be adhered to by all company employees:

- Proper clothing attire must be worn at all times. Cut-off jeans, muscle shirts, and sweat pants send the wrong message. Personal Protective Equipment must be worn as required.
- Workers must work to keep the site as clean as possible throughout the day, this includes abiding by the following guidelines:
  - Construction debris should not encroach on neighboring property.
  - Personal refuse must not be left at the construction site and must be properly disposed of.
  - Refuse bins and dumpsters should be emptied and removed in a timely fashion. Light and loose material should be weighted down.
  - Construction materials must not be left on the sidewalk or street. Any potentially dangerous material must not be left lying on the site.
- Construction vehicles should not be parked on the lawn if at all possible. Permission should be obtained from owners to park on adjacent property.
15.4.4 Legislative Compliance

Employees are required to adhere to and uphold all applicable federal, territorial, and municipal legislation while on the worksite. Employees found to be in contravention of any legislation will be held fully accountable for their misconduct. Examples of applicable legislation include, but are not limited to:

- City by-laws that permit construction only between certain posted hours.
- Applicable parking by-laws. Please note, the parking needs of neighbors must also be taken into consideration, driveways must never be blocked.

Related Safety Policies:

13 Inspection  
14 Hazard Identification, Assessment & Control  
16 Housekeeping Policy  
17 Investigation  
20 Workplace Violence

Related HR Policies:

3.4 Code of Conduct  
6.5 Harassment & Discrimination  
6.7 Public Interaction
16  HOUSEKEEPING POLICY

16.1 Purpose
To ensure a clean and sanitary place of employment which is free from recognized hazards that could cause death or serious physical harm to employees, citizens, and contractors working for KDFN.

16.2 Applicable Legislation
Canada Occupational Health & Safety Regulations – Part II, Section 2.14 Housekeeping and Maintenance
Yukon Occupational Health & Safety Regulations – Part 10, Section 10.16 Housekeeping

16.3 Policy
It is the responsibility of all employees and contractors to ensure that all areas maintained by KDFN are kept clean and free of hazards. Supervisors shall ensure employees maintain safe work areas. This policy also applies to all worksites on settlement lands.

16.4 Procedures

16.4.1 General Do’s and Don’t’s

DO
• Gather up and remove debris to keep the work site orderly.
• Plan for the adequate disposal of scrap, waste and surplus materials.
• Keep the work area and all equipment tidy. Designate areas for waste materials and provide containers.
• Keep stairways, passageways, ladders, scaffold and gangways free of material, supplies and obstructions.
• Secure loose or light material that is stored on roofs or on open floors.
• Keep materials at least 2m (5 ft.) from openings, roof edges, excavations or trenches.
• Remove or bend over nails protruding from lumber.
• Keep hoses, power cords, welding leads, etc. from laying in heavily travelled walkways or areas.
• Ensure structural openings are covered/protected adequately (e.g. sumps, shafts, floor openings, etc.)

DO NOT
• Do not permit rubbish to fall freely from any level of the project. Use chutes or other approved devices to materials.
• Do not throw tools or other materials.
• Do not raise or lower any tool or equipment by its own cable or supply hose.

16.4.2 Flammable/Explosive Materials
• Store flammable or explosive materials such as gasoline, oil and cleaning agents apart from other materials.
• Keep flammable and explosive materials in proper containers with contents clearly marked.
• Dispose of greasy, oily rags and other flammable materials in approved containers.
• Store full barrels in an upright position.
• Keep gasoline and oil barrels on a barrel rack.
• Store empty barrels separately.
• Post signs prohibiting smoking, open flames and other ignition sources in areas where flammable and explosive materials are stored or used.
• Store and chain all compressed gas cylinders in an upright position.
• Mark empty cylinders with the letters "mt," and store them separately from full or partially full cylinders.
• Ventilate all storage areas properly.
• Ensure that all electric fixtures and switches are explosion-proof where flammable materials are stored.
• Use grounding straps equipped with clamps on containers to prevent static electricity buildup.
• Provide the appropriate fire extinguishers for the materials found on-site. Keep fire extinguisher stations clear and accessible.

The following is a list of areas applicable to this policy:

16.5 Inside Buildings, Facilities and Workshops
The floor of every area of the facility will be maintained, so far as practicable, in a dry condition. Where wet processes are used, drainage will be maintained and false floors, platforms, mats, or other dry standing places will be provided. Where practicable or appropriate, waterproof and slip proof footwear is to be worn by employees.

Every floor, working place, and passageway will be kept free from protruding objects, storage of equipment, pallets of products, and uncovered openings in the floor. Parts and equipment will be placed in designated and/or marked areas so that walkways are not blocked. Ice, grease, debris, and excessive water are to be kept clear from all walking surfaces.

All first aid kits, fire extinguishers, and eye wash stations will be kept free from obstruction or blockage by any item which could hamper or prevent someone from obtaining it in an emergency.

16.5.1 Storage of Spare Parts, Salvage Material and Debris.
The worksite supervisors are to establish an area for spare parts, salvage material, debris, sand and gravel. Each site is to be neat and orderly as practicable and free from hazards to employees.

16.5.2 Material Handling
Maintain stairways, walkways, landings, ramps, platforms, etc. These areas should be free of debris and waste materials that might create slipping or tripping hazards.
Keep materials in an orderly fashion. Ensure that piled materials are kept from shifting or falling. Tie down materials or equipment where necessary. In particular, be aware of adverse weather conditions or high wind conditions when working on roof areas.

Do not put materials in aisles, walkways, traffic lanes, and fire exits.

Before moving materials, check for a clear path, and ensure that you have a clear view.

Bend your knees and keep your back straight when lifting heavy objects. Your leg muscles, not your back, should do the work. If an object is too heavy for one person, get help.

When moving bulky or awkward objects, get help to avoid dropping the load or getting thrown off balance.

Use provided disposal units. Do not put industrial or construction waste with regular household garbage.

Roof areas are to be maintained, clean, and free of material. No material should be evident on roof vents. If material is stored on or close to vents or stacks, the material is to be removed immediately.

16.6 Facility Ground Areas
All road surfaces are to be kept clean and void of obstacles, in good repair and clearly marked. There should be no roadway debris.

All garage areas are to be kept free from obstacles and trip hazards. Trucks and equipment are to be pulled into designated stalls as far as possible so as to provide free travel on roads.

Employees will refrain from climbing on sand or gravel piles. Possible burial could result.

All parking areas are to be kept free from loose lumber, trash, large stones or bricks, vehicle parts, excessive vehicle fluid spills. Fluid spills are to be cleaned up using absorbent and disposed of properly.

Walkways should be in good repair, clean, and free of obstacles.

Grounds must be free of holes and/or debris. Proper drainage that doesn't cross walkways should be provided. Snow and ice is to be removed to eliminate interruptions of safe and orderly passage for equipment and pedestrians.

All walkways and work areas are to be free of obstacles and have adequate lighting during the evening hours.
16.7 Work Sites

All work sites near public and recreational areas must be maintained in a neat and orderly fashion. The protection of patrons and visitors from unwanted hazards will continually be the goal.

Unnecessary tools and equipment will be picked up and stored when not in use.

Work sites will be barricaded off when necessary to prevent citizens from entering congested work areas.

16.7.1 Contractors

Contractors will be required to maintain housekeeping standards consistent with this housekeeping policy. It is the responsibility of the Department Director or manager to communicate this policy and assure compliance.

Construction areas will be inspected for purposes of assuring compliance with this policy.

16.8 Summary

Good housekeeping is essential to maintaining a safe workplace. It is the responsibility of every supervisor to ensure that all debris and waste material is removed in a timely fashion so as not to create hazards to workers and citizens. This includes:

- All job sites will be neat and orderly. A clean work site exhibits pride in the work and reduces the potential for injury;
- All materials will be correctly stacked and out of the way;
- Tools and equipment will be cleaned, checked for any damage and put away after each use. If there is damage it must be tagged and brought to the attention of the equipment manager or supervisor as soon as possible;
- Any doorways opened by workers will be closed when leaving the worksite;
- All garbage and material waste will be cleaned up and disposed of daily as per the Canada Occupational Health & Safety regulations.

Related Safety Policies: 13 Inspection
14 Hazard Identification, Assessment & Control
17 INVESTIGATION POLICY

17.1 Purpose
To ensure Kwanlin Dün First Nation comply with all Federal Occupational Health & Safety Regulations regarding the investigation of incidents. To investigate all incidents in order to determine the cause and what corrective actions need to be implemented to prevent a recurrence.

17.2 Applicable Legislation
Canada Labour Code: Sections - 127.1, 128, 129, and 141
Canada Occupational Health & Safety Regulations: Sections – 2.27, 7.3, 10.4, 15.4, and 20.9
Yukon Occupational Health & Safety Act: Sections 12, 13, and 30(1)

17.3 Policy
The following types of incidents shall be fully investigated:
- Incidents that result in injuries requiring medical aid;
- Incidents that cause property damage (including equipment) or interrupt operations with potential loss;
- Incidents that have the potential to result in (1) or (2) above, such as near misses;
- Harassment or violence in the workplace;
- All incidents that fall under Part 15 of the Canada Occupational Health & Safety Regulations must be reported to the Yukon Worker’s Compensation Health & Safety Board (YWCHSB) and Human Resources and Skills Development Canada as per Section 125(1) of the Canada Labour Code;
- Motor vehicle accidents involving KDFN vehicles and employees conducting organization business in personal vehicles;
- Fire or explosion;
- Liability incidents involving guests to KDFN worksites;
- Spills of chemicals, hydrocarbons, or produced water;
- Business interruption/equipment failure;
- Sabotage.

17.4 Protocol and Responsibilities
The incident investigation protocol and responsibilities are as follows:

1. All employees shall report all incidents as soon as possible to their immediate supervisor and assist in the investigation when requested;
2. Supervisors will contact their department/building safety committee representative who will provide the proper documentation to be filled out.

These documents are:
a. KDFN Employee Incident Report Form – worker to fill out for all incidents
b. YWCHSB Employee Injury Report Form – worker to fill out only after seeing a doctor
c. YWCHSB Employer Injury Report Form – supervisor to fill out only if employee has seen a doctor

These forms are to be returned to the OH&S Specialist or safety committee representative upon completion. **YWCHSB forms must be completed and submitted to YWCHSB within 72 hours or supervisors and directors will be subject to fines from the Board.**

3. Safety committee representative will contact the rest of the committee and the OH&S Specialist to determine who will conduct the investigation.

The forms to be completed by the investigation team are:
   a. KDFN Management Incident Analysis Form
   b. Federal Hazardous Occurrence Investigation Report Form

4. All completed forms will be reviewed by the OH&S Committee and forwarded to the appropriate department director and the Human Resources Department for further review. The OH&S Committee will provide a Job Hazard Analysis, if necessary, and if one has not been previously conducted, the corrective action to be taken, and ensure that such action is implemented.

**17.5 Incident Investigation and Follow-up**

This section discusses the procedures used to document and investigate all incidents on KDFN work sites.

**17.5.1 Reporting and Investigation Procedures**

All incidents, including near misses, no matter how small must be reported to the immediate supervisor. The supervisor is to fill out an incident investigation report and forward it within 48 hours to the OH&S Specialist. In the case of major incidents, more extensive loss reports will be required.

Also, in cases of injuries/illnesses requiring medical attention:

All illnesses/injuries are to be recorded on an “Incident Investigation Report” filled out by the employee and reviewed by the OH&S Specialist – near miss reports are especially encouraged as it will help management develop safer job procedures and practices.

All employees are responsible for advising their supervisors immediately in every case of an illness/injury.

All pertinent WCB forms are to be filled out by both supervisors or managers and employees, only if a doctor has been consulted. These include:
- Doctor’s First Report – to YWCHSB;
- Functional Abilities Form – to worker for the Return To Work program (see HR Policy 6.12, Return To Work, for more information);
All occurrences are investigated and analyzed to determine measures for preventing their reoccurrence. The investigation team consists of the supervisor from the incident scene, the Occupational Health & Safety Specialist (OH&SS) and a member of the OH&S Committee, and the employees involved.

17.5.2 Incident Analysis and Follow-up Recommendations
Every incident is reviewed first by the supervisor and the OH&SS, then the OH&S Committee. Work procedures will be changed where necessary and where better and safer methods are found. All recommendations to prevent incidents will be reviewed and acted upon by the safety committee and department managers or directors.

17.5.3 Major Incident Loss Reports
The KDFN OH&SS, OH&S Committee and department director will review in detail every major incident in the organization. All final reports will go to the Executive Director and Council.

17.5.4 Circulation of Developed Procedure
Whenever incidents occur they are reported as per the procedures above. Once this is done the OH&SS will determine what caused the incident and develop a procedure or practice, if one is not already in place, to prevent the incident from occurring in the future. A copy of this procedure will be posted on bulletin boards and presented at the OH&S Committee meeting.

Related Safety Policies:
13 Inspection
14 Hazard Identification, Assessment & Control
20 Workplace Violence

Related HR Policies:
3.4 Code of Conduct
6.5 Harassment & Discrimination
18 FATIGUE MANAGEMENT

Kwanlin Dün First Nation recognizes that fatigue is a factor which may affect a worker’s ability to perform mental and physical tasks. All supervisors and workers must be able to recognize and respond to the signs and symptoms that might impair the worker’s performance due to fatigue.

It is the responsibility of the supervisor to make corresponding changes to work requirements if signs of fatigue impairment are evident. All concerns must be communicated to management and corresponding changes must be documented for review and follow up.

The signs, symptoms and affect fatigue has on workers varies from one person to the next; however, fatigue may affect the individual worker’s ability to perform mental and physical tasks.

18.1 Responsibilities

18.1.1 Department Directors and Managers
- Provide the necessary information about fatigue;
- Communicate employer expectations;
- Monitor hours worked by each crew;
- Review the impact of extended hours in relation to accidents, incidents, quality and quantity of work;
- Support employees who are experiencing concerns with fatigue;
- Investigate any problems and/or concerns.

18.1.2 Supervisors
- Conduct safety meetings discussing fatigue;
- Ensure tasks are performed in a safe and healthy manner;
- Be aware of the risks associated with extended hours and/or consecutive days of work;
- Give workers as much notice as possible if extended hours are anticipated;
- Observe how individuals respond to extended hours;
- Recognize symptoms of fatigue;
- Get feedback from individual workers and the worker crews as a whole;
- Take prompt action if a risk develops;
- Relay information to and from management & employees;
- Report any fatigue problems, concerns and/or issues.

18.1.3 Employees
- Recognize symptoms of fatigue;
- Report any individual medical or personal situations which may have an effect on fatigue;
- Take personal responsibility to get proper rest during time off;
- Take personal responsibility to deal with home stress;
- Be up front with your supervisor if you have any problems.
18.1.4 Signs, Symptoms, Factors, and Performance Impairments

Some possible physical signs and symptoms of fatigue are as follows:

- Tiredness
- Sleepiness
- Irritability
- Depression
- Giddiness
- Loss of appetite
- Digestive problem
- An increased susceptibility to illness

Some possible performance impairments are:

- Slowed reactions – physical reaction speed and speed of thought;
- Failure to respond to stimuli, changes in the surroundings, or information provided;
- Incorrect actions – either physical or mental;
- Flawed logic and judgment and an increase in memory errors, including forgetfulness;
- Decreased vigilance;
- Reduced motivation;
- Increase tendency for risk-taking.

Factors, which may have an influence on fatigue:

- Time of day;
- Temperature;
- Working alone;
- Repetitive or “boring” functions;
- Being inactive;
- Length and frequency of breaks;
- Availability of food and water;
- Duration of the extended hours/consecutive day;
- Days off;
- Type of work;
- Job Stress;
- Home Stress;
- Use of personal time.

Some workers cope with fatigue in the following ways:

- Working more slowly;
- Checking work more thoroughly;
- Using more memory cues or reminders;
- Relying on fellow workers;
- Choosing to carry out less critical tasks.

Related HR Policy: 6.1 Hours of Work
19 EMERGENCY RESPONSE PLANNING POLICY

19.1 Purpose
Emergency response planning is a high priority with Kwanlin Dün First Nation. This organization’s emergency response planning process and related training will ensure a timely and appropriate response to any system upset.

This organization’s emergency response plans (ERP’s) will comply with all applicable laws and codes.

19.2 Applicable Legislation
*Canada Occupational Health & Safety Regulations*: Part XVII - Safe Occupancy of the Work Place

19.3 Policy
KDFN is committed to its operation procedures while protecting the health and safety of the public, its employees and the environment.

19.4 Emergency Response Planning Coordination
Emergency response planning coordination activities will be coordinated by the OH&S Specialist and directors at all organization facilities, and by the supervisors for activities outside the organization’s property.

The organization will work with any prime contractors in the development of site specific ERP’s.

19.4.1 Responsibility
The OH&S Committee representatives and department directors are responsible for the compliance of the organization with the emergency response planning policy. These are general procedures, building specific procedures shall be developed and practiced by staff.

19.4.2 Emergency Response Plan
In order to be thoroughly prepared for an emergency event, the organization will have plans in place that will identify and list most types of potential disasters.

In the event of an emergency, the employees shall remove themselves and fellow employees from immediate danger, activate the alarm system, call 911 and inform the nearest supervisor or OH&S Committee Representative.

19.4.3 Building Evacuation Procedures
Occasionally you may, without notice, be asked to evacuate the building. The reasons for this could be fire alarms, carbon monoxide alarms, an occurrence of violence etc. When you are notified to evacuate, follow these procedures:
1. Anytime an evacuation order is issued, either by alarm or verbally, **YOU MUST EVACUATE IMMEDIATELY!**
2. Note the exit route posted in your work area.
3. Close all windows and doors and walk to the nearest exit. If the alarm stops sounding, continue evacuation and warn others who may attempt to enter the building.
4. Assist disabled persons or visitors leaving the building.
5. Proceed to other buildings or stand 25 meters away from building to the designated meeting area. Keep the streets and sidewalks open for emergency personnel. Do not return to the building until directed to do so by Emergency Personnel, OH&SS or department director. The silencing of audible sirens or horns does **NOT** mean it is safe to re-enter the building.

**DO:**
- Leave immediately;
- Walk, don’t run;
- When instructed, evacuate and go a safe distance from your building (pre-designate assembly points for your building);
- If you know of hazards or trapped persons, tell the nearest Emergency Personnel;
- Do not re-enter the building until the police or emergency management personnel tell you it is safe.

**DO NOT:**
- Use elevators;
- Re-enter buildings.

**19.5 Emergency Procedures for Secluded Worksites**

From time to time throughout the summer season, KDFN embarks to secluded sites outside of urban areas (i.e. Jackson Lake). Because of the distance and the lack of proper hospital facilities at some of these remote sites KDFN employees should be aware of special procedures required in the case of an incident. Please see section 22.1.4 – Rural and Remote Fieldwork Guidelines for more information.

In the field, the supervisor must assess the situation for the potential for harm to people, property, equipment and the environment. The supervisor must then fill out a worksite inspection form, field work safety plan form, and any job hazard analysis forms that may be required.

The supervisor must know first aid, or who can provide first aid to the injured, the means of transportation to a medical aid station, who will, or how to, provide initial attack fire-fighting, if possible, and what outside agencies to contact for assistance.

These procedures are to be developed through safety meetings involving all employees, including new employees, prior to fieldwork commencing. During safety meetings it will be determined what specific safety or emergency training is required and for whom, based on first aid regulations under the Federal OH&S Act.
A copy of the ERP, including an evacuation plan for the site and the field work safety plan, will be posted in a clearly visible location. The evacuation plan posted shall include a safety zone or muster point in the event of a fire.

All emergency equipment for field crews and main office buildings, such as first aid kits, fire extinguishers, water hoses, eyewash stations, emergency lighting, etc., will be supplied as per Federal OH&S Regulations.

All emergency equipment will be inspected on a regular basis.

KDFN shall ensure that the following conditions prevail at their sites:
- Proper First Aid equipment, records and transportation are on site;
- Communications shall be as good as reasonably possible;
- Emergency Procedures in the case of an incident are in place and familiar;
- Supervisors shall be supplied with the phone numbers for the closest Medical Facilities within the area (see section 26 of this manual for a list).

19.5.1 Procedure
If an incident does occur on the job site, the following procedures shall be followed:
- Ensure that the injured person is removed from any life-threatening situations where further injury to the victim or rescue personnel could be incurred.
- The victim shall be stabilized and readied for transportation.
- In the case of a non-life threatening situation, the victim shall be transported to the nearest hospital or nursing station.
- In the case of a life threatening or serious injury situation, the nearest ambulance service should be notified and transportation should continue to meet up with the incoming ambulance.
- Upon the removal of the victim to the hospital or nursing station, the supervisor shall contact the OH&S Specialist who will then contact Yukon WCB and commence an investigation into the cause of the incident.
- The incident reports should be completed immediately and forwarded to the OH&SS.

19.6 Emergency Fire Response Procedure
- Identify the location if it is safe to do so.
- Call **FIRE** as loudly as possible, at least three times and sound fire alarm.
- Have all personnel evacuate the work area or building using the fire evacuation procedure through the nearest exit or escape route. If evacuating a building make sure the windows and doors behind you are closed, but not locked, and all electrical equipment and lights are switched off. Personnel are not to return to the building for any reason.
- Meet at a designated area and ensure that all workers on duty at the time of the fire are accounted for; the supervisor will then assign duties to personnel as required.
- Regardless of the fire size, call or designate one person to call the Fire Department and report back with confirmation or notification.
• Have a designated fire team use fire extinguishers only to their level of training and if there is no chance of injury or death.
• Meet Fire Department personnel at the nearest road access and direct them to the fire. Advise the Crew Captain of electrical, boiler, gas or mechanical equipment locations. Draw his attention to the location of dangerous chemicals, gases (propane tanks, oxy-acetylene), flammable (fuel, gasoline) tanks, pressured equipment and lines.
• Shut down machinery as required. Shut off gas and fuel supplier if necessary.
• Shut off main electrical power supply if necessary.
• Maintain liaison with utility organization and electrical system staff.
• Protect equipment, machinery, boilers and lines from elements.
• Secure scene of fire and organization property from further damage or loss by unauthorized access of outsiders and curious onlookers.
• A post-fire inventory is to be taken by the supervisor.

This is a generic Fire Escape Plan. Every worksite and office building should establish their own fire escape plan/procedure complete with drawings of a planned escape route. This should be posted where all employees can see.

19.7 EMERGENCY PHONE NUMBERS (Whitehorse Area):

(Community Numbers and internal KDFN emergency numbers are listed at the back of this manual)

Fire & Police & Ambulance: 911
Forest Fire: 1-800-798-3473 (FIRE)
Search & Rescue: 1-800-567-5111 (cell: *311)
Environment: 1-867-667-7244 (For spills and other environmental emergencies)
WCHSB OHS Officer: 1-800-661-0443 or 867-667-5450
KDFN Main Office: 867-633-7800
OH&S Specialist: 867-335-1674

Related Safety Policies:
13 Inspection
14 Hazard Identification, Assessment & Control
20 WORKPLACE VIOLENCE POLICY

20.1 Purpose
Kwanlin Dün First Nation maintains zero tolerance toward violence in the workplace. The purpose of this policy is to provide KDFN employees guidance that will maintain an environment at and within KDFN property and events that is free of violence and the threat of violence.

20.2 Applicable Legislation
Canada Criminal Code
Canada Human Rights Act
Canada Occupational Health & Safety Regulations: Part XX – Violence Prevention In The Workplace
Yukon Human Rights Act

20.3 Policy
Violent behavior of any kind or threats of violence, either implied or direct, are prohibited at KDFN, in properties and at KDFN sponsored events. Such conduct by a KDFN employee will not be tolerated. An employee who exhibits violent behavior may be subject to criminal prosecution and shall be subject to disciplinary action up to and including dismissal. Violent threats or actions by a non-employee may result in criminal prosecution. KDFN will investigate all complaints filed and will also investigate any possible violation of this policy of which we are made aware. Retaliation against a person who makes a complaint regarding violent behavior or threats of violence made to him/her is also prohibited.

20.4 Definitions
Violent Action: behavior in which an employee, former employee, client or citizen at a workplace inflicts damage to property, or serious harm, injury or death to others at the workplace.

Threat: The implication or expression of intent to inflict physical harm or actions that a reasonable person would interpret as a threat to physical safety or property.

Intimidation: Making others afraid or fearful through threatening behavior, by use of words or actions.

Zero-tolerance: A standard that establishes that any behavior, implied or actual, that violates the policy will not be tolerated.

Court Order: An order by a Court that specifies and/or restricts the behavior of an individual. Court Orders may be issued in matters involving domestic violence, stalking or harassment, among other types of protective orders, including Temporary Restraining Orders.
20.5 Prohibited Behaviour
Violence in the workplace may include, but is not limited to, the following list of prohibited behaviors directed at or by a co-worker, supervisor or member of the public:

- Direct threats or physical intimidation;
- Implications or suggestions of violence;
- Stalking;
- Any kind of physical or sexual assault;
- Possession of weapons of any kind on KDFN property, including parking lots, other exterior premises or while engaged in activities for KDFN in other locations, or at KDFN-sponsored events, unless such possession or use is a requirement of the job or activity;
- Physical restraint, confinement;
- Dangerous or threatening horseplay;
- Loud, disruptive or angry behavior or language that is clearly not part of the typical work environment;
- Blatant or intentional disregard for the safety or well-being of others;
- Commission of a violent felony or misdemeanor on KDFN property;
- Any other act that a reasonable person would perceive as constituting a threat of violence.

Domestic Violence, while often originating in the home, can significantly impact workplace safety and the productivity of victims as well as co-workers. For the purposes of this document, “domestic violence” is defined as abuse committed against an adult or fully emancipated minor. Abuse is the intentional reckless attempt to cause bodily injury, sexual assault, threatening behavior, harassment, or stalking, or making annoying phone calls to a person who is in any of the following relationships:

- Spouse or former spouse;
- Domestic partner or former domestic partner;
- Cohabitant or former cohabitant and or other household members;
- A person with whom the victim is having, or has had, a dating or engagement relationship;
- A person with whom the victim has a child.

KDFN recognizes that domestic violence may occur in relationships regardless of the marital status, age, race, or sexual orientation of the parties.

20.6 Procedures
20.6.1 Aggressive/Violent Act or Threat Response Procedure
These are general procedures, staff shall develop procedures specific to the building they occupy and the work being done.

Panic buttons have been installed at reception areas and key locations in KDFN buildings and Emergency Response Plans have been developed in the event of acts of aggression or threats of violence.

It is the responsibility of all employees who work in the reception area to know the location of the panic button. Supervisors are to train staff on the operation of the panic button and instances when the panic button should and should not be used. Employees working in the office area are responsible for continuously monitoring the indicator light for the panic button activation.
An employee is required to push the panic button in any instance where an employee or any person feels threatened or fears for their well-being by the hostile actions of another.

Staff members should not activate a panic button in the event of a fire, medical emergency, etc. Employees should call 911 directly for these types of emergencies.

When a panic button is pushed, it is essential that employees remain calm and encourage others to remain calm as well.

The following procedure should be followed in the event of acts of aggression or threats of violence.

In the event of a client, citizen or fellow employee acting in an aggressive or violent way the employee shall take the following steps:

1. If an emergency exists and the situation is one of **immediate danger**:
   a) **If the employee is not in a protected environment:**
      - The employee must immediately press the panic button, if available, which will immediately notify the RCMP. They then must remove themselves from the area and into the ‘safe zone’ as determined by the Emergency Response Plan for that building. The ‘safe zone’ will have either a panic button or phone installed for contacting the RCMP.
      - If a panic button is not available, the employee must remove themselves from the area and into a ‘safe zone’ and dial 9-1-1.
      - Finally, employees may take whatever emergency steps are available and appropriate to protect themselves from a continuing threat, such as leaving the area. Employees must initiate Lockdown Procedures as laid out in section 20.7.

   b) **If the employee is in a protected environment, such as a closed in reception area:**
      The employee will contact the RCMP by pressing the panic button, or by dialing 9-1-1. Then, employees may take whatever emergency steps are available and appropriate to protect themselves from a continuing threat, such as leaving the area. Employees must initiate Lockdown Procedures as laid out in section 20.7.

2. If the situation is not one of immediate danger, but is still deemed a type of harassment or violence, the employee shall report the incident following the incident reporting procedure as laid out in this manual.

If a staff member notices the panic button indicator light flashing, they are to assume that it is an emergency situation and immediately call the police for emergency assistance. The employee who calls the police should remain on the phone with the dispatcher, answering all questions as accurately as possible.

Another staff member should contact the most senior employee at that location or the designated emergency responder and notify them of the situation. The person
contacted should take control of the situation, including reporting to the reception area, determining what the emergency situation entails and if any further actions are required.

Designated employees who have been trained to handle emergency situations should report to the reception area to provide assistance. All other staff members should remain clear of the reception area until the situation has been resolved and operations can continue as normal.

If the panic button was set off accidentally, office staff should be notified immediately so they do not contact the police. Any staff member who pushes the panic button on purpose in a non-emergency situation will be subject to disciplinary action.

It is the responsibility of reception staff to ensure that the panic button is not activated accidentally. Continual false alarms can cause major problems when an actual emergency occurs and, therefore, every effort should be made to ensure the button is only pressed in the event of an emergency.

**20.7 Lockdown Procedures**

The directive of "LOCKDOWN" is used to protect occupants in proximity of an immediate threat by limiting access to buildings and rooms. If no specific locations are given, all buildings should initiate lockdown procedures. The extent of the lockdown is determined by whether the subject is threatening violence, or is taking violent action. A threat of violence, as listed in the definitions above, means the minimum lockdown procedure shall be initiated. However, if a subject is taking violent action as listed in the definitions above, the maximum lockdown procedure shall be initiated.

These are general lockdown procedures. Departments such as the Daycare or Health Centre may need to expand upon these procedures to accommodate the services they provide. These changes shall be discussed with all employees for that department, as well as the OH&S Committee Representative, and be noted in the Emergency Response Plan for that building.

**20.7.1 How will I know a lockdown is occurring?**

You will be notified of a lockdown procedure through one or more of the following. If available, a picture and the name of the subject will be provided:

- Public Announcement over phone system
- Text message to company cell phones
- In person notification by police
- Internal email
- Through your Director/Manager/Supervisor

**DO NOT USE SOCIAL MEDIA TO RELAY WHAT IS GOING ON.** This may lead to misinformation and panic within the community. It is also a violation of the communications policy and you may be disciplined as a result. You may contact family members for reassurance.
Should you discover that there is a violent or potentially violent person in your building or area, DO NOT CONFRONT THE PERSON UNLESS THERE IS NO OTHER OPTION TO SAVE YOUR LIFE!

20.7.2 Take the following steps should your building initiate "lockdown" procedures:
1. Get Out: Get out of the facility or building, if possible.
2. Call Out: Use mobile phone to call 911, your Department Director/Manager/Supervisor.
3. Hide Out: Seek shelter in nearest secured place.
4. Take Out: Last resort. Use anything to distract or disable the suspect. ONLY CONFRONT THE PERSON AS A LAST RESORT EFFORT TO SAVE YOUR LIFE.

20.7.3 PRECAUTIONARY LOCKDOWN
If the threat is minimal, outside your building, or at another KDFN building, and the perpetrator HAS BEEN IDENTIFIED AND COMMUNICATED TO ALL STAFF:
1. If the exterior doors are not electronic and it is safe to reach them, lock them.
2. The emergency team leader, as determined by your building’s emergency response plan, will assign people at the doors to let others outside in for protection or encourage them to leave the area.
3. ONLY respond to anyone at the door IF THE PERSON CAN BE IDENTIFIED. Law enforcement will announce themselves. Verify, if possible, prior to unlocking any door. Confirm if possible. Client based services and walk-ins should only proceed when the person can be identified at the door by assigned personnel AND the perpetrator has been identified. All other departments should keep their doors locked. Updated information may be delivered over the PA or VOIP phone system, when appropriate, if available in the building.
4. If you are directed to leave your secured area by police, do so as quickly and quietly as possible and follow their specific directions. Assist those who may require help moving.
5. Should the fire alarm be activated during a lockdown, wait for direction on the PA system or from the police before evacuating the building if there is no immediate danger. If there is smoke or fire present, you may need to evacuate. Ensure it is as safe as possible before attempting to evacuate.
6. Wait for the "all clear" instruction from the person determined by your building’s emergency response plan.
7. DO NOT go outside to smoke. However, if the area is determined to be safe people may go for lunch, or leave the building as long as they are leaving the premises.

20.7.4 MINIMUM LOCKDOWN
If the threat is outside your building or at another KDFN building:
8. If the exterior doors are not electronic and it is safe to reach them, lock them.
9. The person determined by your building’s emergency response plan will assign people at the doors to let others (non-threatening) outside in. Law enforcement will announce their identity prior to unlocking any door.
11. USE CELL PHONES ONLY TO NOTIFY LAW ENFORCEMENT of emergency information.
12. If on the first floor, close any blinds or curtains on windows.
13. Stay away from doors and try to keep out of the line of sight of windows.
14. BE QUIET.
15. DO NOT respond to anyone at the door while you are in lockdown mode. Law enforcement will announce themselves. Verify if possible prior to unlocking any door. Confirm if possible. They will release anyone in that room. Updated information may be delivered over the PA system, when appropriate, if available in the building.
16. If you are directed to leave your secured area by police, do so as quickly and quietly as possible and follow their specific directions. Assist those who may require help moving.
17. Should the fire alarm be activated during a lockdown, wait for direction on the PA system or from the police before evacuating the building if there is no immediate danger. If there is smoke or fire present, you may need to evacuate. Ensure it is as safe as possible before attempting to evacuate.
18. Wait for the "all clear" instruction from the person determined by your building’s emergency response plan.
19. DO NOT go outside to smoke, go for lunch, or leave the building for any reason unless authorized to do so.

20.7.5 MAXIMUM LOCKDOWN
If there is a violent action INSIDE your building:
1. Get Out: Get out of the facility or building, if possible, and follow the panic button procedure above or:
2. Call Out: Use mobile phone to call 911.
4. If the lights in the room can be turned off - turn them off; turn off computers, cell phones, radios, or any device that may indicate the room is occupied.
5. USE CELL PHONES ONLY TO NOTIFY LAW ENFORCEMENT of emergency information.
6. If on the first floor, close any blinds or curtains on windows.
7. Stay away from doors and try to keep out of the line of sight of windows.
8. Sit or lie on the floor or crouch behind or under desks. Be as invisible as possible.
9. BE QUIET.
10. DO NOT respond to anyone at the door while you are in maximum lockdown mode. Law enforcement will announce themselves. Verify if possible prior to unlocking any door. Confirm if possible. They will release anyone in the building or rooms. Updated information may be delivered over the PA system, when appropriate, if available in the building.
11. If you are directed to leave your secured area by police, do so as quickly and quietly as possible and follow their specific directions. Assist those who may require help moving.
12. Should the fire alarm be activated during a lockdown, wait for direction on the PA system or from the police before evacuating the building if there is no immediate
danger. If there is smoke or fire present, you may need to evacuate. Ensure it is as safe as possible before attempting to evacuate.

13. **Take Out:** Last resort. Use anything to distract or disable the suspect. ONLY CONFRONT THE PERSON AS A LAST RESORT EFFORT TO SAVE YOUR LIFE.

14. Wait for the "all clear" instruction from the person determined by your building’s emergency response plan.

15. DO NOT go outside to smoke, go for lunch, or leave the building for any reason unless authorized to do so.

### 20.7.6 If the subject committing a violent act is INSIDE YOUR OFFICE:

1. There is no one procedure the authorities can recommend in this situation.
2. Attempt to get the word out to other staff if possible, and call 911 if that seems practical.
3. Use common sense. If hiding or fleeing is impossible, attempt to negotiate with the individual.
4. Attempting to overcome the armed subject with force is a last resort that should only be initiated in the most extreme circumstances.
5. Remember, there may be more than one active violent subject.
6. Wait for the "all clear" instruction.
7. Be careful not to make any changes to the scene of the incident since law enforcement authorities will investigate the area later.
8. In case you must flee, do not go to the normal muster station for your building. Get as far away from the shooting scene as possible and then contact authorities.

### 20.7.7 If you are OUTSIDE the building when a LOCKDOWN is initiated:

1. DO NOT ENTER THE BUILDING.
2. Move as far away as possible from the building under lockdown.
3. Await further direction from law enforcement personnel.
4. Otherwise, go to a safe area of the community, away from the scene.
5. Check your KDFN email or if you have a work cell phone, check your text messages for information.
6. DO NOT CALL THE LOCATION THAT IS IN LOCKDOWN.
7. Do not call anyone inside the building that is in lockdown as it may endanger them.
8. Information updates will be provided by police and KDFN officials as soon as possible and safe to do so.
9. If you are advised by another person in your area, or by KDFN officials, that there is violence or a potentially violent person in your area or building, follow the above steps.
10. DO NOT LEAVE YOUR SAFE AREA until the police have identified themselves and release you from your safe area.

### 20.7.8 Reporting Acts or Threats of Violence Procedure:

An employee who:

a) is the victim of violence, or
b) believes they have been threatened with violence, or
c) witnesses an act or threat of violence towards anyone else
SHALL report the incident to the Human Resources Manager, as per the procedure of Personnel Policy 6.5, Harassment & Discrimination.

**Remember:** Your safety is what is important. KDFN materials and equipment can be replaced, YOU CANNOT. Protect yourself and get out of harm’s way.

### 20.7.9 Future Violence Prevention Procedure:

Employees who have reason to believe they, or others, may be victimized by a violent act sometime in the future, at the workplace, or as a direct result of their employment with KDFN, shall inform their supervisor immediately. The supervisor shall inform their Department Director and a Human Resources representative. The RCMP should be contacted to inform them of the situation.

Employees who have signed and filed a restraining order, temporary or permanent, against an individual due to a potential act of violence, who would be in violation of the order by coming near them at work, shall immediately supply a copy of the signed order to their supervisor. The supervisor shall provide copies to the Department Director, Human Resources and the RCMP.

### 20.7.10 Incident Investigation Procedure

Acts of violence or threats will be investigated immediately in order to protect employees from danger, unnecessary anxiety concerning their welfare, and the loss of productivity. The KDFN Human Resources Manager will cause to be initiated an investigation into potential violation of work rules or policies. At the same time, the Department Director will refer the matter to the RCMP for their review of potential violation of civil and/or criminal law.

Procedures for investigating incidents of workplace violence include:

- Visiting the scene of an incident as soon as possible;
- Interviewing injured and threatened employees and witnesses;
- Examining the workplace for security risk factors associated with the incident, including any reports of inappropriate behavior by the perpetrator;
- Determining the cause of the incident;
- Taking mitigating action to prevent the incident from recurring. – Recording the findings and mitigating actions taken;
- Completing the proper documentation as per the Investigation Policy, Section 13 of this manual.

In appropriate circumstances, KDFN will inform the reporting individual of the results of the investigation. To the extent possible, KDFN will maintain the confidentiality of the reporting employee and the investigation but may need to disclose results in appropriate circumstances; for example, in order to protect individual safety. KDFN will not tolerate retaliation against any employee who reports workplace violence.

### 20.7.11 Mitigating Measures Procedure:

Incidents which threaten the security of employees shall be mitigated as soon as possible following their discovery. Mitigating actions include:

- Notification of law enforcement authorities when a potential criminal act has occurred;
• Provision of emergency medical care in the event of any violent act upon an employee;
• Post-event trauma counseling for those employees desiring such assistance;
• Assurance that incidents are handled in accordance with the Incident or Investigation Policies;
• Requesting KDFN’s attorney file a restraining order as appropriate.

20.8 Training and Instruction
KDFN Human Resources Department shall be responsible for ensuring that all employees, including managers and supervisors, are provided training and instruction on general workplace security practices. Department Directors shall be responsible for ensuring that all employees, including managers and supervisors, are provided training and instructions on job specific workplace security practices.

Training and instruction shall be provided as follows:
• To all current employees when the policy is first implemented;
• To all newly hired employees, supervisors and managers, or employees given new job assignments for which specific workplace security training for that job assignment has not previously been provided;
• To affected employees whenever management is made aware of a new or previously unrecognized hazard.

Workplace security training and instruction includes, but is not limited to, the following:
• Preventive measures to reduce the threat of workplace violence, including procedures for reporting workplace security hazards;
• Methods to diffuse hostile or threatening situations;
• Escape routes and Emergency Response Plans;
• Explanation of this Workplace Violence Policy.

In addition, specific instructions shall be provided to all employees regarding workplace security hazards unique to their job assignment.

Related Safety Policy: 17 Investigation
19 Emergency Response Planning
Related HR Policies: 6.5 Harassment & Discrimination
6.7 Public Interaction
21 SAFETY REPORTS AND DOCUMENTATION

KDFN maintains records and documentation for both the purposes of due diligence and in order to take a proactive role in the management of our Health and Safety plan. The following records will be kept for a minimum of 5 years:

1. This Organization Safety Manual;
2. Copies of hazard assessments - filed by date;
3. Copies of safe work practices and procedures - filed by date;
4. Training records - filed by date in employee file;
5. Preventative maintenance records - filed by date in equipment folder;
6. Safety and worksite inspection records - filed by date;
7. Completed Incident investigation policy - filed by date;
8. Minutes of safety meetings and documented tailgate meetings - filed by date;
9. Program records and statistics (i.e. frequency, severity, claims costs);
10. Internal and external safety audits - filed by date;
11. First aid and other safety training records - filed by date.

These records provide ready reference to program activities and results. They provide the information necessary to assess the program, to make necessary modifications, and to plan for future activities. Program records and statistics will be analyzed yearly in an attempt to determine trends, implement recommendations, and to ensure all employee records are up to date.

Related HR Policy: 10.5 Personnel Files
22    SAFE WORK PRACTICES & SAFE JOB PROCEDURES
The following pages contain safe job practices and procedures. Some have been
developed by employees of Kwanlin Dün First Nation and reviewed by the Occupational
Health & Safety Committee. Some have been developed by the industry that they are
related to. They all represent a documented safe procedure or practice for common
jobs performed by KDFN employees and supervisors.

If any KDFN employees, supervisors or managers believe that the provided job
procedures can be improved upon or want to submit a safe job procedure of their own,
ask your OH&S Committee building representative or the OH&S Specialist for the
appropriate form to fill out.

For employees working construction in the Community Services Department the “Safe
Work Practices for House Construction” manual created by WorksafeBC is
recommended. The document will be provided by the OH&S Specialist.

Safe work practices and procedures will identify the materials and equipment needed,
as well as step-by-step instructions for completing all hazardous tasks.

KDFN safe work practices are the ‘do’s and don’ts’ for a task and will include:
• Regulatory requirements;
• Personal protective equipment requirements;
• Responsibilities of each person associated with the job;
• A specific sequence of steps to follow to complete work safely.

Safe job procedures are the step by step ‘how to’ of a task and will be prepared for jobs
that:
• Are critical;
• Are hazardous and where incidents occur frequently;
• Are new or have been changed;
• Have had new equipment added;
• Require many detailed tasks;
• Are done infrequently;
• Involve two or more workers who must perform specific tasks simultaneously.

Practices and procedures found to be cumbersome or ineffective are to be reviewed as
soon as is practical.

The following information constitutes the organization’s minimum standards, and will be
deemed acceptable unless specified in a documented agreement.

22.1.1 Office Safety
KDFN is committed to protecting workers from injuries associated with an office
environment and to ensure employees are aware of the potential and existing hazards
in that environment.
The building OH&S Committee representatives and department supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements and training.

22.1.1.1 WORKER RESPONSIBILITY

- Read the emergency response plan;
- Inspect all electrical cords to see they are in good condition and are not overloaded;
- Adjust computer monitors to correct height and keep clean;
- Use fans/space heaters to manufactures specifications;
- Clear clutter from floors and aisles;
- Use only one filing cabinet drawer at a time and close the drawer when not in use;
- Ensure the proper type of fire extinguisher is available and inspect them monthly, initializing the inspection tag;
- When transporting materials of a heavy nature, use handcarts and trolleys as instructed by manufacturer;
- Maintain photocopier and printers according to manufacturer’s specifications;
- Inspect chairs to make sure they are in good repair and proper fit for the individual;
- Repair rugs that have tripping hazards;
- Tie back all loose clothing and long hair when using paper shredder.

22.1.1.2 Manual Heavy Lifting

One of the more common workplace injuries is back injury due to improper lifting. Keep these guidelines in mind when lifting heavy objects or boxes.

- Plan your move. Make sure the pathway is clear.
- Use a dolly or other mechanical device if possible.
- Ask for help when required.
- Prepare for the lift; stretch and warm up before moving anything manually.
- Do not exceed your personal lifting capability.
- Only light objects should be lifted above shoulder height.
- Lift only to the level required.
- Split load when possible.
- Do not attempt to catch falling objects.
- When possible, push rather than pull.
- Stand close to object being lifted.
- Get a good grip on the object.
- Bend your knees; do not stoop.
- Lift using thigh, leg and abdominal muscles, but keep your back straight.
- When turning follow your feet – do not twist your body.

22.1.1.3 Safe Use of a Paper Shredder

These are some safety guidelines for using a paper shredder.

- Ensure the paper shredder and power cord are not in foot traffic areas.
- Locate the paper shredded at least 4 inches from walls or furniture to allow air to
freely flow through ventilation slots.

- Always be alert and focus on the shredding task when using a paper shredder.
- Keep jewelry, long hair, neckties, lanyards, etc. away from the paper shredder feed opening.
- Never put fingers or objects other than paper (i.e. paper clips or staples) into the shredder feed opening.
- Feed paper smoothly into the shredder. Never force paper into a shredder.
- If the shredder motor overheats, turn the shredder off and allow the motor to cool for at least 15 minutes before using again.
- Always disconnect the power source before removing and emptying the waste container or when cleaning the shredder.
- Do not use aerosol cleaners to clean paper shredders. Only use manufacturer’s recommended products.

### 22.1.1.4 Changing Copier Toner

<table>
<thead>
<tr>
<th>Equipment Required</th>
<th>Material Required</th>
<th>PPE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Printer or Copier</td>
<td>New Toner Canister</td>
<td>Latex Gloves</td>
</tr>
<tr>
<td></td>
<td>Plastic Bag</td>
<td>Respiratory Mask</td>
</tr>
<tr>
<td></td>
<td>Wet Paper Towel</td>
<td>Safety Glasses</td>
</tr>
</tbody>
</table>

**Sequence of Steps:**
1. Ensure PPE is in proper working condition;
2. Prepare moistened paper towel;
3. Remove any jewelry, dangling clothes; tie back long hair;
4. Put on PPE;
5. Remove old toner canister as per copier specific instructions (located on copier);
6. Place removed canister in plastic bag;
7. Install new toner canister as per copier specific instructions (located on copier);
8. If spill occurs, clean area with moistened towel;
9. If exposed on skin, wash with soap and cold water;
10. Place bag containing old toner canister in garbage receptacle or recycle if possible.

### 22.1.1.5 Using A Space Heater

**Do’s:**
- Use a space heater that has been tested to the latest safety standards and has been certified by a nationally recognized testing laboratory. These heaters have the most up-to-date safety features. Older space heaters may not meet newer safety standards. Always follow the manufacturer’s directions for proper use.
- Place the heater on a level, hard, non-flammable surface, such as a ceramic tile floor.
- Keep the heater at least three feet away from cloth, furniture, and other flammable materials.
- Turn the heater off if you leave the area.

**Do not’s:**
- Never leave a space heater on when you go home for the day.
- Do not place a space heater close to any papers or boxes.
- Never use gasoline in a kerosene space heater, as even small amounts of
gasoline mixed with kerosene can increase the risk of fire.

- Do not use portable propane space heaters indoors or in any confined space unless they are specifically designed for indoor use.

22.1.2 Ergonomics

KDFN aims to provide a healthy and safe work environment for its employees by ensuring that risk factors that may contribute to the development of Musculoskeletal Injuries (MSI) are identified, assessed and eliminated or mitigated.

MSI are injuries of soft tissues (muscles, joints, tendons, ligaments, cartilage) and nervous system. The most common examples include repetitive strain injuries such as tendonitis and carpal tunnel syndrome, and back injuries involving muscles, ligaments, and/or spinal discs.

Risk factors that can increase the likelihood of a worker suffering an MSI can be found in a wide variety jobs and work procedures. These factors include but are not limited to:

- Use of excessive force;
- Highly repetitive movements;
- Awkward and/or static postures;
- Manual handling of heavy loads;
- Poor tool, equipment, or workplace design;
- Poor work organization - lack of task variety, excessive work pace, etc.;
- Extreme temperatures;
- Vibration.

KDFN will use the following process to reduce the risk of MSI in our workplace and will consult with employees during each step of the process:

- Education of workers about risk factors, signs and symptoms;
- Risk Identification of jobs with MSI risk factors;
- Risk Assessment to determine the degree of risk to the workers;
- Implementation of engineering and administrative controls to reduce the identified risk conditions;
- Education and training of management and workers of the control measures;
- Provide the How to Make Your Computer Workstation Fit You document from WorksafeBC

The ergonomics survey and related MSI risk assessments will be reviewed annually or when the need arises due to a change in process or hiring of new employees.

22.1.3 Worksite Inspection Procedure

<table>
<thead>
<tr>
<th>Forms Required</th>
<th>Personal Protective Equipment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Worksite Inspection Form</td>
<td>Regular PPE</td>
</tr>
<tr>
<td>Job Hazard Assessment Form</td>
<td></td>
</tr>
<tr>
<td>Daily Equipment Checklist</td>
<td></td>
</tr>
</tbody>
</table>
Job Steps:
1. If working in an urban area and the job will require digging, ATCO Electric must be contacted at least 48 hours in advance. This is to make sure that no underground power lines will be disrupted.
2. Perform your Daily Safety Equipment check and fill out appropriate form.
3. When arriving at job site look for signs of occupation. If the site is locked and inaccessible contact the office, report the situation and get direction. If a person is present, introduce yourself and briefly explain reason for being there. Keep in mind client confidentiality and if detailed questions are asked refer them to the department manager for clarification. Make note of the name of the person(s) met and any items discussed.
4. Respect private owners’ property and items found on site. If gates need to be opened to access a site, ensure they are closed when leaving.
5. Take a 360 degree view of the area to ensure there are no safety issues. Key things to look for:
   - In enclosed areas look for evidence of structural, functional and ventilation problems (e.g. Jagged edges, worn areas, leakage, noxious fumes, unusual noise, etc.)
   - For outdoor areas look for overhead power and telephone lines, underground cables etc. Set up proper road signs for any work done near a roadway.
   - Deviations from safe work practices and procedures (e.g. power lines, etc.). New job procedures will require a Job Hazard Assessment Form filled out.
   - General Housekeeping (e.g. protruding nails, improper storage, blocked exits, accumulations of combustible materials, spills, items that could cause slips, trips or punctures etc.)
   - Danger Signs (e.g. caution tape, barricades, warning or danger signs, alarms or other devices used to identify a known hazard or limit access to a work area.)
6. If you have to cross adjoining owners’ properties attempt to contact the owners first to let them know who you are and who you work for. Again, try and keep the explanation brief and general to keep our clients confidentiality. If adjoining owners are not home then leave an organization business card at their entrance. If it is necessary to dig, ensure the hole is filled in before leaving.
7. Determine if you need to follow the Fall Protection or Confined Entry Programs and, if so, contact the OH&S Specialist for the proper documentation.
8. Fill out appropriate Worksite Inspection Form.
9. Do not move or use any private property (e.g. ladders, boats, lumber, etc.) on a job site without the permission of the owners. Ladders etc. may not be up to OH&S standards which may cause complications with compensation if an incident occurs. If owners are not present to give permission then find another way around the problem.
10. Be sure to have good housekeeping and clean up after yourself. No garbage, cigarette butts or excess flagging, wood splinters, loose nails, etc.

22.1.4 Rural and Remote Field Work Guidelines

RURAL FIELD WORK is defined as any approved practical work carried out by employees in places more than 5 km outside urban areas. This work covers very
diverse activities including but not confined to Land Claim inspections, fish camps, etc. **Voluntary and leisure activities not forming part of the defined and approved practical work are excluded.**

**REMOTE FIELD WORK** includes all Rural Field Work but is further defined in terms of distance and accessibility:

- Working more than 10 km from a facility with telephone or radio communications; in areas of little traffic, on waterways, or where hills, dense vegetation or other topographic features make it difficult to obtain help using the communication system available; and
- If medical or other emergency support is more than 60 minutes away.

**OFF-ROAD** is any location other than a major or minor formed road

The supervisor in charge of a rural and/or remote field activity must ensure that the risks associated with rural and remote field activities are managed effectively.

To do this they must:

- Determine the possible hazards that may be encountered during the activity;
- Assess the risks associated with the possible hazards;
- Incorporate strategies to minimize the risks to safety and health.
- Ensure that the responsibilities for safety and health are communicated to all participants;
- Provide appropriate information, instruction and training to all participants.

Many of the hazards likely to be encountered on field activities and appropriate risk controls are discussed in these procedures. Worksite inspection, Fieldwork Safety Plans, and job hazard analysis forms are included to assist.

The supervisor can delegate the supervision or training of an employee to a suitably qualified and/or experienced person, as appropriate for the task. The supervisor is, however, responsible for ensuring that each participant has received appropriate training and has gained sufficient competence to undertake the task.

The supervisor is in charge of the practical undertaking of rural and or remote fieldwork and has a particular responsibility for safeguarding the safety and health of all staff in their charge, as well as any volunteers who may be assisting.

Supervisors of rural and remote field activities must:

- Ensure that safe working practices are developed and maintained at all times;
- Arrange for participants to be instructed in safe and healthy working procedures;
- Ensure that participants are warned about hazards, and how to avoid, eliminate or minimize them; and
- Ensure that participants under their control use safety equipment provided in the correct manner.
22.1.5 Health, Safety and Environmental Equipment For Camps
As a minimum, all field operations (camps) will have the following health, safety, and environmental equipment on site:

- Vehicle for emergency transportation;
- First Aid Kit - Federal/Territorial OH&S and WCB minimum standard;
- Personal Protective Equipment as required for the work to be performed;
- Spill Response kits;
- Fire Extinguishers;
- Appropriate communication devices;
- Completed Fieldwork Safety Plan;
- Emergency Response Plan.

Refer to Section 19.5 for more information on emergency procedures for secluded worksites.

22.1.6 Check in Procedure
KDFN has taken steps to ensure employees have multiple means of communication in case of an incident and for check in purposes. Supervisors are required to be equipped with at least one of the following:

- cell phone,
- two-way radios,
- Iridium satellite phone, or
- emergency GPS locators,

What form of communication required depends on the type and location of work being done.

Employees must notify a specified contact person (i.e. their supervisor or OH&S Committee representative) on return from field activity, determined in advance of that day's work, at a pre-arranged time. If a party member fails to return from a field activity at the pre-arranged time and has not notified a change in arrangements, the specified contact person is responsible for notifying the department director. This person is then responsible for notifying emergency services, as applicable, and next of kin.

22.1.7 Working Alone
This is not a standard practice. KDFN will make every effort to avoid this situation. The only time this situation is allowed is when the personal safety of the individual is not at risk in any way. A worker has the right to refuse any unsafe work, especially if tasked with working alone.

Situations that are never allowed are:

- In the bush alone, walking in the bush to and from a work site;
- Lack of communication;
- Cold weather, poor weather;
- Helicopter drop off.

In the event that working alone is permitted, supervisors must ensure that:

- The worker is well briefed on his or her duties, what is required of them and what
equipment will be required;
• There is hazard identification, minimization and communication to the worker;
• The worker is instructed on what to do if they injure themselves and an emergency response plan put in place;
• There is an effective means of communication available;
• A system of checks with the supervisor or a co-worker at one hour intervals is put in place.

22.1.8 Cell Phone and Media Device Use
Use of cell phones is restricted to work use only on KDFN construction worksites, including texting. Only the supervisor is allowed the use of a cell phone on a worksite and for work purposes only. However, in the case of an emergency, cell phone use is allowed for all employees. See HR Policy 6.13 – Cellular Phone Use, for more information.

Due to recent legislation passed in Yukon, cell phone use is restricted to voice activated or ‘One touch’ hands free devices in organization vehicles. Programming of GPS navigation and satellite radios and phones is restricted while driving.

Also, the use of iPods or other music media devices is prohibited for all employees on KDFN construction worksites. When an employee is unable to hear what is going on around them, incidents happen. There are no exceptions to this rule.

22.1.9 Vehicles and Driving
The use of seat belts by all occupants in road vehicles is mandatory. All drivers shall be in possession of a valid driver’s license for the appropriate category of vehicle. A Driver’s Abstract and copy of the driver’s license shall be provided to Human Resources. Please refer to HR Policy 6.10, Vehicles and Drivers for KDFN policy.

• All drivers shall obey all laws and speed limits as set out in Yukon Motor Vehicles Act.
• All damage to vehicles and infractions on the driver’s license shall be promptly reported and appropriate documentation filled out.
• There shall be no unauthorized usage.
• The organization should ensure that all vehicles are fitted with the appropriate safety equipment.
• The vehicles should be kept in a clean, orderly manner.
• All vehicles carrying fuel, chemicals, explosives or any product designated under the “Dangerous Goods Regulations” shall be labeled appropriately.
• No unauthorized passengers are allowed in KDFN commercial work vehicles, especially hitchhikers.

The following instructions apply when driving to a location:
• Ensure your supervisor or someone at the office knows your intended location, the project or job you are working on, your estimated time of departure and arrival, and applicable cell phone number, etc.;
• Before leaving the office/shop for a trip, site visit or inspection, make sure your
vehicle is in good operating condition, all emergency supplies are in the vehicle and the vehicle communication devices are all working and complete the **vehicle inspection checklist**;

- Make sure you are properly dressed for the project or job and that you have sufficient food and water supply for the entire trip;
- Ensure your supervisor has the correct, updated contact and/or family telephone numbers;
- Follow the Check in Procedure, especially if your trip, location, or overall plans have changed significantly.

General Driving Recommendations:

- Avoid backing up if possible. If you must backup, do circle checks of the vehicle and use a guide;
- No cell phone use while driving, pull over or use a hands free device (see section 22.1.7 above for more information);
- Always drive with your headlights on;
- Do not pick up hitchhikers or non-KDFN personnel in any KDFN vehicle or personal vehicles being used for KDFN business purposes. There are serious liability issues if an accident occurs.

**22.1.9.1 Operating Light Vehicles**

Vehicles that would be considered “light” would be half or three quarter ton pick-up trucks, three-quarter ton “crew-cabs”, and one ton “crew trucks” that may haul a small equipment trailer.

- Do all adjustments while stopped (i.e. seat adjustments, tilt steering, seat belts, mirrors, etc.).
- Do not transport more passengers than your vehicle is designed to hold. Ensure all passengers are “buckled up”.
- Do not transport workers in the box of the truck at any time.
- Do not consume alcohol or drugs during or prior to operating. Do not drive if you are taking prescription medicine which may affect your reactions, perception or which may cause drowsiness.
- Secure all loose objects inside the cab (e.g. tools, parts, hard hats, etc.) These can become dangerous flying missiles in the event of an accident.
- Do not depend on the transmission (standard) or “park” (automatic) to hold your vehicle when parking on a grade. Always shut off the engine and apply the parking brake. For steep slopes also block the wheels with suitable material.
- Always maintain maximum visibility. Keep your windows and rear view mirrors clean and keep all lights free of dirt and grime.
- Where materials, tools, equipment and or flammable substances are being transported in the box of the vehicle, they shall be loaded and secured in such a way as to prevent any movement of the load which could create a hazard to the workers/pasengers. **NOTE:** The means of load restraint shall be capable of preventing significant movement of the load under emergency braking conditions.
- The interior of all vehicles should be kept clean and free from “garbage” build up.
22.1.9.2 Changing a Flat Tire

One of the most common car problems that can happen is getting a flat tire. Here is a simple step by step list on how to change a flat tire.

- After the tire goes flat, pull the car to the side as much as possible so you are at a safe distance from the other traffic.
- Make yourself and your car visible. Turn on the hazard lights, pull the handbrake, and get your high visibility signalization out of the car. (e.g. an emergency triangle, signal light, traffic cone, etc.).
- Put the high visibility emergency signalization at a safe distance from the car so other drivers who are coming your way can clearly see you.
- Take out the spare tire, tire wrench and car jack. Refer to the vehicle manual for specific locations of these items.
- Take off the hub cap, which is covering the wheel nuts, and put the tire wrench on the nuts, applying counter clockwise pressure. Loosen the wheel nuts so they go easily with the wrench; do not unscrew them all the way.
- Put the carjack in the proper place under the car; again refer to the vehicle manual for the appropriate place for the carjack. Make sure that the foot of the jack is on a firm surface so the car does not fall off the jack.
- Lift the car, unscrew wheel nuts, take of the flat tire, put the spare in place.
- Tighten the nuts clockwise by hand and lightly with the wrench.
- Put the car down, pull out the carjack and strongly tighten the wheel nuts. Put the hub cap back on or put it in the trunk.
- Put the flat, the tools and emergency signalization in the trunk, turn off the signalization in the car, and remove the handbrake.

Remember, safety first. Do not do anything in a hurry, for example jacking the car up first and then loosening the screws. Take your time, do not rush. Always remember never to leave behind anything (i.e. hub cap, tools, signalization etc.) as that may pose a risk to other drivers.

Any flat tires MUST be reported to the supervisor as soon as possible so repairs can be made to the flat tire and a proper inspection can be made of the vehicle. This can then be documented on the maintenance records.

22.1.9.3 Jump Starting a Vehicle

First of all, a vehicle should charge its battery whenever it's running. The alternator produces the electricity. If your battery dies as you are driving, there is a problem with your alternator.

You will need jumper cables and a running vehicle.

Before getting started, ensure that the battery is not cracked and there is no liquid leaking out of it. If you try to charge it, this could cause an explosion.

The following instructions make the general assumption that positive clamps are red and negative are black. Double check this to make sure. Make sure any corrosion is cleaned off. Also, turn off everything possible and unplug any cell phones, radios, etc.
Remember to make sure there is proper ventilation to avoid sparks because of the hydrogen gas produced by a charging battery. Go through these steps to get your vehicle back on the road:

1. Park a running vehicle close to your vehicle with the dead battery. Turn off all electronics and turn off the ignitions. Make sure the vehicles are not touching one another.
2. Clamp the positive (red) clamp to the positive terminal of the dead vehicle.
3. Clamp the positive (red) clamp to the positive terminal of the working vehicle.
4. Clamp the negative (black) clamp to the negative terminal of the working vehicle.
5. Clamp the negative (black) clamp to an unpainted metal surface of the dead vehicle for a good solid ground connection. DO NOT clamp it to the negative terminal of the dead vehicle.
6. Start the working vehicle and wait until it charges the battery of the dead vehicle. Then try to start the dead vehicle again. If it still doesn't work, let the battery charge longer.
7. When the dead vehicle starts, remove the cables in the opposite order from when you put them on.
8. Let the formerly dead vehicle run for a while before turning it off.

Other ways to charge the battery are through a battery charger or a solar charger. Use the manufacturer’s instructions when using these types of chargers.

Precautions:
- Watch for corroded battery posts. If the posts are corroded the charging will not work. Scrape off the corrosion and reconnect.
- Do not charge a leaky battery.
- Do not touch the wires yourself or touch them together.
- Ensure you put the correct clamps on the correct terminals.

Any dead battery MUST be reported to the supervisor as soon as possible so a proper inspection can be made of the vehicle. This can then be documented on the maintenance records.

22.1.9.4 Trailers and Towed Equipment
All employees need to be aware of the following for proper trailer and towed equipment use:
- Supervisors or managers shall verify that operators are capable and qualified on each type of equipment before allowing the equipment to be operated unsupervised;
- Operators shall perform a pre-operational check of their equipment. Be familiar with the operator’s manual;
- Report needed repairs promptly;
- Do not use any equipment that is unsafe;
- Operators shall perform a visual and manual check of the securing devices to ensure that they are secure before the truck and attachment are put to use;
• Make sure cargo is properly loaded and secured using only approved chain and load binders. Safety chains are to be used on any attachment in tow;
• Ensure that the chains are of the proper strength for the load and are properly secured to both the vehicle and attachment to be towed;
• Be aware of height and width of load;
• Never load a trailer beyond its rated capacity;
• Do not allow anyone between truck and trailer when backing to hook trailer;
• Plan ahead to minimize the need for backing. Always do a walk around to the rear before backing and use an observer when available. Make sure back-up alarms are working properly;
• Make sure trailer-bed and ramps are clear of any debris;
• Make sure ramps are secure before putting trailer in use;
• Hook, unhook, load and unload on stable ground with trailer secure;
• Be sure taillights and turn signals are in view when towing any attachment that does not have taillight hookup;
• Observe towing speed limit if applicable;
• Operators shall be responsible for securing permits for all oversize loads.

22.1.9.5 Hooking Up A Trailer
Things you'll need:
• truck/car;
• hitch (proper class - check towing sites for application);
• trailer.

1. Before starting anything with trailer or vehicle, do a visual inspection of both, and check all bolts/nuts on wheels, especially the trailer if it has not been used for a while;
2. Ensure ball and hitch are the same size;
3. Check electrical connector plug for loose/frayed wires;
4. Make sure your hitch ball and insert are connected to vehicle with safety pin in;
5. Back vehicle to trailer and align trailer hitch with trailer hitch coupler;
6. Lower the trailer onto the hitch ball and clamp safety pin down. Check to make sure coupler goes all the way down onto ball. Two safety chains should be on trailer, cross these under the trailer tongue to hitch and connect. This is done in case the trailer disconnects, it will fall onto the chains.
7. Once trailer is set connect electric plug and check all turn signals and brake lights.

Tips & Warnings
• Take your time - make sure that coupler and ball are fully connected.
• Double check all connections and lights, even drive a block or two and go over again.
• Cross safety chains under the trailer tongue to create a safety net if trailer were to separate from hitch.
• Check with manufacturer on proper hitch class and maximum tow weight.
**22.1.9.6  Winter Driving Guidelines**

Much of the year, employees drive in snowy or icy conditions. It is necessary to keep the following guidelines in mind when driving during this time.

- Maintain a safe following distance. It takes longer to stop on a slippery road. Look ahead and keep plenty of distance between you and other vehicles (at least four seconds).
- Drop your speed to match road conditions. The posted speed is the maximum speed under ideal conditions. In winter, it is safer to drive below the posted speed. No matter how much experience you have, the way your vehicle will move on snow or ice always has an element of unpredictability.
- Watch for black ice. Slow down when approaching icy areas such as shaded areas, bridges and overpasses as these sections of road freeze sooner than others in cold weather. Watch for “black ice”, areas of the road with a thin, almost invisible coating of ice, as it can cause your vehicle to suddenly lose traction, braking and cornering control.
- Accelerate and brake slowly. When starting from a stop on slick roads, start slowly and accelerate gradually to maintain traction and avoid spinning your wheels. When stopping, plan well in advance, apply the brakes gently and slowly add pressure rather than braking suddenly.
- Avoid sudden moves. Slow down and steer smoothly and gradually to avoid skidding. Accelerate gently, turn slowly, and brake carefully and early. Avoid unexpected quick movements that could put you in a spin. Anticipate turns, stops, and lane changes well before they occur.
- Know how to handle a skid. A skid happens when your wheels slide out of control on a slippery surface and is a result of driving too fast for road conditions. If you start to skid, ease off the brake or accelerator, look and steer smoothly in the direction you want to go. Be careful not to oversteer. If you are on ice and skidding in a straight line, step on the clutch or shift to neutral.
- See and be seen. It is critical for drivers to see and be seen in low light conditions, and when blowing snow impairs visibility. Always drive with your headlights on.
- Be extremely cautious when approaching highway maintenance vehicles such as snow plows and salt or sand trucks. Maintain a safe following distance. These vehicles throw up snow and spray, making it difficult to see.

**22.1.9.7  Pulling a stuck vehicle out with another truck using tow straps, rope or chain**

<table>
<thead>
<tr>
<th>Equipment Required:</th>
<th>Material Required:</th>
<th>Personal Protective Equipment:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Truck</td>
<td>Sawdust/kitty litter</td>
<td>Heavy Gloves</td>
</tr>
<tr>
<td>Tow Rope/Strap/Chain</td>
<td>(for traction)</td>
<td>Safety Glasses</td>
</tr>
</tbody>
</table>

**Sequence of Steps**

1. Put on PPE and inspect your surroundings;
2. Walk around vehicles to ensure at least 100 feet of clearance in front of pulling vehicle. Place traction material under wheels of stuck vehicle;
3. Check straps or ropes for frays, chains for weak links;
4. Attach straps or chains to vehicles with as little slack as possible. Make sure they are secured to part of the frame, not the body;
5. Have any bystanders clear the area;
6. Very slowly pull forward, being careful not to jerk too hard initially as the strap or chain could break;
7. Do not stop pulling the stuck vehicle out until it is clearly free of being stuck and driver communicates ready to stop. Be careful here as collisions between vehicles could occur.

22.1.10 Heavy Equipment Operation

Purpose: To reduce the possibility of property damage and personal injury while backing, mounting, dismounting, working in inclement weather, and working near overhead objects.

Supervisors shall verify that operators are capable and qualified on each type of equipment before allowing the equipment to be operated unsupervised. The following points must be followed:

- Operators shall perform a pre-operational check of their equipment each day and fill out the proper forms;
- A worksite inspection shall be conducted in the area of work, hazards identified and corrected, and a proper form shall be completed;
- Be familiar with the operator’s manual;
- Report any needed repairs to the department manager or supervisor promptly;
- Do not use any equipment that is unsafe;
- Keep windshield, windshield wipers and mirrors clean;
- When mounting or dismounting equipment, use steps and handholds provided;
- Do not jump from the vehicle;
- When operating equipment, be aware of protruding or overhanging objects;
- When traveling, make sure blade is properly positioned;
- Slow down when crossing railroad tracks;
- Plan ahead to minimize the need for backing;
- Always check to the rear before backing and use an observer when available;
- Make sure back-up alarms are working properly;
- Be on the lookout for hazards in or adjacent to the travel way, such as bridge joints, curbs, manhole covers and other utilities;
- Operators shall wear lap belts while seated or standup harness while standing, if possible;
- Tire chains should be utilized as dictated by weather conditions;
- Operators should be aware of employees and others on foot within work zone;
- When in operation, only the operator shall be permitted on the machine;
- Operators shall never allow machine to coast downhill with transmission in neutral;
- Use extreme caution when operating equipment on steep slopes or along the edge of fills to avoid overturning;
- Equipment should be parked with the blade in the down position;
- Shut off engine when equipment is not in use;
- If operating equipment with door open, make sure it is properly fastened;
- Do not attempt to open or close door when moving;
• Choose safest location possible to park equipment;
• Avoid parking in other equipment’s blind spot;
• When deadheading use low volume roadways if available;
• Pull over to allow vehicles to pass;
• If vehicle is equipped with A.C. engine heater, first switch current off and then unplug heater before getting into vehicle.

Cell phone use is forbidden while operating machinery. The operator should stop the equipment that they are operating and exit the vehicle.

22.1.11 Operating a Skidsteer

*The Skidsteer Operator must:*
- Never operate the equipment without instructions;
- Do walk around, check and perform visual inspection and complete the maintenance checklist every time skidsteer will be used;
- A worksite inspection shall be conducted in the area of work, hazards identified and corrected, and a proper form shall be completed;
- Always fasten the seat belt and lower the seat bar before operating the machine;
- Keep feet on pedals;
- Ensure the park brake is on;
- Start skidsteer and allow for proper warm-up at slow idle;
- Check backup alarm and lights;
- Always carry bucket as low as possible;
- Do not travel or turn with lift arms up;
- Load, unload and turn on flat, level ground;
- Do not leave operator seat with engine running, lift arms up or parking brake not engaged;
- Operator must be aware of all people and obstructions in operating area;
- Operator is to notify supervisor of any maintenance requirements;
- Safety vest and hard hat is to be on at all times;
- Hearing protection is to be worn at all times;
- Park on level ground, arms lowered, bucket on ground and emergency brake on when finished for the day;
- Ensure flashing light is operating when parking equipment on job site overnight;
- Notify the department manager and/or director of any repair work required.

22.1.12 Brush and Line Cutting

22.1.12.1 General Use Procedures
The following procedures have been provided as minimum standards that all employees must adhere to when conducting brush and line cutting activities.
1. Prior to the use of the brush or line cutter employees are expected to familiarize themselves with the manufacturer’s guidelines for safe operation including manufacturer’s specifications.
2. Employees shall also familiarize themselves with the equipment’s safe operating procedures.
3. Prior to use, the employee must conduct a visual inspection of the piece of equipment to ensure it is free from any defect, has been properly maintained and is in good working condition.

4. Employees shall perform operational safety checks while conducting brush and line cutting activities.

5. Employees shall abide by all control measures that have been implemented to mitigate or minimize identified hazards including the use of personal protective equipment.

6. Employees shall utilize the piece of equipment only for its prescribed purpose and ensure is utilized in a safe manner at all times.

7. Prior to starting the brush or line cutter, employees shall ensure that starting the equipment does not pose any danger to the operator or another worker.

8. Employees shall not leave the brush or line cutter running or unattended.

9. Where a defect or hazardous condition is identified employees are required to provide an immediate report to their supervisor and refrain from utilizing the piece of equipment until the situation has been investigated and the equipment has been deemed safe for use.

10. Employees shall not in any way alter any piece of the equipment or its safeguards.

22.1.12.2 Personal Protective Equipment
All employees of KDFN have a duty to utilize personal protective equipment when operating a brush or line cutter.

Required personal protective equipment includes the following:
- Hand protection in the form of gloves.
- Ear plugs or noise cancelling headphones for hearing protection.
- Steel-toed boots or other footwear determined to be appropriate for the job.
- Goggles or other forms of eye protection.
- Suitable clothing for the job, such as saw chaps and long sleeves.
- Sunscreen and a hat should also be worn when outside and exposed to UVA and UVB rays.

Employees are expected to utilize the prescribed personal protective equipment in a manner that considers the proper use of the PPE, its proper care and maintenance and its limitations. Failure to wear the required forms of personal protective equipment will result in immediate disciplinary action.

22.1.12.3 Inspections
An inspection of the required PPE and worksite should be conducted prior to each use and the Daily Equipment Checklist and Worksite Inspection Forms completed. Inspections are to be performed in order to identify any hazardous conditions, defects or malfunctions that may require repair.

Where a piece of personal protective equipment appears, or is known to be in disrepair it shall not be utilized. Where a condition is identified or the piece of equipment is found to be in disrepair, the employee shall immediately report the situation to their supervisor.
who will promptly investigate, and where required, take the piece of equipment out of service until it has been repaired and deemed safe for use.

Operation of a piece of equipment that is known to be in disrepair is strictly prohibited due to the risk that may pose to the operator and others in the workplace.

Employees should inspect the equipment for the following:
- Loose or missing nuts, bolts or screws.
- Leaks or gouges that may lead to leaks in the equipment's fuel lines and tank.
- Defects in safeguards; ensure all guards are fitted, secure and functional.
- The cutting tool is attached to the unit as designed and is the appropriate cutting tool for the job.
- The line cutter is in place and has been loaded properly.
- Blades are free of gouges, damages and cracks.
- The piece of equipment has a full tank of fuel.
- All foreign material has been removed from the equipment’s engine, cutting tools and guards.

22.1.12.4 Operational Safety Checks
All employees who perform brush and line cutting activities are required to work in a safe and appropriate manner at all times. In order to ensure the continuous safety of the employee and others in the vicinity, the employee will be required to perform a variety of operational safety checks while the brush or line cutter is in use.

While operating the piece of equipment the employee shall:
- Ensure the handles or harness have been adjusted to a position that is comfortable for operation and good balance.
- Continuously watch for ejected materials to ensure no person or animal becomes endangered while the equipment is operating.
- Always utilize both hands while operating the brush or line cutter.
- Maintain good footing and balance at all times and move slowly while working to avoid unforeseen uneven ground or obstacles.
- Refrain from raising the brush or line cutter above knee level.
- After shutting down the engine of the brush or line cutter, ensure to keep fingers and feet away from the cutting line or blade until all rotation has ceased.

22.1.12.5 Safeguards
Safeguards are an essential component of brush and line cutters that have been fitted to the equipment in order to provide additional safety to the worker while the machinery is in operation. Safeguards ensure:

(a) The worker is protected from contact with hazardous power transmission parts,
(b) Ensure the worker cannot access a hazardous point of operation, and
(c) Any Material that could be ejected by the work process which could be hazardous to the worker or others is safely ejected.
Employees are strictly prohibited from de-activating or altering any safeguards that have been implemented in order to protect the worker from hazards associated with the equipment’s operation.

22.1.13 Chain Saw Operations
Chain saw operators should be trained in safe operation of a chain saw and be approved prior to working on the job site. Chain saw operators should work within the sight of another member of the slashing crew and be in radio contact with the supervisor. Many of the procedures for Brush or Line Cutting listed above can be applied to the use of chain saws, please refer to those procedures as well.

Chain saw operators will abide with the following:

- Hard hats with attached visor and ear muffs, approved chain saw pants and ankle supported safety footwear will be worn;
- Protective, vibration reduction, hand wear;
- First aid kit in vicinity of operation;
- Chain saw equipped with a chain catcher, chain brake guard;
- All operators must be trained in proper chain saw use;
- Two tree height safe distance must be observed between faller and rest of crew as per applicable government regulations;
- All operators must be trained in first aid and chain saw safety;
- Operators must know the worksite Emergency Response Plan;
- Do not cut above shoulder height;
- Ensure chain saw is shut off during fueling;
- A maintenance log must be maintained for all saws, including subcontractor saws.
22.1.14 Line Cutting with Two Cutters

Equipment Required
- Chainsaw

Personal Protective Equipment
- Chainsaw PPE (Chaps, Hard hat with face shield/ear muffs)
- Eye Protection and other standard PPE

Job Steps (Thick Brush):
1. First cutter quickly cuts out rough line - large trees and heavy brush.
2. Second cutter follows two tree lengths behind the first, widening the line, bucking up large logs for the swamper to clear and carrying gas cans.

Job Steps (Light Brush):
1. Cutters will leapfrog each other in light bush. One cutter will move ahead 2 tree...
lengths from the other. Both cutters will cut in the same direction maintaining 2 tree lengths between them.

2. When the rear cutter has reached the forward cutter’s cut line, he will grab the gas cans and get the forward cutter’s attention. Do not approach forward cutter until saw is shut off and contact is made. Once this is done, the rear cutter will proceed past the forward cutter at least 2 tree lengths ahead, leaving the gas cans where he begins for the now rear cutter to pick up when he reaches them.

3. Cutters must maintain communication and be aware of each other at all times. No mobile CD or mp3 or any other kind of music players allowed.

**22.1.15 Material Handling**
Maintain stairways, walkways, landings, ramps, platforms, etc. These areas should be free of debris and waste materials that might create slipping or tripping hazards.

Keep materials in an orderly fashion. Ensure that piled materials are kept from shifting or falling. Tie down materials or equipment where necessary. In particular, be aware of adverse weather conditions or high wind conditions when working on roof areas.

Do not put materials in aisles, walkways, traffic lanes, and fire exits.

Before moving materials, check for a clear path, and ensure that you have a clear view.

Bend your knees and keep your back straight when lifting heavy objects. Your leg muscles, not your back, should do the work. If an object is too heavy for one person, get help.

When moving bulky or awkward objects, get help to avoid dropping the load or getting thrown off balance.

Use provided disposal units. Do not put industrial or construction waste with regular household garbage.

See section 16 – Housekeeping Policy for more information.

**22.1.16 Ladders**
Falls from elevations are the single largest cause of injury in the construction industry. It is important to be aware of the proper precautions to be taken when working from elevations.

**Ladders are to be used for access and egress only.** If work needs to be done at a height, scaffolding should be used. **Never work from a ladder.** Do no lean out from the centre of a ladder.

When using a ladder for access to a work area, ensure that the top of the ladder extends at least three feet above the landing it is intended to serve. This gives you something to get hold of both going up and down the ladder.
Do not use damaged ladders. Ladders with bent or broken rungs or side rails must be removed from service immediately. Tag broken or damaged ladders, indicating the nature of the defect and return them for repair.

Do not work from the top two rungs of any step or extension ladder. If you need a longer ladder, get one.

When working near overhead power lines, survey the worksite to ensure that workers will not come within ten feet of the power line. Prior to working in proximity with overhead power lines, discuss the procedures required with your supervisor and all workers involved and complete a Job Hazard Analysis form.

Always face a ladder when climbing. Tools and equipment are not to be carried on ladders.

Ensure that, where required, ladders are tied off prior to use.

When finished with a ladder, make sure that it is removed and stored in a safe manner.

22.1.17 Erecting a Scaffold
Extended work, such as painting or siding a building should be conducted from a scaffold, not a ladder. Here are the guidelines for erecting a scaffolding system.

22.1.17.1 What should I know about the assembly of frame scaffold?
- Check location for:
  - ground conditions
  - overhead wires
  - obstructions
  - changes in surface elevation
  - tie-in problems
- Inspect frames, braces and other components for damage, bends and excessive rust or wear;
- Use a safety harness which is tied off to the scaffold, building or lifeline. Refer to the Fall Protection Program for more information;
- Assemble frame scaffolds with one other person so that one person is on the scaffold and one is passing materials from the ground;
- Check for squareness and alignment of all scaffold parts;
- Use jackscrews to eliminate hazards created by temporarily jacking up the erected scaffold to add shims when sections settle or are not level.
- Inspect locking devices frequently;
- Install ladders as the erection proceeds. When scaffolds are to be in place for an extended period, install a stairway;
- Fasten all braces securely;
- Inspect planks prior to use;
- Complete platform fully at each working level before assembling the next level.

22.1.17.2 What should I not do when assembling scaffold?
- Do not mix frames and parts from different manufacturers;
• Do not substitute concrete blocks, bricks or scrap lumber for a proper mud sill base, plates and jackscrews;
• Do not overextend jackscrews;
• Do not use ladders or makeshift devices on top of scaffolds to increase the height;
• Do not use the same planks for sills as you do for platform bases.

22.1.17.3  What should I know when dismantling scaffold?
• Make sure the structure will remain stable at all times;
• Clear platform of all materials and debris before dismantling;
• Proceed in the reverse order of erection;
• Dismantle each tier completely before starting on the one below;
• Work from full platform decks while removing braces and frames;
• Remove jammed or rusted components with caution. Tugging or pulling on stuck parts often causes a loss of balance. Wear a safety harness and lanyard which is properly tied off;
• Do not throw or drop boards or parts from heights;
• Check and maintain all scaffold parts. Repair or discard all damaged pieces immediately;
• Lubricate moving parts of all fittings.

22.1.18 Tools and Equipment
Do not use tools with split, broken, or loose handles.

Have tools with burred or mushroomed heads dressed using a metal file or bench grinder. Keep cutting tools sharp and carry them in an appropriate container or pouch, not in your pocket.
Be sure guards are securely in place and operational before using any tools or equipment. Do not remove, disable, or bypass any guard provided for your protection.

Know the correct use of hand and power tools before using them. Use the right tool for the right job. If you are not sure, ask.

Operate machinery and equipment only within its rated capacity and at safe speeds.

Only qualified personnel may operate or service power tools, vehicles, or other machinery. Report all defects to your supervisor or equipment manager or supervisor immediately as per the Preventative Maintenance guidelines.

Always ensure that the area around you is clear before swinging tools such as sledgehammers and axes.

Ensure that gasoline operated equipment is situated in a well-ventilated area and away from combustibles.

Do not ride on, or operate vehicles or mobile equipment unless authorized. If a vehicle does not have a seat and a seat belt for you, you should not be riding on or in it. Riding on the forks of forklifts, in the buckets of front-end loaders, or on the tailgate of a truck is strictly prohibited.

When working in proximity to excavations, ensure that all tools and equipment are kept well away from the edge of the excavation.

Should damage or injury occur because of neglect, you, as the operator, may be held responsible.

Tools get worn out and damaged; remember, "A DAMAGED TOOL IS AN UNSAFE TOOL".

Return all damaged tools to the equipment office or truck immediately. Tag the tool, indicating the nature of the damage or defect.

22.1.19 Hand-Held Power Tools
General Safety Rules
Each power tool has its own unique safety hazards and these must be taken into consideration with each tool used. There are, however, general procedures that do apply to all power tools. The procedure for operating power tools will include, but not be limited to the following:

- Keep the work area clean. Cluttered areas and benches create incident situations;
- Avoid dangerous environments. Avoid using power tools in the rain or in any damp or wet conditions. Do not use in the area of combustible liquids or gases;
- Wear proper clothing. Loose clothing or jewelry could get caught in moving parts;
• Check the electrical connections. Make sure the tool is properly connected and the circuit is properly grounded. Only three wire extension cords are to be used on electrical power tools;
• Do not abuse the cord. Check to see that the cord does not get tangled with the machine. Do not carry tools by the cord or yank the cord from the receptacle. Keep the cord clear of heat, oil and sharp edges;
• Secure the work. Use clamps or vice to hold work. This is safe and allows two hands free to operate the tool;
• Use the tool correctly. Operate only at designated voltage. Do not modify the tool. Use it only as intended;
• Maintain tools properly. Keep tools sharp and clean. Protect them from dirt and dampness. Make sure all parts are tight. Lubricate and change accessories as per operating manual;
• Use the safety guards as provided and check to ensure they are in good working condition;
• Disconnect all tools when not in use, before servicing and when changing accessories such as blades, bits or cutters;
• Work in areas clear of other employees as much as possible.

22.1.20 Using Hand-Held Power Circular Saws

General Safety Rules
This type of power hand tool is one of the most commonly used in construction. Because of its common use, there are numerous incidents due to thoughtless acts.

The following are the minimum acceptable practices to be used with this saw:
• Approved safety equipment such as safety glasses or a face shield is to be worn;
• Where harmful vapors or dusts are created, approved breathing protection is to be used;
• The proper, sharp blade designed for the work to be done must be selected and used;
• The power supply must be disconnected before making any adjustments to the saw or changing the blade;
• Before the saw is set down, be sure the retracting guard has fully returned to its down position;
• Both hands must be used to hold the saw while ripping;
• Maintenance is to be done according to the manufacturer's specifications;
• Ensure all cords are clear of the cutting area before starting to cut;
• Before cutting, check the stock for foreign objects or any other obstruction which could cause the saw to "kick back";
• When ripping, make sure the stock is held securely in place. Use a wedge to keep the stock from closing and causing the saw to bind;
• Do not extend the blade beyond the thickness of the item being cut.
22.1.21 Proper Heavy Drill Use (Hilti or Cobra)

**Equipment Required**
- Drill and bits

**Personal Protective Equipment**
- Regular PPE
- Safety glasses
- Earplugs or muff
- Proper ventilation mask if dusty

**Job Steps:**
1. Remove drill from box or bag, making sure to lift with your legs
2. Install bit into the chuck and make sure it is securely locked in place
3. Place bit tip on your point and ensure that drill is straight and level. Again, be sure to be lifting the drill with your legs, not your back.
4. Slowly engage power so the bit does not ‘walk around.’ Once the hole has been started use full power. Do not push down too hard on the drill – let it do all the work.
5. There will be a steady stream of rock dust coming from the hole. Lift the drill up and down in the hole to clear the dust until you reach the desired depth

22.1.22 Use of Compressed Gas

Compressed air powered tools in construction range from stapling guns to jack hammers. If not treated with respect, compressed air can become one of the more dangerous tools.

**Procedures**

**Do's:**
- Ensure that the air pressure has been turned off and the line pressure relieved before disconnecting the hose or changing tools;
- All hose connectors must be of the quick disconnect pressure release type equipped with a ‘safety chain/cable’;
- Wear PPE such as eye protection and face shields, and ensure other workers in the area are made aware of or have restricted access to the hazard area;
- Hoses must be checked on a regular basis for cuts, bulges, or other damage. Ensure that defective hoses are repaired or replaced;
- A proper pressure regulator and relief device must be in the system to ensure that the correct desired pressures are maintained;
- The correct air supply hoses must be used for the tool/equipment being used;
- The equipment must be properly maintained according to the manufacturer’s requirements;
- Follow manufacturer’s general instructions and comply with legislated safety requirements.

**Don’ts**
- Compressed air must not be used to blow debris or clear dirt from any workers clothes;
- Do not point or release compressed air at a person;
22.1.23 Use of Propane
Since propane is heavier than air and invisible, it is a special concern when it is used on a worksite.
All installations and use of this product on the worksite must comply with Government Legislation (WHMIS) set out for its safe use.

Procedures
Do’s
- Nylon slings must be used in a ‘choker’ fashion when loading, off-loading or lifting propane tanks;
- Tank valves and regulators are to be removed from the tank prior to any movement of the tank;
- Crane hooks shall be equipped with a ‘safety latch’;
- All trucks, cranes or equipment used to handle propane tanks must be equipped with a Class B fire extinguisher, appropriate for the size and type of tank being handled;
- Except in an emergency, only a competent worker shall move or reposition tanks;
- When in use, propane bottles are to be securely held in an upright position;
- Transportation of bottles must be in a secured upright position;
- When filling a vehicle’s propane tank, the ignition is to be turned off, and the tank is not to be filled in excess of 80% or past where the overflow emits propane.

Don’ts
- ‘Lifting Lugs’ provided on tanks are not to be used. Slings are to be wrapped around the shell of the tank;
- Tanks are not to be heated to increase flow;
- Tanks are not to be hooked up and used without proper regulators;
- Propane bottles must not be filled in excess of their prescribed capacity.

22.1.24 Grinders
22.1.24.1 Using Bench Grinders
Severe injury may occur if properly maintained PPE is not used.

Procedures
- Protect your eyes with goggles or a face shield at all times when grinding;
- Check the tool rest for the correct distance from the abrasive wheel, minimum 1/8” or 3mm;
- Replace the grindstone when adjustment of the rest cannot provide 1/8” or 3mm clearance;
- If the wheel has been abused and ground to an angle or grooved, reface the wheel with the appropriate surfacing tool;
- Each time a grinding wheel is mounted, the maximum approved speed stamped on the wheel should be checked against the shaft rotation speed of the machine to ensure the safe peripheral speed is not exceeded. A grinding wheel must not be operated at a peripheral speed exceeding the manufacturer’s recommendation;
• The flanges supporting the grinding wheel should be a maximum of 1/3 the diameter of the wheel, and must fit the shaft rotating speed according to the manufacturer’s recommendation;
• Do not jam material against the stone abruptly;
• Do not grind on the side of the grinding wheel;
• Do not stand directly in front of grinding wheel when it is first started.

22.1.24.2 Using Portable Grinders
Abrasive wheels can cause severe injury. Proper storage of new wheels, proper use and maintenance of wheels must be observed. The following rules apply:
• Familiarize yourself with the grinder operation before commencing work;
• Ensure proper guards are in place and that safety glasses, face shields, gloves and safety boots are worn when using portable grinders;
• Never exceed the maximum wheel speed, every wheel is marked. Make sure to compare this speed to the speed on the grinder;
• When mounting the wheels, check them for cracks and defects; ensure that the mounting flanges are clean and the mounting blotters are used. Do not over tighten the mounting unit;
• Before grinding, run newly mounted wheels at operating speed to check for vibrations;
• Do not use grinder near flammable materials;
• Never side-grind or use the grinder for jobs which it is not designed.

22.1.24.3 Power Drills
Portable power drills are one of the most useful tools in the construction industry, but without the proper safety training they can quickly become one of the most dangerous. According to a study released by the U.S. Consumer Product Safety Commission more than 2,500 people a year receive hospital treatment for power drill injuries.

To prevent injuries associated with power drills, employees should be trained on proper maintenance and safe handling of power drills. Here are steps employees can take to prevent some of the most common power drill injuries.

Preventing Electric Shock
The energy source for portable power drills is either accessed from a wall or a battery. When a drill is treated roughly, dropped, hit against things or comes into contact with moisture the insulation can weaken.

This weakened insulation can cause a drill to become “live”. A live drill if exposed to moisture can cause an electrical shock. To prevent electric shock employees need to:
• Look for breaks, exposed wires, and looseness at the plug or housing connections. Unless the drill is double insulated, be sure there is a ground wire and the third prong has not been cut off;
• Use only extension cords that are free of splices, taps, bare wires, or frayed and deteriorated insulation. Use 3-prong adaptors;
• Check that the electrical circuit to be used is of the proper rating and that cords, plugs, and fittings are intact and secure;
• Never carry a tool by the cord;
• Never yank the cord to disconnect it from the receptacle;
• Keep cords away from heat, oil, and sharp edges including the cutting surface of a power saw or drill;
• Do not use electric tools in damp or wet locations unless they are approved for that purpose;
• Use Double-Insulated Tools.

Preventing Face and Hand Injuries
The most common types of injuries involving drills are to the hands, fingers, eyes and face. These injuries, on average, involve four to seven days away from work. To prevent these type of injuries follow these simple tips:
• Examine your drill to make sure that it is clean. If the drill is dirty or rusty, tag it and return it for maintenance;
• Make sure the drill speed is proper for the job. Pull the trigger to be sure it doesn’t work too easily or too hard and that power cuts off when the trigger is released;
• Be sure drill bits are set straight in the jaws. Hold up the drill and turn it on for a moment. The bit should run without any wobble. If it wobbles, either the bit isn’t straight or it’s in the jaws crooked. A sharp bit will take hold without much pressure;
• Starting the drilling at the right angle and keeping straight, takes steadiness and care. If a drill isn’t held just right, the bit may bend or break, sending metal flying. Use a pointed metal punch to start your drill right;
• When drilling into metal, be aware of the material’s hardness. Soft metals like copper or aluminum cut with little pressure. Hard steel needs a different bit. More pressure must be applied, but care is necessary because too much will make the drill overheat and bind;
• Do not allow anyone to use an electric drill that is not properly trained;
• Be familiar with the power drill being used. When using a new or unfamiliar tool, take time to “test-run” it and get a feel for its performance;
• Always wear eye protection;
• Wear clothing appropriate for drilling or boring; avoid long, loose shirtsleeves, neckwear, or untied long hair. These types of hazards can be caught in the drill;
• When possible, always secure your work on a stable platform using clamps or vices. A secured work piece will help ensure straight drilling;
• Prior to beginning drilling operations, inspect each work piece for nails, knots, or flaws that could cause the tool to buck or jump;
• Use gloves and appropriate safety footwear when using electric tools;
• If any operational problems are noted, remove the drill from service and get it repaired immediately.

22.1.25 Fire Protection
Our jobs and our citizens depend on our fire prevention awareness.

There will be no smoking on the job, other than those areas specifically designated as "smoking areas". Observe all no smoking signs.
Know the location and use of fire extinguishing equipment and how to summon assistance. In Whitehorse and surrounding area call 9-1-1.

Flammable liquid containers shall be clearly labeled and stored in a protected separate area.

When using gasoline-powered engines, do not refuel hot or running engines. After refuelling, clean up all spills before starting.

Never use gasoline or other flammable materials as a cleaner.

Store oily rags, wiping rags, etc. in a closed metal fire-proof container.

When using propane for heating or other purposes in an enclosed area, ensure that the gas supply is turned off at the cylinder when the flame is extinguished.

Ensure that all compressed gas cylinders are transported and stored in an upright position. When gas cylinders have been stored on their side, they should be left standing in the upright position for at least 30 minutes prior to use.

Fire-fighting equipment is not to be used for any other purpose than that for which it is intended.

Never continue to work in oily or gasoline soaked clothing.

Never store flammable or other materials in proximity to electrical control panels. Ensure that access to such panels is unimpeded at all times.

All KDFN employees must familiarize themselves with the worksite fire prevention and reporting procedures prior to commencing work.

### 22.1.26 Fire Extinguisher Use

You are not required to fight a fire. Ever. If you have the slightest doubt about your control of the situation, DO NOT FIGHT THE FIRE. Use a mental checklist to make a Fight-or-Flight Decision. Attempt to use an extinguisher only if **ALL** of the following apply:

- The building is being evacuated (fire alarm is pulled)
- The fire department is being called *(dial 911)*.
- The fire is small, contained and not spreading beyond its starting point.
- The exit is clear, there is no imminent peril and you can fight the fire with your back to the exit.
- You can stay low and avoid smoke.
- The proper extinguisher is immediately at hand.
You have read the instructions and know how to use the extinguisher. Trucks are marked by this symbol.

IF ANY OF THESE CONDITIONS HAVE NOT BEEN MET, DON'T FIGHT THE FIRE YOURSELF. CALL FOR HELP, PULL THE FIRE ALARM AND LEAVE THE AREA.

Whenever possible, use the "Buddy System" to have someone back you up when using a fire extinguisher. If you have any doubt about your personal safety, or if you cannot extinguish a fire, leave immediately and close off the area, close the doors, but DO NOT lock them. Leave the building but contact a firefighter to relay whatever information you have about the fire.

Pull the pin on the fire extinguisher.

Stand several feet from the fire, depress the handle and sweep back and forth towards the fire.

Note:
Do not walk on an area that you have "extinguished" in case the fire re-ignites or the extinguisher runs out. Remember: you usually can't expect more than 10 full seconds of extinguishing power on a typical unit and this could be significantly less if the extinguisher was not properly maintained or partially discharged.

The metal parts of CO₂ extinguishers tend to get dangerously cold -- practice using one beforehand or have someone show you the proper way to hold one.

Direct the extinguisher at the base of the flames until the fire is completely out. Recharge any discharged extinguisher immediately after use. If you discharge an extinguisher or pull the pin for any reason, contact your building OH&S committee representative or the Community Services office to arrange a replacement.

Use this acronym as a quick reference:

P Pull the Pin at the top of the extinguisher. The pin releases a locking mechanism and will allow you to discharge the extinguisher.
A Aim at the base of the fire, not the flames. This is important - in order to put out the fire, you must extinguish the fuel.
S Squeeze the lever slowly. This will release the extinguishing agent in the extinguisher. If the handle is released, the discharge will stop.
S Sweep from side to side. Using a sweeping motion, move the fire extinguisher back and forth until the fire is completely out. Operate the extinguisher from a safe distance, several feet away, and then move towards the fire once it starts to diminish. Be sure to read the instructions on your fire extinguisher - different fire extinguishers recommend operating them from different distances. Remember: Aim at the base of the fire, not at the flames!

Once the fire is out, don’t walk away. Watch the area for a few minutes in case it re-ignites. Recharge the extinguisher immediately after use.
22.1.27 Use of Pressure Washers
Since most pressure washers can typically operate in excess of 3500 psi they are capable of inflicting severe injury if used improperly.

Prior to using any pressure washer, workers must be made familiar with the safe operation of the equipment by trained and/or experienced personnel.

Any worker engaged in pressure washing must be familiar with the following safe work practices.

- Ensure that you are familiar with the safe operating procedures;
- Personal Protective Equipment will be worn and this will include but not be limited to appropriate coveralls and gloves, full-face shield, or safety glasses;
- Use extreme caution when working in close proximity to the object being washed as contaminants, dirt particles, debris etc. can “BLAST BACK” causing serious injury;
- Guard against pointing the nozzle at any personal body part or at any co-worker, NO HORSE PLAY;
- Use caution when using any of the various chemical-cleaning agents used to clean the build-up of tars and oils from the equipment. Workers must be aware of SDS and first aid procedures and the preventative measures that should be taken in the event of injury;
- Keep the machine, hoses and all connections in good repair at all times. Ensure that any metal conduits are adequately covered at all times to prevent burns;

22.1.28 Electrical Safety
Do not lift electrical tools or equipment by their cords.

Do not use electrical power tools or equipment while standing in water. Keep electrical cords out of standing water.

Consider all wires and electrical panels "live" until checked out.

Only qualified personnel will make any electrical repairs or installations.

Do not use metal ladders or hard hats near high voltage electrical installations.

Cord splices or repairs shall be electrically and structurally equal to the original cord's quality, no substandard or makeshift patching.

Do not use two prong plug adapters. Do not remove the grounding prong from electrical cords or equipment. If the grounding prong is removed, remove the equipment from service until repaired.

Coil and store electrical cords when not in use.
Protect cords in high traffic areas and roadways by placing planks or other protection on both sides of the cord.

Never attempt to put out an electrical fire using water. Use only a Class C fire extinguisher on electrical fires.

When used outdoors or in a wet or damp location, portable electrical equipment, including temporary lighting, must be protected by an approved ground fault circuit interrupter of the class A type installed at the receptacle or on the circuit at the panel, unless another acceptable means of protection is provided.

A ground fault circuit interrupter must not be used in place of grounding except as permitted by the Electrical Safety Act and the regulations made under it.

KDFN uses only fully qualified persons to repair electrical tools and equipment. Promptly tag all damaged electrical tools and equipment, and return them to the equipment manager for repairs.

### 22.1.29 Working Near Power Lines

Because of the danger of working around power lines, it is essential that all workers are aware of the proper safety procedures. If it is determined during the worksite inspection that power lines will be a factor, then work shall not start until it is ascertained what the voltage of the power line is and if work can be carried out within the minimum safe working distances.

Most, if not all, work near a power line will be conducted on areas of land known as Easements. These are areas that will travel through KDFN lands, assigned to Yukon Energy or Yukon Electrical Company to conduct necessary power related duties and essential services. When working near power lines not on KDFN lands, Territorial Legislation must be followed.

The guidelines that KDFN will adopt for working near power lines are found in the Yukon Occupational Health & Safety Regulations, Part 9, Subsection 9.18(1) The table defining minimum safe working distances is as follows (modified for greater safety):

<table>
<thead>
<tr>
<th>Operating Voltage (phase to phase)</th>
<th>Safe Distance for Persons and Equipment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to: 750V</td>
<td>1 metre</td>
</tr>
<tr>
<td>750V to 40,000V</td>
<td>3 metres</td>
</tr>
<tr>
<td>69,000V to highest levels</td>
<td>7 metres</td>
</tr>
</tbody>
</table>

Although the above table starts at 750 volts this does NOT mean that voltages under 750 volts are NOT dangerous. Low voltage (31 to 750 volts) can be extremely dangerous and should be given the same degree of respect as those of higher voltage.

Where the voltage of any energized equipment or conductor cannot or has not been determined, the limit of approach of 7.0m (23ft.) shall be maintained.
Before starting work or operating any equipment near a power line a **Hazard Assessment** must be conducted to ensure prevention of any contact with the power line.

Supervisors should be familiar with the appropriate regulations and safety rules.

### 22.1.30 Trenches and Excavations

Trenching and excavating can be dangerous work when it is done incorrectly. Trenching violations are one of the infractions that the OHS unit at the Workers Compensation Health and Safety Board will take strict enforcement action on almost every time. KDFN does not want to be faced with a trenching accident or a penalty. All of the trenches employees would work in will meet or exceed the legislated requirements.

This component of the safety program outlines the standards and procedures for safe work in trenches. KDFN will ensure that all supervisors communicate this important procedure to all staff involved in this work. There shall be no deviation from this requirement.

#### 22.1.30.1 Prior to trenching or excavating

Before the first bucket of dirt is moved there are considerations that must be made. Supervisors must consider these factors, be prepared for them before the dig, and ensure they are followed through by everyone. They include:

- Check for overhead or underground utilities, contact Yukon Electric at least 48 hours prior to digging;
- Discuss the limits of approach with all workers;
- Identify and mark any utilities;
- Hand expose the underground utility;
- Determine soil type to be encountered;
- Determine depth of water table
- Utility poles alongside a trench; must be supported;
- Determine if traffic control is needed in the area;
- Plan extra protection from cave in where traffic creates vibration;
- Set up barricades, flashing lights overnight where the trench is left open;
- Determine the type of protection from cave-in to be used.

Supervisors must be well trained and experienced in all these requirements. Before the work begins supervisors will provide everyone – the crew and any subcontractor - with specific instruction on how the dig will go to ensure complete safety of all involved. Supervisors may choose to hold more than one tailgate meeting for this purpose.

#### 22.1.30.2 Trenching requirements

The OHS regulations require protection from cave-in for any trench more than 1.2 m or 4 ft in depth. This applies to all projects. There are diagrams of safe trenches on the last page of this procedure. There is a table for cutback requirements as well. No worker is allowed to enter or be instructed to work in an unprotected trench or in any unprotected portion of a trench. Protection from cave-in can come in the form of:

- Sidewalls cut back to at least 37 degrees from the vertical
  - This means a ratio of ¾:1 or ¾ of a foot for every foot of depth.
As an example, a 10 ft (3m) deep trench must be cut back 7.5 ft (2.3m) on each side of the trench. If the bottom of the trench is 2 ft (.6m) wide, the width across the top will be at least 17 ft (5.2m).

- Shoring to brace the sidewalls from cave-in
  - The OHS regulations clearly outline the requirements for shoring.
  - In cases where there would have to be shoring, supervisors will make reference to this regulation prior to work commencing.
  - The shoring must be inspected regularly throughout the day.

- Cages in straight cut trenches to protect workers from cave-in
  - They must be engineered and built to strict standards.
  - They could be used in areas where workers cannot cut back because of tight areas for digging.

Other things to consider when trenching include:

- The need for a ladder in the trench to get in and out safely.
- Seasonally frozen soil does not change the requirement for protection in the trench.
- A trench in permafrost may be cut straight, on certification from a professional engineer.
- Loose material or rocks must be removed from the sidewalls.
- Overhanging objects such as poles and fences must be removed or supported; a plan will be implemented.
- Where a foundation or other structure is adjacent to the trench, an engineer will have to advise crews on the procedure to use.
- The spoil pile must be placed at least 0.6 m (2 ft) from the trench edge to keep it from collapsing under the extra weight.
- A trench more than 6 m (20 ft) in depth must be engineered and be discussed with the Chief Safety Officer at the Workers Compensation Board prior to the dig.
- Any trench of unusual circumstance will be discussed with the OHS unit prior to the dig to ensure all safety requirements are being met.
- Workers in a trench must wear high visibility hard hats and vests in order for the hoe operator to see them easily.

22.1.30.3 Excavations

The requirements for excavations are similar to that for trenches. One major difference is that in an excavation you may have unsupported straight cut walls, as long as no worker will be within a distance equal to one half the height of the wall.

The face of an excavation may not be higher than the safe reach of the excavator being used to dig.

Table for minimum cutback on trench and excavation sidewalls

Here is a table for workers to use when digging. These widths shown are for each side of the trench. Workers also have to add the width of the bottom of the trench to get the total overall width of the top of the trench. As an example, a trench dug 3.7m (12 ft)
deep must have a total width of $2.7 + 2.7 + 1.0 = 6.4 \text{m or 21 ft}$, assuming a 1m (3 ft) trench width at the bottom.

### MINIMUM CUT BACK FOR 37° FROM BOTTOM OF TRENCH

<table>
<thead>
<tr>
<th>TRENCH DEPTH</th>
<th>CUT BACK EACH SIDE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.8m (6 ft)</td>
<td>1.3m (4.5 ft)</td>
</tr>
<tr>
<td>2.4m (8 ft)</td>
<td>1.8m (6 ft)</td>
</tr>
<tr>
<td>3.0m (10 ft)</td>
<td>2.3m (7.5 ft)</td>
</tr>
<tr>
<td>3.7m (12 ft)</td>
<td>2.7m (9 ft)</td>
</tr>
<tr>
<td>4.3m (14 ft)</td>
<td>3.2m (10.5 ft)</td>
</tr>
<tr>
<td>4.9m (16 ft)</td>
<td>3.7m (12 ft)</td>
</tr>
<tr>
<td>5.5m (18 ft)</td>
<td>4.1m (13.5 ft)</td>
</tr>
<tr>
<td>6.1m (20 ft)</td>
<td>4.6m (15 ft)</td>
</tr>
</tbody>
</table>

Note that these are the minimum dimensions allowed by OHS regulations. Workers may dig the trenches a bit wider for an extra margin of safety.
22.1.30.4 CROSS SECTIONAL DRAWINGS OF SAFE TRENCHES AND EXCAVATIONS

Trench excavation

Case 1: the steepest allowable slope on the excavated face, shown as line AB, in hard and solid soil is 3 horizontal to 4 vertical, an angle of 37° from the vertical, measured from the toe of the sidewall.

Case 2: the maximum allowable height of the vertical portion of the sidewall, shown as line AB, is 0.6 m (2 ft). The minimum distance the sidewall must be cutback, as shown as line BC, is to the point where 37° from the vertical, taken from the toe of the excavation, meets the original ground level.

Bulk excavation

Case 1: the steepest allowable slope on the excavated face, shown as line AB, in hard and solid soil is 3 horizontal to 4 vertical, an angle of 37° from the vertical, measured from the toe of the sidewall.

Case 2: the maximum allowable height of the vertical portion of the sidewall, shown as line AB, is 0.6 m (2 ft). The minimum distance the sidewall must be cutback, as shown as line BC, is to the point where 37° from the vertical, taken from the toe of the excavation, meets the original ground level.
22.1.31 Workers Hazard Materials Information System 2015 (WHMIS 2015)

KDFN recognizes the importance of the correct usage of Hazardous Materials (controlled products), along with their storage and handling. Exposure to such materials may result in serious health effects. In addition, some materials can cause fires or explosion.

WHMIS 2015 is a communication system on controlled products in the workplace—from the suppliers of controlled products, to our workers through the following key elements:

- Labeling
- Safety Data Sheets (SDS)
- Worker Education

Supervisors shall be responsible for delegation of personnel to maintain the inventory, storage, control, distribution, and handling of controlled products and shall ensure that all employees are familiar with WHMIS 2015 procedures. They will also ensure the proper completion and distribution of SDS.

22.1.31.1 Labeling

An employee shall not accept any container of hazardous goods unless it is properly labeled, as per the requirements of the Controlled Products Regulations (Canada).

An employee shall not remove, deface, modify, or alter any supplier label.

In the event that a Controlled Product is placed at a worksite in a container other than the container from the supplier, it is required that a workplace label be applied to the container immediately.

Exceptions are, if the controlled product:
- is under the control of, and is used exclusively by, the worker who filled the portable container;
- is used only during the shift in which the portable container was filled;
- contents of the container is clearly identified, or;
- is all required for immediate use.

22.1.31.2 Safety Data Sheets (SDS)

SDS are required for all controlled products supplied to the workplace. They are to be retained for a period of three years. Updated SDS are to be obtained from suppliers for any applicable product that remains at the workplace beyond this period. In the event that KDFN produces a controlled product for use at the workplace, a SDS will be developed in accordance with the current Occupational Health and Safety WHMIS regulations.

KDFN will ensure that a copy of the SDS is prepared in accordance to procedures and made readily available:
- at the jobsite, to employees who may be exposed to the controlled product;
- to the joint Occupational Safety and Health Committee, if any, and;
• to a Safety and Health Representative, if any.

22.1.32 Exposure Monitoring
KDFN understands that the exposure to controlled substances can pose serious health risks and will take measures to ensure that exposure levels do not reach dangerous levels. Hazard assessments are performed pre-job to assess the potential for exposure, taking into account all routes of exposure, including: inhalation, ingestion and skin contact. Reassessment is conducted when there is a change in work conditions, which may increase exposure.

When a controlled substance has been identified, KDFN will create an exposure control plan to ensure that exposure to the substance does not exceed the ceiling limit, short-term exposure limit, or 8-hour limit.

The exposure control plan must incorporate the following elements:
(a) a statement of purpose and responsibilities;
(b) risk identification, assessment and control;
(c) education and training;
(d) written work procedures, when required;
(e) hygiene facilities and decontamination procedures, when required;
(f) health monitoring, when required;
(g) documentation, when required.

22.1.33 Traffic Control
At times it is necessary to work near or on active roads as part of KDFN’s day-to-day activities. KDFN recognizes that this is a hazard to all employees and will take steps to ensure that the work is completed safely.

All work near or on any road requires the appropriate signage to alert drivers that work is being done. ‘Men working’ signs are available from the Community Services Department and must be placed no farther than 100 metres from the work being done. The signs must be moved as work progresses down a roadway.

When working on KDFN designated roads such as Specified Access Rights, KDFN will ensure that traffic control equipment, arrangements and procedures meet the requirements of Canada OH&S Regulations in Parts 12, 14 and 19.

When working on Yukon Territorial Highways and Roads, as identified in the Final Agreement, employees of KDFN will ensure that traffic control equipment, arrangements and procedures meet the requirements of Yukon OH&S Regulations Sections 1.47 and 1.48.

Before work on an active roadway commences, a Worksite Inspection Form will be completed to determine the level of risk associated with the area. Factors affecting the level of risk include, but are not limited to:
• Direction of traffic being controlled - two way or one way;
• Traffic speed;
• Traffic volume;
• Duration of traffic control operation;
• Traffic control extending into dusk or night time hours;
• Sightline for oncoming traffic;
• Whether traffic control will be performed in intersections ;
• Other problematic elements such as active driveways, merging traffic, bus stops, active mobile equipment.

At any worksite that requires traffic to be diverted or where the level of risk exceeds a minor level, KDFN will defer traffic control to a qualified Traffic Control Person or a traffic control organization.

For more information refer to the Traffic Control Manual for Work on Roadways (http://www.th.gov.bc.ca/publications/eng_publications/TCM/Traffic_Control_Manual.html) issued by the Ministry of Transportation (MOT), (Chapter 3.8).

22.1.34 Complaints Against Motorists (Violations and Assaults)
Some suggestions for laying a complaint against a motorist are as follows:
• Gather as much information as possible about the offender i.e. license number, vehicle make & color, description of the driver and names of witnesses. Keep a note pad with you at all times.
• Call the local police force or 911 in the event of an emergency. Report any injuries.
• Relate complete details of the incident to the police.

The local police force will evaluate all evidence and determine:
• What charges apply;
• What charges to lay;
• What appropriate action should be taken.

Make detailed notes of the incident as soon as possible and retain them in a safe place. You will require them should the matter go to court. Provide a copy for the investigating officer.

22.1.35 Boarding a Helicopter
Employees of KDFN who regularly use helicopters in the course of their work will be provided the opportunity for extended, approved training for all aspects of helicopter use.

<table>
<thead>
<tr>
<th>Equipment Required</th>
<th>Personal Protective Equipment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Flag</td>
<td>Safety Glasses, Gloves</td>
</tr>
<tr>
<td></td>
<td>Steel Toed Boots</td>
</tr>
<tr>
<td></td>
<td>Hi – Vis vest or jacket</td>
</tr>
</tbody>
</table>

**Job Steps:**
1. Prepare a landing site for the helicopter
   a. site must be clear of overhead objects (50ft, 15m radius)
   b. site must be flat
   c. site must be clear of debris
2. Wave flag to attract pilots attention
3. As helicopter approaches move to edge of landing site, crouch down, head down, eyes averted with flag at shoulder height, remove hats or helmets
4. When engine changes pitch observe pilot
5. Upon "thumbs up" from pilot, remain crouched and proceed slowly to the front of the helicopter
   a. Carry all equipment underarm
   b. Do not carry equipment over shoulder
   c. Approach front of helicopter
   d. Do not approach rear of aircraft
6. If applicable, place equipment in side basket
7. Open door, use handholds to climb into aircraft
8. Ensure limbs and equipment are clear of door, shut door
9. Fasten seatbelt, put on the headset and alert pilot when ready

22.2 Handling Sharp Objects Policy

22.2.1 Intent
KDFN is vitally interested in the ongoing health and safety of our employees, subcontractors, visitors, and citizens. This policy is intended to provide guidelines for the safe handling of sharp objects in an effort to minimize the risk of injury.

22.2.2 General Procedures
KDFN employees will treat all sharp objects as though they are known to be infected with bloodborne pathogens, and will handle with appropriate levels of care, including:
   • Following precautions to prevent sharps injuries;
   • Wearing personal protective equipment; and
   • Following hand washing procedures.

Employees must always watch out for sharp objects that may be encountered and pose a risk of percutaneous injury (e.g. contaminated broken glass, needles, etc). Only KDFN employees trained in handling sharp objects are to handle them. If a KDFN employee does not have this training, they are to immediately contact Community Services or the Health Centre.

Designated puncture-resistant sharps containers must be used for sharps disposal. Containers are available from the Health Centre.

22.2.3 Personal Protective Equipment
All personal protective equipment for bloodborne pathogens used at the worksite will be provided by KDFN at no cost.

Needle-stick resistant gloves, and eye/face protection in the form of CSA approved gloves and masks are available from the OH&SS, Community Services Department, and the Health Centre. They must be worn when it can be reasonably anticipated that there is the possibility of a puncture, or that the mucous membranes of eyes, nose or mouth may be splashed or sprayed with blood or other hazardous fluids.
22.2.4 Hygiene Procedures
Hand washing facilities are located in all KDFN buildings. Hand washing is the single most effective means of preventing the spread of infection. Wash hands after removing gloves, after handling anything potentially contaminated, before eating and before and after using the washroom. Please see the Employee Hygiene Policy in this manual for more information.

22.2.5 Post-Exposure Procedure
If employees are involved in an exposure incident to blood or other potentially infectious materials (OPIMs), the post-exposure procedure shall be followed. For the initial management of an exposure incident to blood or OPIMs, the employee shall:
1. Immediately self-administer first aid or receive it from a qualified employee;
2. Go to the KDFN Health Centre or Whitehorse General Hospital within 2 hours of the incident; and
3. Report the incident to their Supervisor.

The follow-up management after an exposure incident to blood or OPIMs shall include:
1. Follow established first-aid procedures as appropriate;
2. Employee referral to a physician for follow-up, if deemed necessary by the medical evaluation;
3. Appropriate documentation of the exposure incident and reporting to OH&SS, including: first aid records, incident reports and WCB claim forms; and
4. An incident investigation to prevent similar exposure incidents to blood or OPIMs.

22.2.6 Housekeeping and Waste Disposal
Any equipment or work surfaces that have come into contact with blood or bodily fluids shall be disinfected with 0.5% hydrogen peroxide solution using Virox or Accel wipes or solution. Common work surfaces should be cleaned on a routine basis as well. Waterproof gloves must be used for this activity and hands washed immediately after.

Sharps disposal containers will be securely closed and replaced when contents reach the fill line. Arrangements will be made with the health centre for disposal. Sharps containers shouldn’t be left open for use unless they are secured to a fixed spot, otherwise small portable containers should be used and then sealed appropriately.

First aid waste items (e.g. disposable gloves, pads and dressings) that are NOT dripping, saturated or grossly contaminated with blood or OPIMs are considered general waste. They will be discarded in waterproof waste bags for disposal at a landfill.

Items that are dripping, saturated or grossly contaminated with blood or OPIMs are considered biomedical waste. They must be double bagged in 6mil plastic bags, closed with a twist tie (or equivalent), labeled, and disposed of in accordance with federal and territorial environmental regulatory agencies, such as the Guidelines for the Management of Biomedical Waste in Canada and the Canada Occupational Health & Safety Regulations.
Waste items known or suspected of being bio hazardous must be double bagged in 6mil plastic bags, closed with twist ties and labeled as follows:

- Date and source;
- “tissue sample” – human;
- name of organism known or suspected to be present; and
- Information on the safe handling.

22.2.7 Community Clean-Up Efforts
KDFN is committed to excellence in our community, and occasionally engages in community clean-up exercises intended to beautify the areas surrounding our facilities. KDFN has adopted this policy to ensure the ongoing health and safety of our employees and representatives that participate in these activities. In the course of these clean-up exercises, it is possible to encounter sharp objects that may pose a health and safety hazard. In the event that a KDFN employee or representative is engaged in a community clean-up effort and encounters a sharp object, the appropriate procedures should be followed:

1. Gloves should be worn when handling garbage cans and containers.
2. Watch for broken glass or sharp objects when disposing of garbage.
3. Garbage must never be packed down with bare hands.
4. Garbage must not be left in hallways, storerooms, etc. Garbage should be properly placed in garbage bins.

22.2.8 Procedure for Handling Sharps

<table>
<thead>
<tr>
<th>Equipment Required</th>
<th>PPE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sharps Container</td>
<td>Needlestick Prevention Gloves</td>
</tr>
<tr>
<td></td>
<td>Safety Glasses</td>
</tr>
</tbody>
</table>

Sequence of Steps - DO:

1. Put on gloves and glasses;
2. Bring sharps to container to the location of the needle;
3. Put sharps container on flat surface beside the needle;
4. Pick up syringe in the middle of the barrel;
5. Keep the sharp end facing away from you at all times;
6. Place syringe in container sharp end first;
7. Secure the lid in place lid and carry by holding container upright. Remove gloves carefully, disinfect using Virox wipes / solution and return to them to their proper storage space.

DO NOT

1. Attempt to recap the needle;
2. Break, bend or try to render the syringe useless;
3. Walk with the needle to the sharps container;
4. Hold the sharps container or have someone else hold it for you;
5. Crack the barrel of the syringe or flick the syringe;
6. Use any kind of tweezers, they may cause the syringe to flick

22.2.9 Blood-born diseases - Handling of Hemorrhaging Patients and Clean-up
KDFN will not request an employee to disclose personal health information; however, when a medical emergency arises that involves hemorrhaging patients, the first aid
attendant should be made aware of the various diseases that the rescuer may come in contact with when encountering these situations.

When workers encounter used needles, condoms or blood spatters on a work place the same precautions should be taken when cleaning up these items. Needle puncture-proof gloves and devices to pick up dangerous items are available. Contact the OH&S Specialist.

What are some basic facts about HIV?
The Human Immunodeficiency Virus (HIV) is a virus that infects the immune system. Acquired Immune Deficiency Syndrome (AIDS) is the most advanced stage of the HIV infection. HIV causes the immune system to become vulnerable to other infections. There is presently no cure or vaccine for HIV. It takes, on average, 10 years for the initial HIV infection to progress to AIDS.

How is HIV transmitted?
The human immunodeficiency virus (HIV) can pass from one person to another in the following ways:
- by unprotected sexual intercourse with infected persons,
- by using contaminated needles,
- via transfusion of infected blood or blood products,
- from an infected mother to her infant before or during birth,
- via organ transplant from an infected donor

HIV is not found in vomit, feces, nasal secretions, tears or urine unless these fluids are visibly contaminated with blood. HIV is not spread by casual contact. There is no risk of becoming infected with HIV by working on the same assembly line, using the same equipment, sharing locker rooms or toilet facilities, or being in the same office as someone with HIV infection or AIDS.

Who are the workers at risk?
All workers who are in contact with contaminated blood or other body fluids are at risk. Exposure to HIV in the workplace occurs through:
- Skin and mucous membrane contact with blood and other body fluids of an infected person; and
- Accidents with needles or other sharp instruments contaminated with the blood of an infected person.

How is transmission in the workplace prevented?
The Centers for Disease Control recommend using routine practices to protect workers at risk from HIV exposure. This approach stresses that all situations involving contact with blood and certain other body fluids present a risk. Universal precautions outline the use of barriers to prevent workplace exposure to HIV and other viruses. These barriers include the use of:
- engineering controls such as retractable needles,
- safe work practices and administrative controls,
• protective equipment such as gloves, gowns or aprons, masks, and protective eye wear.

What is Hepatitis C?
Hepatitis C is a serious liver disease that is caused by the Hepatitis C virus (HCV). HCV is primarily transmitted through contact with infected blood. HCV directly attacks the liver and can lead to liver damage.

How does someone get Hepatitis C?
Hepatitis C virus is spread primarily through contact with the blood of infected individuals. You cannot get hepatitis through shaking hands, and it cannot be spread by food or water. It can be transmitted through:
- Blood transfusion, blood products, or hemodialysis;
- Sharing needles, IV drugs and drug paraphernalia; and
- Sexual contact with an infected person.

Keep in mind that HCV can be transmitted to others via items that are contaminated with blood, such as: razors, toothbrushes, needles, condoms and nail clippers.

When the possibility of exposure to blood or other bodily fluids exists during a medical emergency the rescuer should follow these steps:
- Wear Safety glasses and disposable latex gloves;
- Upon removing the latex gloves following the medical emergency, thoroughly wash your hands with soap and water;
- Dispose of the used gloves in a sealed container;
- Consider sharp items as potentially infective and handle them with care;
- Place sharp items which may of become contaminated into puncture resistant containers;
- Soak blood spills with a 1:10 bleach solution (1 part household bleach and 9 parts water) for 10 minutes prior to cleanup.

Actions to follow if possible exposure to infected blood or body fluids has occurred:
- Allow punctures or cuts to bleed, and then wash thoroughly with soap and water;
- If blood has splashed into your eyes immediately use an eye wash, then continue washing your face with soap and water;
- Go to a hospital emergency room for a risk assessment and blood test. A physician will follow up with further blood testing at three-month interval, for up to six months;
- Report the incident to your supervisor for investigation and documentation;
- First Aid Kits should be checked regularly to make certain the contents of the inventory is sufficient.
22.3 Fall Arrest Policy & Program

22.3.1 Purpose
To ensure that Kwanlin Dün First Nation complies with all federal legislation when undertaking projects that have a risk of an employee falling from heights.

22.3.2 Policy
KDFN shall, whenever feasible, eliminate the need for work at elevations that present fall hazards and/or shall implement engineering solutions to create safe work environments for employees and contractors.

Fall protection strategies (e.g. enclosures, barriers and guardrail systems, protective coverings, travel restraint systems or fall arrests systems) shall be adopted by supervisors and employees and contractors wherever there is a fall-from-height risk that cannot be mitigated.

Employees shall be trained on the selection, use, care, inspection and proper storage of fall protection components and systems and shall be instructed about those circumstances (e.g. falls exceeding 3 meters) where equipment shall be removed from service, inspected by the manufacturer, and/or destroyed.

Fall arrest system components and travel restraint system components shall be inspected by a competent worker before and after each use. Defective components shall be taken out of service immediately.

All fall arrest system components and travel restraint system components shall be CSA-approved and will be used by employees and contractors whenever a fall-from-height risk cannot be eliminated.

Contractors shall follow all fall protection strategies of KDFN whenever the work site presents fall-from-height hazards.

A written Fall Protection Plan shall be provided by the workplace supervisor in advance of all work requiring a fall arrest system; this includes a Rescue Plan in case of a fallen worker.

Buddy systems shall be used, where appropriate, whenever fall arrest systems are necessary for employee protection. Spotters watch workers performing duties near a fall hazard and would activate emergency rescue plans.

Written fall protection strategies, administrative controls, and job safety meetings prior to work, and warnings shall be used by managers and supervisors to alert employees and contractors about fall hazards. Written fall protection strategies will be done in the form of safe work instructions for areas that area accessed on a frequent basis where fall arrest would be required.
Where two or more fall protection strategies are similar and present the same hazards, their hazard assessments may be copied to another fall protection strategy.

22.3.3 Applicable Legislation and Standards

22.3.3.1 Legislation:
Canada Occupational Health & Safety Regulations Part XII – Safety Materials, Equipment, Devices and Clothing; Section 12.10 – Fall-Protection Systems

22.3.3.2 Standards:
- CSA Standard, CAN/CSA-Z259.11-M92: Shock Absorbers for Personal Fall Arrest Systems
- CSA Standard, Z259.2.1-M98: Fall-Arresting Devices, and Vertical Lifelines
- CSA Standard, Z259.2.2-M98: Self-Retracting Devices for Personal Fall-Arrest Systems
- CSA Standard, CAN/CSA-Z259.2.3-M98: Descent Control Devices

22.3.4 Definitions

Anchor - means a secure point of attachment for a lifeline or lanyard.

Carabineer - means a link with a gate that is normally closed or that automatically closes, and is used to connect components of a personal fall arrest system.

Control zone - means the area between an unguarded edge of a building or work area and a line which is set back a safe distance.

Fall arrest system - means a system that will stop a worker's fall before the worker hits the surface below.

Fall protection system - means any of the following when used to protect a worker from a fall or minimize the risk of falling:
- Guardrails;
- A safety belt or full body harness with a lanyard and or lifeline and an anchor;
- A safety net;
- A control zone;
- A safety monitor with a control zone.

Fall restraint system - means a work positioning system to prevent a worker from falling from a work position or a travel restraint system such as guardrails or a personal fall protection system to prevent the worker from traveling to the edge from which a worker could fall.

Free fall distance - means the distance from the point where the worker would begin to fall to the point where the fall arrest system would begin to cause deceleration of the fall.
Full body harness - means a body support device consisting of connected straps designed to distribute a falling arresting force over the length of the thigh, shoulders and pelvis, with provision for attaching a lanyard, lifeline, or other components.

Horizontal lifeline system - means a system composed of a synthetic or wire rope installed horizontally between two anchors, to which a worker attaches a personal fall arrest system.

Lanyard - means a flexible line of webbing or a synthetic or wire rope that is used to secure a safety belt or full body harness to a lifeline or anchor.

Lifeline - means a synthetic or wire rope rigged from one or more anchors, to which a worker’s lanyard or other part of a personal fall protection system is attached.

Personal fall protection system - means an individual workers fall protection system, composed of a safety belt or full body harness and a lanyard, lifeline or other connecting equipment, that is used to secure the worker to an individual anchor or to a horizontal lifeline system.

Safety belt - means a body support device consisting of a strap with a means for securing it about the waist and attaching it to other components.

Safety monitor system - means a system in which a trained worker is designated to monitor the work activities in a control zone to ensure that work is done in a manner that minimizes the potential for a worker to fall.

Safety strap - means a pole strap or similar support strap, used with a work positioning suspension belt, for climbing trees or structures such as utility poles.

Shock absorber - means a device intended to limit deceleration of a worker during a fall arrest.

Swing fall hazard - means the hazard to a worker of swinging or colliding with an obstruction following a fall when connected to a lanyard or lifeline that runs at an angle off of vertical.

Total fall distance - means the distance from the point where the worker would begin to fall to the point where the fall would be stopped.

Unusual risk of injury - means with respect to the risk of injury from a fall, there is a risk of injury greater than the risk of injury from the impact on a flat surface. For example, from a fall onto operating machinery or into a chemical tank.

22.3.5 Fall Protection Plan
Every year in Canada there are about 26,000 lost-time injuries resulting from falls from heights, and each year over one hundred workers lose their lives in falls. Most of the injuries occur in industries where the fall hazard and the need for fall protection are not well recognized. Over 90% of falls from height happen to workers who are not
protected. Approximately 33% of all fatalities are from heights less than six meters (i.e. below the height of an average extension ladder!). Equipment failure is not a common cause of fall injuries. Falls are associated with the costliest of all workers’ compensation claims.

The earth’s gravitational field accelerates free falling objects at the rate of 9.8-m/sec² or 32.15 feet/sec².

Fall protection is used to prevent tragedy because you can't rely on your reaction time to regain balance. Workers can lose their balance and fall due to slippery surfaces or unexpected changes to the walking surface, poor lighting, tripping hazards, spills, or activities such as pulling, pushing, and manual material handling.

Fall protection in the workplace addresses two basic questions:
- Is a worker at risk of falling?
- What must be done for fall protection?

Supervisors and employees must agree to a fall protection strategy whenever the workplace presents a possible fall from height. The approach to fall protection proceeds as follows:
- Eliminate the fall-from-height risk;
- Prevent a fall-from-height by using barriers, guardrail systems, protective coverings, work platforms, or travel restraint systems;
- Employ fall-arrest systems when the first two approaches are not feasible.

Travel restraints systems prevent workers from getting too close to an unprotected edge. They incorporate a full-body harness and a lanyard attached to an anchorage point. Self-retracting lifelines or horizontal lifelines are used in travel restraint systems.

22.3.6 Fall Arrest Program

Fall arrest systems are required for anyone who:
- Faces a fall-from-height hazard exceeding 7.87 feet (2.4m);
- Works over operating machinery;
- Works over water or another liquid or a hazardous substance;
- May fall through an opening on a work surface.

They are used when travel restraint systems are not feasible. These systems are professionally designed to provide vertical fall arrest, horizontal travel restraint, or a combination of both for work on sloped surfaces.

Users of this protective equipment still face the fall hazard; it is the impact force at the end of a fall that is being controlled.

**A fall does not injure or kill; rather it is the sudden stop at the end that causes the damage!**
The distance of any free fall must be minimized in order to minimize the fall arrest force on the body. The prescribed free fall distance is 1.2 meters so that the maximum arrest force on the body does not exceed 8 kiloNewtons (kN)(i.e. 1800 pounds, approximately equivalent to the weight of a Volkswagen Beetle). This maximum arrest force is based on medical and biomechanical research. The limit is considered safe provided it is applied upward through the worker’s sub-pelvic area, the worker’s overall physical condition is good and the direction of the maximum arrest force is limited to a fraction of a second.

Any free fall smaller than 1.8 meters (6 feet) will generate no more 4 kN provided the worker’s weight, including clothing and tools attached to the harness, does not exceed 100 kg (220 pounds).

22.3.7 Personal Fall Arrest Systems
The use of a body belt for fall protection is prohibited.

All personal fall arrest systems shall be inspected by the user prior to each use. The inspection shall include examination for wear, damage and other deterioration. If during the inspection the user discovers defects or damage, the user shall immediately remove the component from service.

Fall arrest systems consist of approved full-body harnesses, connecting subsystems, and anchorage points. The CSA standard for full-body harnesses allows for several varieties (e.g. the H-style and the X-style), but they must all be equipped with a dorsal mounted “D”-ring for fall arrest.

The manufacturer’s label on the harness will indicate a classification in accordance with the CSA Standard:

- Group A for fall arresting;
- Group D for controlled descent;
- Group E for confined space entry (raising and lowering);
- Group L for ladder climbing and;
- Group P for work positioning or travel restraint.

Harnesses in every group must be suitable for fall-arrest and must meet the requirements for Group A.

D-rings and snap-hooks shall have a minimum tensile strength of 5,000 pounds without cracking, breaking or suffering permanent deformation. Snap hooks shall be sized to be compatible with the member to which they will be connected, or shall be of a locking configuration.

Snap hooks that are not of the locking type shall not be engaged directly to:
1. Webbing, rope or wire rope;
2. To each other;
3. To a Dee-ring to which another snap hook or other connector is attached;
4. To a horizontal lifeline; or
5. To any object incompatible in shape or dimension relative to the snap hook, thereby causing the connected object to depress the snap hook keeper and release unintentionally.

A hook is considered to be compatible when the diameter of the D-ring is greater than the inside length of the snap hook when measured from the bottom (hinged-end) of the snap hook keeper to the inside curve of the top of the snap hook. Thus, no matter how the D-ring is positioned or moved with the snap hook attached, the D-ring cannot touch the outside of the keeper, thus depressing it open. The use of non-locking D-rings is prohibited.

A lanyard is used to secure a full body harness to a lifeline or anchor. A fall arrest lanyard must have a shock absorber, which prevents energy from being transferred to the worker’s body via the fall-arrest process. Shock-absorbing lanyards stop a fall within 1.5 meters and are designed to limit body forces to 4 kN when applied via the harness through the worker’s sub-pelvic area.

Anchorages are parts of structures that happen to be located in the immediate vicinity of the workplace. They are not manufactured to technical standards. Every anchorage point for the fall-arrest system must have appropriate strength, stability and location. Assess the location of the anchorage for potential swing-fall and subsequent contact with neighboring objects. Take into account the deployment of the shock absorber, your height, sliding of the D-ring, and the elastic stretch of the lifeline. Anchorage points may be permanent or temporary. Permanent, marked anchorages should be inspected every twelve months. An anchorage point for vertical fall arrest must be capable of withstanding a force of 22 kN. Horizontal anchorage points for a fall arrest system must withstand 71 kN. Anchorage points for travel restraint systems require a capacity of only 4 kN.

A lifeline is used to guide a fall arrest device, as part of a complete fall arrest system that maintains a safety factor of at least two. Lifelines may be horizontal or vertical depending on the nature of the work. The design and installation of horizontal lifelines must be carried out under the supervision of a professional engineer because the forces and fall distances typically exceed those encountered in vertical fall arrest systems. Vertical lifelines should not exceed 300 feet in length. Fall arresting devices such as rope-grabs are attached to vertical lifelines. Rope-grab fall arresters on vertical lifelines should stop after no more than 0.9 meters (3 feet) of travel. Lifelines shall be protected against being cut or abraded.

On suspended scaffolds or similar work platforms with horizontal lifelines that may become vertical lifelines, the devices used to connect to a horizontal lifeline shall be capable of locking in both directions on the lifeline.

Self-retracting lifelines and lanyards that automatically limit free fall distance to two feet or less shall be capable of sustaining a minimum tensile load of 3,000 pounds applied to the device with the lifeline or lanyard in the fully extended position.
22.3.7.1  Wearing A Safety Harness

Equipment Required:  
Fall Restraint/Arrest Harness  

Personal Protective Equipment:  
Standard PPE  

Sequence of Steps
1. Refer to manufacturer’s instructions if unfamiliar with the type of harness.  
2. Inspect harness thoroughly before every use.  
3. Pick up harness by D-Ring and clip on lanyards.  
4. Pull apart shoulder straps and put arms through.  
5. Attach chest strap.  
6. Do up leg straps by passing straps between legs and through buckles.  
7. Make sure leg straps are snug but loose enough for comfort.  
8. Make sure you have an engineered anchor point, i.e. structural steel beams, not hand railings. If none available, i.e. edge of a cliff, anchor points must be designed.  
9. Clip off lanyards as high as possible to reduce slack.  
10. Use 2 lanyards if moving from one lifeline to another.  

Note: Safety belts must never be used in fall arrest systems, only travel restraint systems.  

The entire fall arrest system is only as good as the weakest link.  

22.3.8  Rescue Plans  
Falls must be anticipated and rescue methods must be devised to help a fallen worker suspended by the fall-arrest system used. A rescue plan must be developed in advance of work that involves a fall hazard. Fall victims must be rescued promptly. If the victim is not breathing, you have approximately four minutes before there is permanent brain damage due to lack of oxygen. If the victim is breathing but suspended motionless in a harness, you have perhaps 15 to 30 minutes before restricted blood circulation from harness strap pressure causes injury.  

Possibilities for rescue include self-rescue, rescue by co-workers, and rescue by a professional rescue team. Rescue training is necessary for workers using fall arrest systems. KDFN shall establish a contract with the City of Whitehorse Fire Marshall’s office for rescue from heights when working from extreme heights for an extended period of time. When 9-1-1 is contacted the caller must let the operator know that the emergency is a rescue from heights, otherwise the emergency services provided will be inadequate for a timely rescue.  

Related Safety Policies:  
13 Inspection  
14 Hazard Identification, Assessment & Control
22.4 Confined Space Entry Safe Work Practices and Procedures

Sometimes KDFN employees are required to enter a confined space. A confined space is defined as: A space not designed or intended for human occupancy except for the purpose of performing work, has restricted access/egress and may become hazardous to a person entering it. The most common areas that a KDFN employee would enter include attics and crawlspaces.

The following Practices and Procedures should be followed to ensure the safety of all employees entering a confined space.

22.4.1 Health and Safety Hazards
The following are common hazards that could be within a confined space:
- Chemical hazards; gases, vapours, dust, solvents, fumes and mists;
- Physical hazards; noise, temperature, air quality and illumination;
- Biological hazards; fungus, molds and parasites;
- Ergonomic hazards; awkward postures;
- Machine hazards; moving machinery parts and hot parts;
- Energy hazards; electricity, heat, gravity and kinetic;
- Confined space hazards; restricted entry/exit and hazardous atmosphere; and
- Work practice hazards; following established safe work practices and procedures.

22.4.2 Safe Work Practices
Only workers who have completed confined space entry training are permitted to work in a confined space.
- A confined space should be considered hazardous unless determined otherwise by a comprehensive hazard assessment.
- Workers who have to work in confined spaces must be advised of the existence of and dangers posed by confined spaces.
- Workers are not permitted to enter or remain in a confined space that contains or is likely to contain an explosive or flammable gas or vapour.
- Do not enter a confined space if a new hazard is present that was not identified by the initial hazard assessment.
- Do not create an obstruction by storing materials near or adjacent to a confined space access/egress.

22.4.3 Safe Work Procedures
The work area must be identified as a confined space through a proper worksite inspection before work commences.
- Determine if the space is considered a “confined space” as per the OH&S legislation.
- Ensure the confined space is clearly identified with appropriate signage.

22.4.4 Hazard Assessment
A worker is not permitted to enter a confined space until a person with adequate knowledge, training and experience has completed a formal hazard assessment and the Worksite Inspection Form.

Where two or more confined spaces are of similar construction and present the same hazards, their hazard assessments may be copied to another Worksite Inspection Form.

**22.4.5 Air Monitoring**
There must be appropriate tests for harmful substances and oxygen deficiency before entry into a confined space, after an interruption in the work procedure and at appropriate intervals.

Tests must be performed by a worker who has been adequately trained. If a test indicates an unsafe condition, then the confined space must be ventilated or cleaned or both and periodically retested. Test results must be recorded on the entry permit form.

**22.4.6 Attendant and Entrant Responsibilities**

**22.4.6.1 Attendant is required to:**
- Remain alert at all times outside and near the entrance;
- Monitor the safety of the entrant in the confined space;
- Provide assistance to the entrant;
- Maintain continuous 2-way communication with the entrant; and
- Initiate an emergency response when necessary. Perform nonentry emergency rescue if safe to do so.

**22.4.6.2 Entrant is required to:**
- Remain alert at all times while working in the confined space;
- Be aware of all potential hazards in the confined space;
- Be aware of any symptoms or warning signs of exposure;
- Immediately report any concerns to the attendant; and
- Immediately exit the confined space if conditions warrant it, an alarm sounds or if directed to do so.

**22.4.6.3 Communications**
- The attendant and entrant must be in continuous communication with each other.
- The attendant must be provided with a communication device for summoning an adequate rescue response.

**22.4.7 Implementation of Hazard Controls**
- Identified hazards must be properly controlled by implementing appropriate control methods.
- Workers must ensure their PPE is in good working condition and is suitable for the type of work to be performed.
- A full body harness with a lifeline must be worn if a harmful atmosphere exists or may develop, or where entrapment is possible.
22.4.8 Entry into a Confined Space
A worker is permitted to enter a confined space only where:
- The opening is sufficient to allow safe passage of a worker;
- Mechanical equipment in the confined space is locked out;
- Pipes and other supply lines are blanked off;
- Measures have been taken to ensure that, where appropriate, the confined space is continuously ventilated;
- A liquid or free-flowing solid has been removed;
- Explosion-proof illumination is provided where appropriate; and
- Adequate barriers are erected to prohibit unauthorized entry.

22.4.9 Emergency Rescue
- Rescue procedures must be established and reviewed prior to any worker entering a confined space.
- If rescue is required the attendant must immediately notify rescue personnel, 9-1-1, the local fire department, emergency medical services and their supervisor.
- Rescue personnel, equipment and first aid supplies must be readily available for the duration of the entry.
- Under no circumstances shall the attendant enter the confined space to perform a rescue.

KDFN shall establish a contract with the City of Whitehorse Fire Marshall’s office for rescue in confined spaces that are deemed extremely hazardous or when work will be for an extended period of time. When 9-1-1 is contacted the caller must let the operator know that the emergency is in a confined space, otherwise the emergency services provided will be inadequate for a timely rescue.

Related Safety Policies: 13 Inspection 14 Hazard Identification, Assessment & Control
23 RECREATIONAL VEHICLE USE POLICY

23.1 Purpose
To ensure the safe, responsible use of recreational vehicles by all employees on KDFN settlement land. This includes, but is not limited to: ATVs, UTVs, snowmobiles, and watercraft.

23.2 Applicable Legislation
Canada Motor Vehicle Safety Act & Regulations
Canada Small Vessel Regulation
Canada Occupational Health & Safety Regulations: Part XIV – Materials Handling
Yukon Worker’s Compensation Health & Safety Board Regulations: Part 6 – Mobile Equipment

23.3 Policy
All employees required to operate recreational vehicles for work purposes shall comply with all legislated operational requirements, environmental protection requirements, and manufacturer’s operational requirements. All employees shall have appropriate training for the vehicle and wear all required PPE as defined in the operator’s manual.

23.4 Training
All employees required to operate recreational vehicles for work purposes shall have industrial level training for the vehicle they are using. This includes, but is not limited to: Industrial ATV/UTV Operator, Winter Driving Skills, Industrial Snowmobile Operator, and Canadian Safe Boating Course. Employees may undergo a competency observation period, under supervision, to ensure safety compliance.

Training is especially important when transporting citizens and clients on settlement land, as KDFN can be held liable for any injury sustained due to lack of operational training.

23.5 Inspection and Emergency Preparedness
All recreational vehicles used by KDFN employees shall be inspected prior to use. Inspections shall be documented and kept for review. Applicable documents include: ATV/UTV Checklist, Vehicle Inspection Checklist, and Boating Pre-Departure Checklist available on the KDFN public safety folder (Q:\Public\Safety\Safety Forms\Inspection & Hazard Control)

All worksites shall be inspected to identify hazards and control them. Inspections shall be documented on a Worksite Inspection form. All supervisors must ensure that there is an emergency response plan in place as per the Rural and Remote Field Work Guidelines (Section 22.1.4 of this manual).
23.6 Personal Protective Equipment (PPE)
All employees operating recreational vehicles for work purposes shall wear the appropriate PPE as defined in the operator’s manual, as well as any applicable legislation. If transporting clients or citizens, KDFN supervisors and operators must ensure that everyone wears the appropriate PPE.

Example PPE includes:

ATV/UTV/Snowmobile:
- CSA Approved Helmets for all riders
- Eye protection
- Long pants/weather appropriate clothing
- Sturdy boots
- Communication device
- Survival equipment, First Aid, etc.

Boating:
- Personal Floatation Devices for all occupants
- Weather appropriate clothing
- Signaling devices
- Communication device
- Survival equipment, First Aid, etc.

23.7 Environmental Protection
All employees of KDFN shall endeavour to keep their impact on the environment to a minimum. This will include:

- Following procedures for the use of fuel or oil for ATV/UTVs, snowmobiles, and chainsaws, i.e. not filling saws, ATV/UTVs or snowmobiles within 100m of a water body. Note: Spills of hydrocarbons or chemicals must be immediately reported to the supervisor and appropriate action must be taken;
- When utilizing a camp, minimizing the environmental footprint with the “Pack it in, pack it out” mentality in mind when pitching and striking the camp;
- Keeping ATV/UTV off-road use to a minimum. When in use, employees will drive, if possible, only in or on available, established corridors. These include: roads, trails, pipelines, transmission right-of-ways and pre-existing cut lines - unless otherwise directed by the department director and OH&S Committee, and allowable by regulations;
- Using helicopters, float planes, boats, postponing work to the winter to allow the use of snowmobiles or even just walking instead of using ATV/UTVs to lessen the environmental impact;
- Avoiding cutting down trees unnecessarily

23.8 ATV/UTV Use Guidelines
Improper use of All Terrain Vehicles (ATV/UTVs), as well as Utility Task Vehicles (UTVs), and careless operation can pose a serious threat to the safety of the operator as well as others in the workplace. In order to mitigate such threats KDFN shall require
all employees who operate ATVs/UTVs on company property, and settlement land, to adhere to the requirements set forth in these guidelines. Employees who use ATVs/UTVs for work purposes or have ATV/UTV use in their job description will be required to acquire the City of Whitehorse ATV/UTV Card. This card is available here:


Employees will be reimbursed for the cost of this card.

Please refer to the ‘Training’ section (23.4) for recreational vehicles for more information on required training.

23.8.1 Roles and Responsibilities
The following shall dictate workplace roles and responsibilities as they pertain to the use of ATVs/UTVs in the workplace. All employees are expected to work together to ensure the risk of incident or injury sustained while utilizing an ATV/UTV is eliminated.

23.8.1.1 Management
KDFN management will adhere to the following:
- Ensure no employee is authorized to utilize an ATV/UTV prior to receiving training and instruction on safe use of the equipment;
- Conduct risk assessments pertaining to the use of ATVs/UTVs in the workplace at least annually or as deemed necessary in order to identify associated risks and implement necessary controls in order to eliminate or, at a minimum, mitigate such risks;
- Prohibit the operation of a vehicle that is known to be in disrepair and could pose a risk to the operator;
- Promptly investigate all reports of vehicle malfunctions or vehicles requiring repair;
- Ensure ATVs/UTVs requiring repair are placed out of service and are not utilized until necessary repairs have been made and the equipment is deemed safe for use;
- Ensure all ATVs/UTVs receive regular maintenance in order to ensure proper functioning and good working order;
- Ensure ATVs/UTVs receive regular maintenance in order to ensure proper functioning and good working order;

23.8.1.2 Employees
Employees of KDFN will:
- Not operate any company owned ATV/UTV until they have familiarized themselves with the contents of these guidelines as well the operator's manual;
- Attend required training and instruction sessions pertaining to the safe use of ATVs/UTVs;
- Wear an approved helmet whenever operating the vehicle and any other personal protective equipment deemed necessary such as goggles, gloves and proper footwear;
• Conduct a visual inspection of the vehicle prior to each use and complete the ATV/UTV Inspection Checklist;
• Report immediately any malfunctions or disrepair identified and follow KDFN’s lock out/tag out procedures;
• Utilize the ATV/UTV in accordance to the operator’s manual;
• Operate the vehicle in a safe manner at all times including maintaining a safe riding speed and awareness of one’s surroundings;
• Ensure where transporting materials or equipment with the ATV/UTV that the load is properly balanced and does not exceed the load capacity of the vehicle.

23.8.2 Inspections
Prior to use, all employees are required to conduct a visual walk around inspection of the vehicle. An ATV/UTV Inspection Checklist is available from the OH&S Specialist and on the KDFN public drive.

Any unsafe conditions identified must be reported immediately to their supervisor, or department manager or director, who will promptly investigate the situation. Where an ATV/UTV has been deemed unsafe for use, KDFN shall follow lock out/tag out procedures and ensure the ATV/UTV is not made available for use until it has been properly repaired.

23.8.3 Starting Procedures
KDFN has provided the following steps that must be adhered to when starting any company owned ATV/UTV. These steps have been provided to assist in safeguarding the employee and to ensure the vehicle is started properly, as improper start up may lead to damage being done to the vehicle.

1. Engage the brakes.
2. Put the vehicle in neutral.
3. Disengage the engine kill switch.
4. Engage the choke.
5. Press the igniter button and start the engine.
6. Disengage the choke – this should be done immediately after the engine has been engaged.

23.8.4 Prohibited Behaviours and Activities
The following behaviours and activities are strictly prohibited by KDFN:
• No employee shall operate any piece of machinery including an ATV/UTV while under the influence of alcohol, illegal drugs or any prescription drug that may affect the employee’s reaction time.
• No employee shall perform any type of stunt or reckless behavior while operating the ATV/UTV, including trick riding. Employees are required to remain seated at all times while operating the vehicle.
• Employees shall be strictly prohibited from utilizing any ATV/UTV that is known to be in disrepair and requiring maintenance.
• Company owned ATV/UTVs are provided strictly to assist employees in the performance of their job and as such shall not be utilized for any other purposes and must remain on company property at all times.
• Passengers on the ATV/UTV are strictly prohibited unless the ATV/UTV has been designed to carry more than one rider.

23.9 Snowmobile Safety Guidelines
KDFN has adopted these Snowmobiling Safety Guidelines to ensure the ongoing health and safety of our staff, and to ensure that appropriate procedures are followed when travelling by snowmobile for KDFN business purposes. Employees who use snowmobiles for work purposes or have snowmobile use in their job description will be required to acquire the City of Whitehorse Safe Snowmobile Card. This card is available here:


Employees will be reimbursed for the cost of this card.

Please refer to the ‘Training’ section (23.4) for recreational vehicles for more information on required training.

23.9.1 General Guidelines
1. CSA approved helmets and goggles must be worn at all times.
2. Drivers will demonstrate knowledge and competency of the proper use of snowmobiles.
3. Driving snowmobiles in field conditions can be hazardous, and safe driving speed must be maintained; headlights should be on at all times.
4. A mechanical inspection will be conducted before driving every day.
5. If traveling for great distances (e.g. 15+ km) on snowmobiles, a minimum of 2 machines must be travelling together.
6. Loading and unloading methods and proper securing of snowmobiles on vehicles or trailers with tie-downs will be demonstrated and practiced during the training session.
7. Use of snowmobiles for joyriding or other intentionally unsafe purposes is forbidden.

The following are some safety precautions you should take when riding.

23.9.2 Night Riding
If you plan on night riding, drive slowly and always wear outer clothing with reflective trim on the arms, back and helmet. Never ride alone at night, and always dress in your full snowmobiling outfit - even if your intended destination is not far away.

23.9.3 Ice & Snowmobiling
Wherever possible, avoid riding on frozen lakes and rivers because ice conditions are never a safe bet. If you do break through the ice, don't panic. Follow these self-rescue tips:
• Get yourself into a horizontal position and swim to the nearest ice edge.
• Place hands/arms on unbroken ice while kicking hard to propel your body onto the ice, like a seal.
• Once clear, stay flat and roll away to stronger ice.
• Stand, keep moving and find shelter fast.
23.9.4 Dressing Right
With high-tech winter wear and proper layering, winter comfort is easy. Start with polypropylene and thermal under layers that release moisture while retaining heat. Consider wearing a buoyant snowmobile suit if you plan on traveling across ice as it will assist to keep you afloat, but most of all help to protect you against hypothermia. Carry extra clothing, socks, boot liners and mitts for layering. A helmet and face shield combat cold and hazards, while waterproof, insulated boots and leather snowmobile mitts provide warmth and protection. See the Cold Weather Guidelines in this manual for more information.

23.9.5 Defensive Snowmobiling
Engine noise and your helmet may impair your hearing, so be extra alert for danger. Never assume what another snowmobiler will do. Your safety is in your hands, so watch out for:
- Obstacles hidden by the snow,
- Trees and branches on the trail,
- Slow grooming equipment,
- Oncoming sleds,
- Other trail users (skiers, walkers),
- Wildlife,
- Trail wash outs and flooding,
- Snow banks and moguls,
- Road and railway crossings,
- Unexpected corners, intersections and stops,
- Bridges, open water and unsafe ice,
- Logging operations.

Please see Section 11 – Environmental Protection Policy for environmental concerns regarding the use of snowmobiles and the environment.

23.10 Boating Safety Guidelines
KDFN has developed these Boating Safety Guidelines to ensure the ongoing health and safety of our staff, and to ensure that appropriate procedures are followed when traveling by boat for KDFN business purposes.

23.10.1 Pre-Trip Procedures
1. Prior to the start of any boating excursion, a Fieldwork Safety Plan must be completed and submitted to OH&S Specialist or their department director for approval.
2. A Boating Pre-Departure Checklist must be completed before departure.
3. Advice on local regulations, local conditions and weather forecasts should be obtained before each outing.
4. Operators are required to conduct a safety check prior to the use of the boat, ensuring that each boat contains sufficient oil in the reservoir, fuel, paddles, fire extinguisher, whistle/air horn, signal mirror, flare and first-aid kit before pushing off.
5. Operators must ensure that an operational communications device is available on the boat at all times (e.g. cellular telephone, radio, two-way radio).
6. Watercrafts operating out of sight of land must utilize GPS, in addition to standard charts and marine compass.

23.10.2 Safety in the Watercraft
1. Occupants must exercise caution when entering and exiting the boat to avoid unnecessary injury due to slips, trips and falls.
2. All occupants are required to wear appropriate footwear while in the boat, and are advised to wear appropriate clothing and sun-screen to avoid excessive exposure to harmful UV rays.
3. All boat occupants are to wear an approved and properly sized personal flotation device and remain seated when the boat is in motion, at all times.
4. At least one occupant must have appropriate first aid training and CPR certification.

23.10.3 Certification and Observation of Applicable Legislation
All employees that use boats during the course of their work and have it included in their job description are required to obtain their Safe Boating Licence for the Yukon. This licence can be obtained here:

http://classroom.boaterexam.com/yukon

Employees will be reimbursed for the cost of acquiring this licence.

Please refer to the ‘Training’ section (23.4) for recreational vehicles for more information on required training.

Operators of watercrafts must be aware of and obey all applicable local, territorial and federal marine operations laws, regulations, and ordinances. The operator-supervisor is responsible for the proper use of the watercraft, including, but not limited to, the use of safe navigation techniques, principles, and practices at all times.

23.10.4 Conduct
1. No hazardous cargo, alcoholic beverages and/or illegal drugs may not be transported on any KDFN or rented watercraft.
2. Smoking is not permitted on any KDFN or rented watercraft.
3. Operators may not operate a KDFN or rented watercraft under the influence of alcohol or illegal drugs, or while using a prescription medication that has any warning of any impairment, including without limitation, a warning for drowsiness or not to use when operating heavy machinery.
4. Use of boats for joyriding or other intentionally unsafe purposes is forbidden.

23.10.5 Post-Trip Procedures
1. The anchor is the first item to leave the boat and the last item to be retrieved. Ensure that the boat is secured before walking away from it. Secure loose items (e.g., paddles, life jackets) so they don't blow away.
2. Operators must turn the vessel engine off and remove the keys when it is left unattended. Keys are to be held by the department manager or director and dispensed only when a vessel is signed out under a Fieldwork Safety Plan or for other approved activities (e.g., repairs or maintenance).
3. Operators are responsible for returning the watercraft in a clean and undamaged condition. If a watercraft is left dirty or in need of repair that must be addressed by maintenance staff, the department that last used the craft must cover the cost of maintenance.

4. Any problems associated with the craft used, (e.g., lost equipment or leaks), must be reported to Community Services immediately on return from the trip.

5. Operators must return all equipment to the proper department storage area in clean and useable condition; any needed maintenance, repairs or replacements must be reported to Community Services at that time.

6. Operators are required to use safe re-fuelling procedures, and ensure that all motorized elements on the boat are safely turned off and all flames are extinguished prior to re-fuelling.

23.10.6 Emergency Procedures
1. Operators/supervisors are responsible for immediately notifying the authorities by radio or cell phone when an incident or incident occurs, and then notifying KDFN as soon as practical (within 24-hours). Incidents are any event resulting or could possibly result in personal injury, disappearance of a person, property damage greater than $300 in value, or death.

2. Provide all requested information to the investigating authorities, including the name and contact number of their department manager or director, but do not admit fault or give any written statements.

3. Employees must follow the incident reporting procedure as laid out in this manual.

24 COMMUNITY AWARENESS

During general day-to-day operations, the safety of the public must always be considered. KDFN and its subcontractors are not to create unnecessary safety concerns among neighboring residents. Communities protest excessive noise, trespassing, speeding, road damage, pollutants, and nauseating smells. Employees disregarding these concerns may be disciplined.

24.1 Typical Community Contacts:

Mayor
City Council
Police
Bylaw Officer
First Nations Administration Office
Individuals who may be affected by ongoing work.
25  CONTRACT SYSTEM POLICY

KDFN often hires external companies to perform contract work. KDFN must ensure that it only hires contractors that are insured and have WCB coverage for its workers. All contractors will be required to obtain their own WCB coverage and submit a clearance letter prior to the drafting of the contract.

It is the responsibility of all KDFN employees to ensure that hired contractors contact the OH&S Specialist for a safety orientation prior to work commencing. All contractors will sign an orientation form to acknowledge understanding of the KDFN OH&S Program, and the forms will be kept past the completion of the job. The safety orientation will include, at the least:

- Known hazards on site
- Site Emergency Response Plan
- Safe Work Instructions
- Personal Protective Equipment
- Location of:
  - First Aid Kit
  - Fire Extinguisher
  - SDS information
  - Toilets
  - Lunchroom

It is also the responsibility of all KDFN employees to ensure that hired contractors are following all OH&S legislation. If a safety violation is witnessed, employees must report it to the OH&SS for investigation. Contractors found in violation of safety legislation shall be subject to a disciplinary process which may include:

- Safety violation report and regular spot inspections;
- A stop work order and suspension of contract;
- Contact and inspection by a YWCHSB representative; or
- Termination of contract.

The type of discipline will be determined by the severity of the violation.

As a prime contractor, KDFN will ensure that the activities of employers, workers and other persons at the workplace relating to occupational health and safety are coordinated. A site orientation will be provided to all workers before work commences.

As a sub-prime contractor, KDFN employees will ensure that they receive site orientation before work commences, and work with the prime contractor to ensure worksite health and safety.

A final inspection of the contractor worksite must be conducted prior to signing any documents relinquishing the contractor of safety liability. If a worksite is not inspected prior to this, and the site is not properly cleaned up, KDFN may assume any liability for incidents occurred on the worksite.
26 EMPLOYEE STATEMENT OF UNDERSTANDING

This is to certify that I, ___________________, have read and understood the contents of the preceding documents, and that I will abide by all policies and regulations therein.

Mandatory Documents:

Health and Safety Manual

KDFN HR Policies

______________________________________________  ______________________
Employee:                                          Date:

______________________________________________  ______________________
OH&S Specialist:                                    Date:

Supervisors, Managers and Directors are required to become familiar with the following Legislation:

Canada Occupational Health and Safety Regulations

Canada Occupational Health and Safety Act

Canada Labour Code
27 Emergency Response Number List

Kwanlin Dün First Nation Emergency Numbers:

Main Office: 633-7800

Occupational Health & Safety Specialist:
Work: 633-7800 ext. 137
Cell: 335-1674

Human Resources Manager:
Work: 633-7800 ext. 127
Cell: 334-5841

KDFN Health Centre:
668-7289

KDFN Community Services:
633-7833

Community Emergency Numbers:

Beaver Creek:
RCMP - 862-5555
Fire - 862-2222
Ambulance - 862-3333
Nurse - 862-4444

Burwash Landing:
RCMP - 867-634-5555 (Collect)
Fire - 841-2221
Ambulance - 841-3333
Nurse - 841-4444

Carcross:
RCMP - 821-5555
Fire - 821-2222
Ambulance - 821-3333
Nurse - 821-4444

Dawson:
RCMP - 993-5555
Fire - 993-2222
Ambulance - 993-3333
Nurse - 993-4444

Destruction Bay:
RCMP - 634-5555
Fire - 841-3333
Ambulance - 841-4444

Elsa/Keno City/ Mayo (dial 867 first if in Elsa or Keno):
RCMP - 996-5555
Fire - 996-2222
Ambulance - 996-3333
Nurse - 996-4444

Faro:
RCMP - 994-5555
Fire - 994-2222
Ambulance - 994-3333
Nurse - 994-4444

Haines Junction:
RCMP - 634-5555
Fire - 634-2222
Ambulance - 634-3333
Nurse - 634-4444

Old Crow:
RCMP - 966-5555
Fire - 966-2222
Ambulance - 966-3333
Nurse - 966-4444

Pelly Crossing:
RCMP - 537-5555
Fire - 537-3000
Ambulance - 537-3333
Nurse - 537-4444

Ross River:
RCMP - 969-5555
Fire - 969-2222
Ambulance - 969-3333
Nurse - 969-4444

Tagish:
RCMP - 867-821-5555 (collect)
Fire - 399-2222
Ambulance - 399-2222
Nurse - 867-821-4444

Teslin:
RCMP - 390-5555
Fire - 390-2222
Ambulance - 390-4444
Nurse - 536-4444

Watson Lake:
RCMP - 536-5555
Fire - 536-2222
Ambulance - 536-4444
Nurse - 536-4444
28 Kwanlin Dün First Nation Occupational Health & Safety Committee Terms of Reference

28.1 Title
The name of the Committee shall be Kwanlin Dün First Nation Occupational Health and Safety Committee.

28.2 Purpose
To provide a consultative forum that can effectively address the Health and Safety matters arising in KDFN with particular reference to the requirements of the Canada Labour Code Part II.

28.3 Membership
1. Employees must have equal or greater representation than the employer. Management and employee representatives will be appointed by the employer, or volunteer to represent. The objective is to have a management and/or an employee representative from each department or building. The health and safety coordinator attends meetings as an advisor to committee members and has no voting rights.
2. A quorum of members must be present before a meeting can proceed. At least 5 representatives must be present for the meeting to proceed. However, decisions require agreement by 7 members, whose agreement could be solicited after the fact, by email.
3. Internal or external persons may be invited to attend the meetings at the request of the Chairpersons on behalf of the committee to provide advice and assistance where necessary. They have no voting rights and may be requested to leave the meeting at any time by the chairpersons.
4. Decisions will be made by a majority vote. If requested a secret ballot can take place.
5. Committee members will cease to be a member of the committee if they:
   - resign from the committee
   - breach the attendance policy (see below)
   - resign from their employment
   - breach confidentiality

28.3.1 Vacant Positions
Any vacant positions will be filled on a needs basis by permanent fulltime employees, unless otherwise agreed by the committee.

28.3.2 Chairpersons
The Chairpersons shall be elected by the committee for a period of 12 months, unless otherwise agreed by the committee. Their responsibilities include:
   - Scheduling meetings and notifying committee members;
   - Inviting specialists to attend meetings when required by the committee;
   - Guiding the meeting according to the agenda and time available;
• Ensuring all discussion items end with a decision, action or definite outcome;
• Review and approve the draft minutes before distribution to committee members;
• Assign projects to committee members;
• When required, present OH&S committee concerns to Chief and Council;
• Educate KDFN community members, in addition to KDFN employees.

28.3.3 Secretary (Minute Taker)
The role of the minute taker is to:
• Take notes of proceedings and prepare minutes of meeting. Provide draft to chairperson within one week of the meeting who will check the minutes.
• Distribute the minutes to all committee members approximately one week before the next meeting.
• The minutes shall be accepted by committee members as a true and accurate record at the commencement of the next meeting.
• Approved minutes are to be made available to staff in the public folder on the public server.

28.3.4 Council Representative
The Chief and Council representative is an equal voting member of the committee. However, the Attendance Policy does not apply.

28.4 Duration and Frequency of Meetings
The Committee will meet on the 2nd Tuesday of the month at 1030am, a minimum of 9 times per fiscal year. A special or extraordinary meeting may be called by:
• half the committee members;
• an elected health and safety representative; or
• the employer

28.5 Functions
The functions of the Occupational Health and Safety Committee are:

1. To facilitate co-operation between an employer and the employees of KDFN in initiating, developing, carrying out and monitoring measures - including audit inspections - designed to ensure the health and safety at work of the employees;
2. To assist in the resolution of issues relating to occupational health and safety that arise at any relevant workplace, in a positive and appropriate manner;
3. To assist in the development and review of occupational health and safety practices, procedures and policies and educate the employees within the workplace;
4. To consult with the employer on any proposed changes to occupational health and safety practices, procedures or policies;
5. Attend all committee meetings;
6. Attempt to raise health and safety standards above the legal requirements;
7. Study outside safety programs to help enhance KDFN’s program; and
8. Such other functions as are prescribed or agreed upon by the employer and the health and safety committee.

28.6 Amendments
The terms of reference shall be reviewed annually from the date of approval. They may be altered to meet the current needs of all committee members, by agreement of the majority of employer and employee representatives.

28.7 Attendance Policy

28.7.1 Introduction
Regular attendance at the KDFN Occupational Health and Safety Committee meetings is essential in order to maintain continuity and cohesion in the management and governance of the committee.

28.7.2 Purpose
This committee attendance policy is intended to encourage regular attendance at the KDFN OH&S committee meetings and to provide procedures to deal with any failures in such attendance.

28.7.3 Policy
Committee members are expected to demonstrate their commitment to the organization by unbroken attendance on the committee except when prevented by unforeseeable events.

28.7.4 Procedures
KDFN OH&S meetings are generally scheduled for the second Tuesday of every month, at 10:30am. A KDFN OH&S chairperson shall notify members of forthcoming meetings approximately 1 week before the set date of the meeting.

Where committee members are prevented from attending any committee meeting, they should notify a Chairperson of their intended absence.

28.7.5 Attendance requirements
If a committee member is absent for three meetings without first notifying the chair of their absence, that committee member is in breach of their obligations and is liable to be removed from the committee, subject to the following processes.

Prospective members of the committee shall be issued with copies of the attendance policy and asked to commit themselves to observing its terms.

28.7.5.1 Process
If a committee member misses a meeting without giving prior notification of their inability to attend, then the chair shall consult them to discuss this matter.

If the committee member's difficulties are resolvable, then the chair shall attempt to resolve them.
If committee member misses three meetings, the committee may suspend that person’s membership of the committee. In the event the member wishes to continue in his or her position, the suspension shall be put to a general meeting for approval. The suspended member shall be given an opportunity to be heard.

When any person has been removed from the committee, the committee will promptly initiate a process to recruit a new committee member. The person whose membership has been terminated shall retain the right to stand again at the next election for the committee.

28.7.5.2 Responsibility
It is responsibility of the committee chairpersons to monitor the attendance of each member and to issue warning as appropriate.
29 Glossary of Common Health and Safety Terms
This glossary provides easy to understand definitions of common workplace health and safety terms. The glossary does not attempt to provide strict legal or technical definitions.

Absorption – The entry of a substance into the body through broken or unbroken skin.
Acute Exposure – A single exposure to a hazardous agent.
Administrative Controls – A category of hazard control that uses administrative/management involvement in order to minimize employee exposure to the hazard.
Agenda – A plan or list of items to be considered at a meeting. It is usually circulated to members in advance of the meeting so that they are aware of what will be discussed.
Agent – Any substance, force, organism or influence that affects the body, a part of the body, or any of its functions. The effects may be beneficial or harmful.
Area Sampling – Collection and analysis of representative samples of air in general work areas in order to determine the concentrations of any contaminants that are present.
Asphyxiant – A vapour or gas that can either reduce the oxygen content in the air or interfere with the body’s ability to use oxygen. Exposure to an asphyxiant can result in unconsciousness or death due to being unable to breathe.
Audiometric Testing – Tests that are conducted to determine the hearing ability of a person. These tests may be used to establish an employee's baseline hearing, to identify any subsequent hearing loss, and to monitor the effectiveness of noise controls.

Biological Agent – Any living organism (for example, virus or bacteria) that affects the body, a part of the body, or any of its functions. The effects may be beneficial or harmful.
Biological Monitoring – The use of medical tests (for example, blood, urine, exhaled air) to determine whether a person has been or is being exposed to a substance.
Boiling Point – The temperature at which a liquid changes to a vapour.
Breathing Zone – The area surrounding the worker’s head. The make-up of air in this area is thought to be representative of the air that is actually breathed by the worker.
By-Product – The product formed or released by a material during use in a process. This is produced in addition to the principle product. A by-product may be toxic, flammable or explosive.

Cancer – A disease characterized by an abnormal growth of cells.
Carcinogen – A chemical, physical or biological agent that can cause cancer in humans or animals.
Chemical Agent – A chemical substance that affects the body, a part of the body, or any of its functions. The effects may be beneficial or harmful.
Chronic Effect – A change that occurs in the body over a relatively long time (weeks, months, years) following repeated exposure or a single over-exposure to a substance.
Chronic Exposure – Repeated exposure to a hazardous agent.
Combustible – Capable of catching fire and burning, usually a material that has a flash point above 37.8°C. See also flammable.
Compensation Claim – A claim filed with the Yukon Worker’s Compensation Health & Safety Board by or on behalf of an employee who has suffered a disabling injury or illness, or death, arising out of and in the course of work.

Competent Person – The Yukon Occupational Health and Safety Act defines a competent person as a person who: is qualified because of his or her knowledge, training and experience to organize the work and its performance; is familiar with the provisions of this Act and the regulations that apply to the work; and has knowledge of any potential or actual danger to health or safety in the workplace.

Confined Space – A space in which a hazardous gas, vapour, dust or fume may collect or in which oxygen may be used up because of the construction of the space, its location, contents, or the work activity carried out in it. It is an area which is not designed for continuous human occupancy and has limited opening for entry, exits or ventilation.

Construction - Includes building, erection, excavation, alteration, repair, renovation, dismantling, demolition, structural maintenance, painting, moving, land clearing, earth moving, grading, street and highway building, concreting, equipment installation and alteration and the structural installation of construction components and materials in any form or for any purpose, and any work in connection therewith

Constructor - A person who contracts to do work on a project for an owner or who undertakes work on a project as an owner

Contaminant – An unwanted material (for example, radioactive, biological or chemical) that is likely to harm the quality of the working environment. The most common workplace contaminants are chemicals that may be present in the form of dusts, fumes, gases or vapours.

Contractor - A person who contracts for work to be performed at the workplace of the person contracting to have the work performed, but does not include a constructor

Controlled Product – Any product or ingredient that meets the criteria for one or more of the classes of hazards established by the Workplace Hazardous Materials Information System (WHMIS). The classes are:

- compressed gas
- flammable and combustible materials
- oxidizing materials
- poisonous and infectious materials
- corrosive materials
- dangerously reactive materials

Use of these materials in the workplace is regulated under Federal and Territorial workplace health and safety laws.

Controls – Measures designed to eliminate or reduce hazards or hazardous exposures. Examples include: engineering controls, administrative controls, personal protective equipment. Hazards can be controlled at the source, along the path to the worker, or at the worker.

Corrosive – A substance that will burn the skin or eyes on contact.

Danger Zone – An area or location where the probability of injury is high (for example, in the vicinity of saw blades).

Decomposition – The breakdown of a material or substance (by heat, chemical reaction, rotting or other process) into parts or elements.
Disabling Injury – The Canada Occupational Health and Safety Regulations define a “disabling injury” as an employment injury or an occupational disease that
   (a) prevents an employee from reporting for work or from effectively performing all the duties connected with the employee’s regular work on any day subsequent to the day on which the injury or disease occurred, whether or not that subsequent day is a working day for that employee,
   (b) results in the loss by an employee of a body member or part thereof or in the complete loss of the usefulness of a body member or part thereof, or
   (c) results in the permanent impairment of a body function of an employee

Due Diligence – The taking of every precaution reasonable in the circumstances for the protection of the health and safety of workers.

Dust – Fine particles of a solid that can remain suspended in air. The particle size of a dust is larger than that of a fume. Dusts are produced by mechanical action, such as grinding. Some dusts may be harmful to an employee’s health. See respirable particles.

Emergency Plan – Detailed procedures for responding to an emergency, such as a fire or explosion, a chemical spill, or an uncontrolled release of energy. An emergency plan is necessary to keep order, and minimize the effects of the disaster.

Engineering Controls – A category of hazard control that uses physical/engineering methods to eliminate or minimize the hazard. Examples of engineering controls include: ventilation, isolation, elimination, enclosure, substitution and design of the workplace or equipment.

Environment – The surrounding conditions, influences, and forces to which an employee is exposed in the workplace.

Ergonomics – An applied science that studies the interaction between people and the work environment. It focuses on matching the job to the worker.

Evaporation – The process by which a liquid, without reaching its boiling point, changes into a vapour and mixes with the air.

Explosive – A substance, mixture or compound that is capable of producing an explosion.

Fatality – Death resulting from an incident.

First Aid – The immediate care given to a person who is injured or who suddenly becomes ill. It can range from disinfecting a cut and applying a bandage to helping someone who is choking or having a heart attack.

Flammable – Capable of easily catching fire and of burning, usually a material that has a flash point below 37.8°C. See also combustible.

Flash Point – The lowest temperature at which a liquid will give off enough vapours to form a mixture that will burn if ignited. The lower the flash point, the higher the risk of fire.

Fog – Suspended droplets of a liquid that are produced by condensation or by the breaking up of a liquid (for example, by splashing or foaming).

Frequency – See injury frequency rate.

Fume – Finely divided solid particles that are formed when a hot metal vapour cools and condenses. Fumes are usually associated with molten metals (for example,
copper, lead or zinc and are often accompanied by a chemical reaction such as oxidation. See **oxidizing agent**.

**Gas** – A formless substance that expands to occupy the space of its container (for example, methane, acetylene).

**Glare** – Bright light that interferes with a person’s ability to see. Glare causes discomfort and can lead to eyestrain and headaches.

**Grounding** – Electrical connection of one or more conductive objects to the earth through the use of metal grounding rods or other devices.

**Guarding** – Use of any device or combination of devices designed to keep any part of a worker’s body out of the danger zone of a machine during its operating cycle. This usually involves guarding the point of operation, guarding power transmission components by fixed enclosures, and/or protecting the operator and nearby workers from flying fragments.

**Hazard** – The potential of any machine, equipment, process, material (including biological and chemical) or physical factor that may cause harm to people, or damage to property or the environment.

**Hazardous Material** – Any substance that may produce adverse health and/or safety effects to people or the environment.

**Health** – The World Health Organization has defined health as more than just the absence of disease. Rather, it is a state of complete physical, mental and social well-being.

**Health and Safety Policy** – A policy is a statement of intent, and a commitment to plan for coordinated management action. A policy should provide a clear indication of a company’s health and safety objectives. This, in turn, will provide direction for the health and safety program.

**Health and Safety Program** – A systematic combination of activities, procedures, and facilities designed to ensure and maintain a safe and healthy workplace.

**Health and Safety Representative** – A representative selected under provisions of the Canada Labour Code. A representative is usually required in a workplace with more than five but fewer than 20 employees. In such a workplace, workers must select one employee as a representative. Generally speaking, a health and safety representative has the same responsibilities and powers as a joint health and safety committee. See **joint health and safety committee**.

**Heat Exhaustion** – Overheating of the body. Heat exhaustion can happen when the body loses too much fluid (because of excessive sweating) or when conditions, such as physical activity in a hot environment, prevent sweat from evaporating into the air.

**Heat Stroke** – A potentially deadly condition in which over-exposure to a very hot environment breaks down the body’s ability to control its temperature and cool itself sufficiently. The body temperature rises to a very high (deadly) level.

**Housekeeping** – A way of controlling hazards along the path between the source and the worker. Good housekeeping means having no unnecessary items in the workplace and keeping all necessary items in their proper places. It includes proper cleaning, control of dust, disposal of wastes, clean-up of spills and maintaining clear aisles, exits, and work areas.
**Human Error** – This term is used today to include not just workers’ errors, but engineering deficiencies and lack of adequate organizational controls which together account for the majority of incidents.

**Hygiene Practices** – A broad term for personal health habits that may reduce or prevent the exposure of a worker to chemical or biological substances. Hygiene practices include:
- not smoking, eating or drinking in the work area
- washing up before breaks and meals
- removing contaminated clothing before leaving work
- keeping street clothes separate from contaminated work clothing.

**Hypersensitive** – The condition of being reactive to substances that normally would not affect most people.

**Hypothermia** – A condition in which body temperature drops below normal (36°C or 96.8°F). It most frequently develops from being exposed to very low temperatures. Hypothermia can cause death.

**Ignition Source** – A source of energy, such as heat, flame, sparks or static electricity, that is capable of causing a fuel mixture to burn.

**Incident** – An unwanted event which, in different circumstances, could have resulted in harm to people, damage to property or loss to a process. Also known as a **near miss**.

**Incident Investigation** – The process of systematically gathering and analyzing information about an incident. This is done for the purposes of identifying causes and making recommendations to prevent the incident from happening again.

**Incompatible** – A term used to describe materials that could cause dangerous reactions if they come in direct contact with one another.

**Industrial Hygiene** – A science that deals with the anticipation, recognition, evaluation, and control of hazards in the workplace. These hazards may cause sickness, harm to employee health, discomfort, and inefficient performance on the job. Also known as **occupational hygiene**.

**Ingestion** – The swallowing of a substance.

**Inhalation** – The breathing in of an airborne gas, vapour, fume, mist or dust.

**Injection** – To force or drive liquid or gas into the body.

**Injury Analysis** – The process of systematically evaluating injury statistics to identify trends in such areas as:
- age, gender, occupation of those getting injured on the job
- part of body involved
- machinery involved
- process or work activity involved
- time of day
- location
- frequency (see injury frequency rate)
- severity (see injury severity rate)

**Inspection** – See **workplace inspection**.

**Irritant** – A substance which, in sufficient quantities, can inflame or irritate the eyes, skin or respiratory system (lungs, etc.). Symptoms include pain and reddening.

**Job** – The sum of all tasks carried out by a person toward the completion of some goal.
Job Design – The planning of a job and the establishment of procedures for performing that job so that the potential for injury and illness is reduced or eliminated. See also ergonomics.

Job Hazard Analysis – A technique used to identify, evaluate, and control health and safety hazards linked to particular tasks. A job analysis systematically breaks tasks down into their basic components. This allows each step of the process to be thoroughly evaluated.

Job Rotation – Moving an employee to one or more related jobs during a work shift.

Joint Health and Safety Committee – A committee established under provisions of the Canada Labour Code. Joint health and safety committees are generally required in workplaces with 20 or more workers. At least half the members of the committee must be workers who do not exercise managerial functions; the worker members must be selected by the workers or, where there is one, the trade union. Management must appoint the remaining members from among persons who exercise managerial functions. The responsibilities and powers of joint committees include: obtaining information on workplace hazards, identifying workplace hazards, and recommending how to make the workplace safer and healthier. See also health and safety representative.

Legal Requirement – Anything that is demanded of a person or organization by statute, regulation, common law, or by-law.

Liquid – A formless fluid that takes the shape of its container, but does not necessarily fill it.

Localized – Restricted to one spot or area in the body and not spread throughout it.

Lockout – A specific set of procedures for ensuring that a machine, once shut down for maintenance, repair or other reason, is secured against accidental start-up or movement of any of its parts for the length of the shutdown.

Loss Control – Measures taken to prevent and reduce loss. Loss may occur through injury and illness, property damage, poor work quality, etc.

Medical Surveillance – The systematic approach to monitoring health changes in workers to identify and determine which effects may be work-related.

Melting Point – The temperature at which a solid changes to a liquid. For mixtures, a range of temperatures may be given.

Minutes – A written record of the outcome of a meeting. Minutes of joint health and safety committee meetings are required, by law, to be kept and made available to a Ministry of Labour Inspector for review.

Mist – Small droplets of a liquid that can remain suspended in air. Mists can form when a vapour condenses back to its liquid state, or when a liquid breaks up (for example, by splashing or atomizing).

Monitoring – The systematic measurement of health hazards to which workers are exposed. There are two types of measurements that can be taken: biological (worker) and environmental (workplace air).

Musculoskeletal Injuries – Injuries to the system of muscles, tendons, ligaments, joints, bones and related structures of the human body. Also known as musculoskeletal disorders (MSDs).
**Nature of Injury or Illness** – The main physical characteristics of a workplace injury or illness (for example, burn, cut, sprain, dermatitis, hearing loss).

**Noise** – Unwanted sound that can lead to hearing loss or stress, or interfere with the ability to hear other sounds or to communicate.

**Nuisance Dust or Particle** – Dust that does not cause disease or harmful effects when exposures are kept at reasonable levels.

**Occupational Health** – The development, promotion, and maintenance of workplace policies and programs that ensure the physical, mental, and emotional well-being of employees. These policies and programs strive to:

- prevent harmful health effects because of the work environment
- protect employees from health hazards while on the job
- place employees in work environments that are suitable to their physical and mental make-up

And address other factors that may affect an employee’s health and well-being, such as:

- ineffective organization of work
- harassment and violence in the workplace
- the need to balance work and family responsibilities (e.g., elder care, child care)
- promote healthy lifestyles

**Occupational Hygiene** – See *industrial hygiene*.

**Occupational Illness** – A harmful condition or sickness that results from exposure in the workplace to a biological, chemical, or physical agent or an ergonomic hazard. See *ergonomics*.

**Occupational Safety** – The maintenance of a work environment that is relatively free from actual or potential hazards that can injure employees.

**Owner** - includes:

i. a trustee, receiver, mortgagee in possession, tenant, lessee or occupier of lands or premises used or to be used as a workplace, and

ii. a person who acts for or on behalf of a person referred to in sub clause (i) as that person’s agent or delegate;

**Oxidizing Agent** – A substance that gives up oxygen easily (this oxygen can fuel a fire) or reduces the hydrogen in other compounds. Some examples of oxidizing agents are peroxides, chlorates, perchlorates, nitrates and permanganates. Oxidation and reduction reactions always occur at the same time. See *reducing agent*.

**Part of Body** – The part of the person’s body that is directly affected by a workplace injury or illness (for example, head, ears, arm, wrist, back, leg, foot).

**Parts Per Million (PPM)** – Parts of gas or vapour per million parts of air by volume at room temperature. For example, 1 cubic centimetre of gas in 1 million cubic centimetres of air has a concentration of 1 PPM.

**Personal Monitoring** – A technique used to determine an individual’s personal exposure to a chemical, physical or biological agent. This is done by means of a sampling device worn on the worker’s body (e.g., personal monitor). The monitoring of hazardous chemicals is done at the breathing zone; the monitoring of noise is done at the ears.
**Personal Protective Equipment (PPE)** – Any device worn by a worker to protect against hazards. Some examples are: respirators, gloves, ear plugs, hard hats, safety goggles and safety shoes.

**Physical Agent** – A source of energy (for example, noise, radiation, vibration, heat) that affects the body, a part of the body, or any of its functions. The effects may be beneficial or harmful.

**Policy** – See *health and safety policy*.

**Practice** – A set of guidelines that are helpful in carrying out a specific type of work.

**Prescribed** – As set out in the regulations under any Act.

**Preventive Maintenance** – A system for preventing machinery and equipment failure through:
- scheduled regular maintenance
- knowledge of reliability of parts
- maintenance of service records
- scheduled replacement of parts
- maintenance of inventories of the least reliable parts and parts scheduled for replacement

**Procedure** – A step-by-step description of how to do a task, job, or activity properly.

**Program** – See *health and safety program*.

**Project** - construction project, and includes:
- the construction, erection, excavation, renovation, repair, alteration or demolition of a structure, building or tunnel and the preparatory work of land clearing or earth moving, and
- work of any nature or kind designated by the Director as a project;

**Protective equipment** - A piece of equipment or clothing designed to be used to protect the occupational health or safety of a worker

**Quorum** – The minimum number of management and worker members that the joint health and safety committee determines must be present in order to carry out its business.

**Radiation** – The energy transmitted by waves through space or some medium. There are two types of radiation: ionizing (for example, X-Rays or radiation from a radioactive device), and non-ionizing radiation (for example, infra-red radiation, ultraviolet radiation).

**Reactivity** – The capability of a substance to undergo a chemical reaction with the release of energy. Unwanted effects include: pressure build-up, temperature increase, and formation of harmful by-products. These effects may occur because of the reactivity of a substance to heat, an ignition source, or direct contact with other chemicals in use or in storage.

**Reason to Believe** – A conviction or belief that does not require empirical support or evidence.

**Reasonable Grounds to Believe** – A conviction or belief that requires empirical support or evidence.

**Reducing Agent** – A substance that accepts oxygen or gives up hydrogen during a chemical reaction. Oxidation and reduction always occur at the same time. See *oxidizing agent*. 
Repetitive Strain Injury (RSI) – A problem with the muscles, tendons or nerves that happens over time due to overuse. Examples of repetitive strain injuries include: carpal tunnel syndrome and tendinitis.

Respirable Particles – Small particles that can be breathed in and reach parts of the respiratory system where they may have a harmful effect (for example, the lungs).

Risk – The probability of a worker suffering an injury or health problem, or of damage occurring to property or the environment as a result of exposure to or contact with a hazard.

Root Cause – The real or underlying cause(s) of an event. Distinguished from immediate cause(s) which are usually quite apparent.

Route of Entry – The method by which a contaminant can enter the body. There are four main routes of entry. Contaminants can be breathed in, swallowed, absorbed through the skin, or injected into the bloodstream.

Safety – See occupational safety.

Safety Data Sheet (SDS) – A form that contains detailed information about the possible health and safety hazards of a product and how to safely store, use and handle the product. Under the federal Hazardous Products Act, suppliers are required to provide SDSs for all hazardous materials, as a condition of sale.

Sampling – The process of taking small representative quantities of a gas, liquid, or solid for the purpose of analysis.

Severity – See injury severity rate.

Solvent – A substance that dissolves other substances. Many solvents are flammable.

Source of Injury or Illness – The object, substance, exposure, or body motion that directly caused a workplace injury or illness (for example, boxes, powered hand tools, acids, lead, cold, running, walking).

Stable – The tendency of a material to remain in the same form under reasonable conditions of storage or use. Compare with unstable.

Standard – A guideline, rule, principle, or model that is used as a means to compare, measure or judge performance, quality, quantity, etc.

Static Electricity – An electrical charge that cannot move. This charge will eventually develop enough energy to jump as a spark to a nearby grounded or less highly charged object. If sparks occur in an ignitable vapour or dust mixture, it can cause an explosion or fire.

Stress – A set of physical reactions that take place in the body in response to demands that are placed on it. These reactions prepare the body for action.

Stressor – A source of stress.

Substitution – The replacement of toxic or hazardous materials, equipment or processes with those that are less harmful.

Systemic – Spread throughout the body; affecting one or more body parts or systems. Compare with localized.

Task – A set of related steps that make up a discrete part of a job. Every job is made up of a collection of tasks. For example, answering a phone or entering data into a computer are tasks of a secretary’s job.

Terms of Reference – A written statement of the functions and operating procedures of a committee.
**Thinner** – A liquid (usually solvent-based) that is used to dilute paint, varnish, cement or other material to a desired consistency. Most thinners are flammable.

**Threshold Limit Value (TLV)** – A threshold limit value refers to the airborne concentration of a substance to which it is believed that nearly all workers may be repeatedly exposed day after day (for 8 hours per day) without harmful effect. Because of individual susceptibility, however, a small percentage of workers may experience discomfort from substances in concentrations at or below the threshold limit. A smaller percentage may be affected more seriously by aggravation of a pre-existing condition or by the development of an occupational illness.

**Toxic** – Harmful or poisonous.

**Toxic Substance** – Any substance that can cause acute or chronic effects to a person or is suspected to cause disease or injury under certain conditions.

**Trade Name** – The trademark name or commercial name for a material.

**Type of Injury/Illness** – The event that directly resulted in a workplace injury or illness (for example, struck against, caught in, over-exertion).

**Unilateral Work Stoppage** – Stoppage of work under the direction of either the worker certified member or the management certified member when the member has reason to believe that dangerous circumstances exist.

**Unstable** – The tendency of a material to break down or to undergo other unwanted chemical changes during normal handling or storage. Compare with *stable*.

**Vapour** – The form that a gas or liquid takes when it evaporates into the air.

**Ventilation** – The supplying and exhausting of air at the same time to an enclosed machine, room, or an entire building. There are two types of ventilation:

- **General or Dilution**: The air contaminants are diluted by natural or mechanical air exchange in the plant. This method is not appropriate for highly toxic contaminants.
- **Local Exhaust**: The contaminant is captured at its source, usually by the use of hoods, ducts or vents located near or directly over the source. This is the preferred method where toxic contaminants are released and there is the potential for worker exposure.

**Vibration** – The back and forth motion of an object (for example, tool, machinery or other piece of equipment) that occurs in a predictable pattern or manner. Overexposure to vibration can harm a part of the body (for example, the fingers) or it can affect the whole body.

**Volatility** – The tendency or ability of a liquid to quickly vapourize into the air. Examples of volatile liquids include alcohol and gasoline. Liquids that are volatile must be carefully dispensed and stored. This includes paying special attention to temperature.

**Work Practices** – Procedures for carrying out specific tasks which, when followed, will ensure that a worker’s exposure to hazardous situations, substances or physical agents is controlled by the manner in which the work is carried out.

**Work Refusal** – The right of a worker to refuse to work when the worker has reason to believe that he or she would be endangered by performing that work.

**Working Surface** – A surface or plane on which an employee walks or works.
**Workplace Design** – The planning of workplace environments, structures and equipment so that the potential for injury and illness is reduced or eliminated. See also **ergonomics**.

**Workplace Hazardous Materials Information System 2015 (WHMIS 2015)** – An information system implemented under the federal Hazardous Products Act and provincial occupational health and safety laws to ensure communication of information on hazardous materials. The information delivery system under WHMIS requires 1) labels, 2) safety data sheets (SDSs), and 3) worker education and training programs.

**Workplace Inspection** – A regular and careful check of a workplace or part of a workplace in order to identify health and safety hazards and to recommend corrective action. Workplace factors that have the potential to cause injury or illness to employees include: equipment, materials, processes or work activities, and the environment.

**Zero Energy State** – The state in which a machine has been made temporarily incapable of accidental start-up or movement. This state is achieved by shutting off or disconnecting all power sources, and draining, bleeding or blocking all residual energy sources such as: gravity, hydraulics, compressed air, springs, and capacitors.

**Zero Exposure** – Exposure that is restricted to so low a level that it requires little or no attention.
30 Acknowledgements
Special thanks to the following for aiding in the creation of this document:

Yukon Worker’s Compensation Health & Safety Board
Northern Safety Network Yukon
Skookum Asphalt
Underhill Geomatics Ltd.
City of Whitehorse
Government of Yukon
Canada Centre for Occupational Health & Safety
Canada Labour Program
Worksafe BC
HR Downloads
Kwanlin Dün First Nation
KDFN Occupational Health & Safety Committee
31 APPENDIX – Form Examples
These forms can be obtained from:
The Occupational Health & Safety Specialist
The Occupational Health & Safety Committee Department Representatives
Or on the KDFN Server at: Departments\Public\Safety
31.1 Equipment And Tailgate Meeting Forms

---

**Completed by (initials):**

- Daily Chassis Maintenance ☐
- Communication (Radio/Cell Phone) ☐
- Road Signs ☐
- High Visibility ☐
- Other PPE (Rangefinder, Chainsaw Chaps) ☐
- Power Tools (Saws/Chippers/Dillos) ☐
- Hand Tools (Hammers/Axes/Sledges) ☐
- Vehicle Checklist Completed ☐

---

**Specialty PPE Type:**

- Hearing Protection ☐
- First Aid Kit ☐
- Footwear (Steel Toe, CSA Approved) ☐
- Hard Hat / AV Helmet ☐

**Equipment Check (N/A if not applicable):**

---

**Crew (initials):**

---

**Superior:**

---

**Time:**

---

**Location:**

---

**Job/Project/Workorder:**

---

**Date:**

---

**Daily Equipment Checklist**
### SPECIALTY PPE & EQUIPMENT SIGN OUT

<table>
<thead>
<tr>
<th>DATE OUT:</th>
<th>DATE IN:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>EQUIPMENT TYPE:</th>
<th>ISSUED BY:</th>
<th>CHECKED IN BY:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ISSUE CONDITION:</th>
<th>RETURN CONDITION:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ISSUED TO:</th>
<th>COMMENTS (SERVICE REQUIRED)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Equipment user/operator has received training or instruction on SAFE use of this equipment. YES ____ NO ____ (User please initial)

<table>
<thead>
<tr>
<th>DATE OUT:</th>
<th>DATE IN:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>EQUIPMENT TYPE:</th>
<th>ISSUED BY:</th>
<th>CHECKED IN BY:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ISSUE CONDITION:</th>
<th>RETURN CONDITION:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ISSUED TO:</th>
<th>COMMENTS (SERVICE REQUIRED)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Equipment user/operator has received training or instruction on SAFE use of this equipment. YES ____ NO ____ (User please initial)
31.2 Worksite Inspections Forms

<table>
<thead>
<tr>
<th>Priority</th>
<th>Index</th>
<th>1: Serious</th>
<th>2: Minor</th>
<th>3: Acceptable</th>
<th>Priority</th>
<th>Index</th>
<th>1: Serious</th>
<th>2: Minor</th>
<th>3: Acceptable</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>1:</td>
<td>2:</td>
<td></td>
<td></td>
<td>1:</td>
<td>2:</td>
<td>3:</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Unsafe</td>
<td>Condition</td>
<td></td>
<td></td>
<td>Unsafe</td>
<td>Condition</td>
<td></td>
</tr>
</tbody>
</table>

- Equipment Inspection Completed
- Other: ____________

- Location: ____________
- Type of Work: ____________
- Fall Arrest (See OH&amp;S before work)
- Road Work
- Construction
- Confined Space (See OH&amp;S before work)

- Crew (Initials): ____________
- Time: ____________
- Supervisor: ____________

Date: ____________
Job #: ____________

Front

More
## Kwanlin Dun First Nation
### Work Site Safety Inspection Report

<table>
<thead>
<tr>
<th>Priority</th>
<th>INSPECTED ITEMS</th>
<th>Priority</th>
<th>INSPECTED ITEMS</th>
<th>Priority</th>
<th>INSPECTED ITEMS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hazard Assessment Procedure</td>
<td>Fire Extinguishers</td>
<td>Hazard Assessment Procedure</td>
<td>Materials Storage &amp; Handling</td>
<td>Hazard Assessment Procedure</td>
<td>Fire Extinguishers</td>
</tr>
<tr>
<td>Protection of Public</td>
<td>First Aid Kits/First Aid</td>
<td>Protection of Public</td>
<td>Safety Promotion/Education</td>
<td>Protection of Public</td>
<td>First Aid Kits/First Aid</td>
</tr>
<tr>
<td>Harassment/Possibility of Violence</td>
<td>Needles/Biological Hazardous Human Waste</td>
<td>Harassment/Possibility of Violence</td>
<td>Excessive Mold/Dust</td>
<td>Harassment/Possibility of Violence</td>
<td>Needles/Biological Hazardous Human Waste</td>
</tr>
</tbody>
</table>

### Priority Index:
1. Imminent Danger
2. Serious
3. Minor
4. Acceptable
5. Not Applicable (N/A)
**Vehicle Inspection Checklist**

**Instructions**

Kwanlin Dün First Nation employees are required to complete a copy of this form prior to the operation of any KDFN owned and operated vehicle when leaving on an extended trip out of city limits. Completion of this form prior to operation is critical in the identification and avoidance of potential vehicular malfunctions/defects that may create potential health and safety issues. This form must be submitted to the department manager, director, supervisor or OH&S Committee representative before leaving KDFN premises on extended trips.

Make/Model/Year: 
Vehicle Number: 
Licence Plate #: 
Odometer Reading: 

Place an “X” beside each line item as appropriate.

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>Record Defects beside Items</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Windows/windshield not severely cracked</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Windshield wipers work</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Heating/air conditioning and windshield defogging systems work</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Interior lights work</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Headlights (high beam/low beam) work</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Tail lights/brake lights work</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Horn works</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Tires in good shape (no damaged or bald tires and all appear to be properly inflated)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>No unusual oil/grease leaks (at wheel seals or under the vehicle)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>No air leaks (walk around vehicle and listen for air leaks while driver applies the brakes)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Copy of the annual safety inspection (either sticker or form) available</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Mirrors are in good position and are properly adjusted</td>
</tr>
<tr>
<td></td>
<td></td>
<td>There are no visible fuel leaks, and the odour of gasoline is not detected</td>
</tr>
</tbody>
</table>
# 31.3 Meetings

Kwanlin Dün First Nation  
Tail Gate Meeting

<table>
<thead>
<tr>
<th>TAIL GATE MEETING: DATE:</th>
<th>TIME:</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEPARTMENT:</td>
<td></td>
</tr>
<tr>
<td>PROJECT/FACILITY:</td>
<td></td>
</tr>
</tbody>
</table>

### ATTENDANCE: (print in ink)

1. 
2. 
3. 
4. 
5. 
6. 
7. 
8. 
9. 
10. 

### TOPIC(S) OF REVIEW:

- 
- 
- 

### EMPLOYEE INPUT/ACTIONS TO BE TAKEN:

- 
- 
- 

Reviewed and verified:

**SUPERVISOR SIGNATURE**

**OH&S Specialist Signature**

**This document must be submitted to the Occupational Health & Safety Specialist within 30 days of the date written.**
# 31.4 Fieldwork Safety Plan

**Kwanlin Dün First Nation Fieldwork Safety Plan**

<table>
<thead>
<tr>
<th>Supervisor:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Name:</td>
<td>Telephone:</td>
</tr>
</tbody>
</table>

**Location of Fieldwork:**
Nearest Community (Name, Distance to):
Nearest Emergency Services (Name, Distance to):

**Nature of Work:** (Type of Work)

<table>
<thead>
<tr>
<th>Date of Departure:</th>
<th>Date of Return:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Check in contact:</td>
<td>Phone:</td>
</tr>
</tbody>
</table>

**Fieldwork Team:** (list all involved)

<table>
<thead>
<tr>
<th>Name</th>
<th>Category (check all that apply)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Team Leader</td>
</tr>
<tr>
<td></td>
<td>First Aid</td>
</tr>
</tbody>
</table>

**Emergency Procedures:** (Include information on communication and evacuation plans)

**Specialty Safety Equipment (regular PPE still required):**

**Training:** (topics discussed)

**Vehicle Inspection & Equipment Checklist completed:**

<table>
<thead>
<tr>
<th>Signature of Supervisor:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initials of Field Workers:</td>
<td>Date:</td>
</tr>
</tbody>
</table>